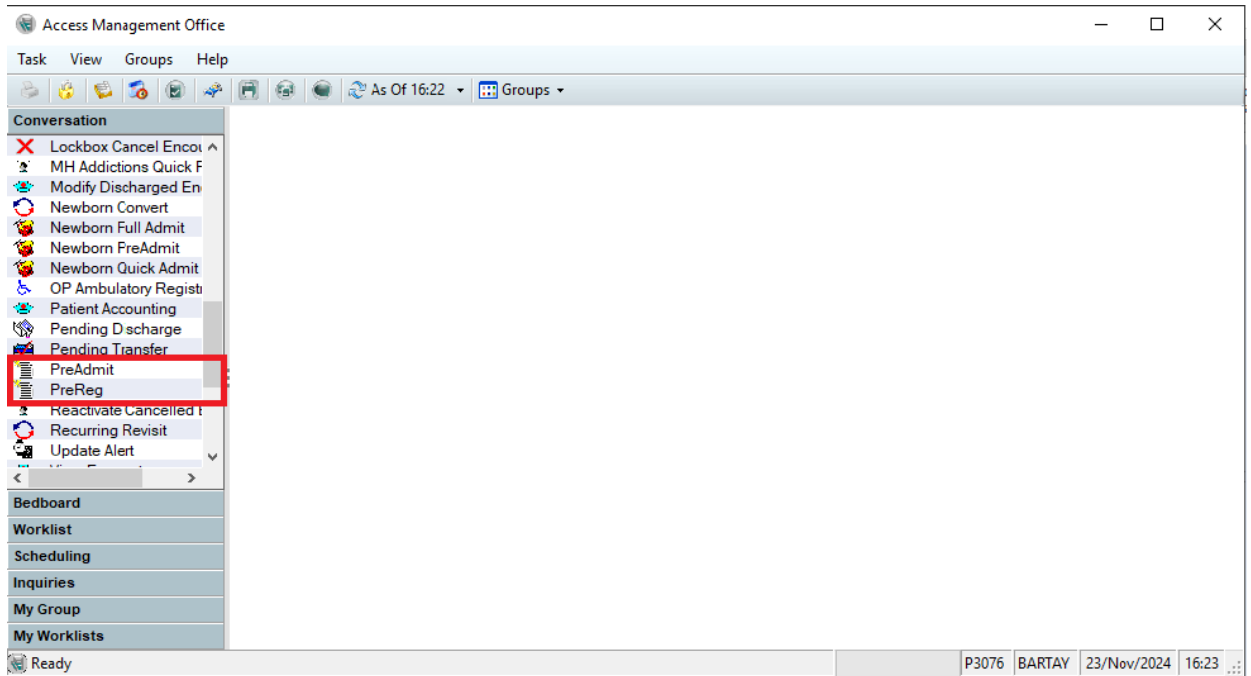
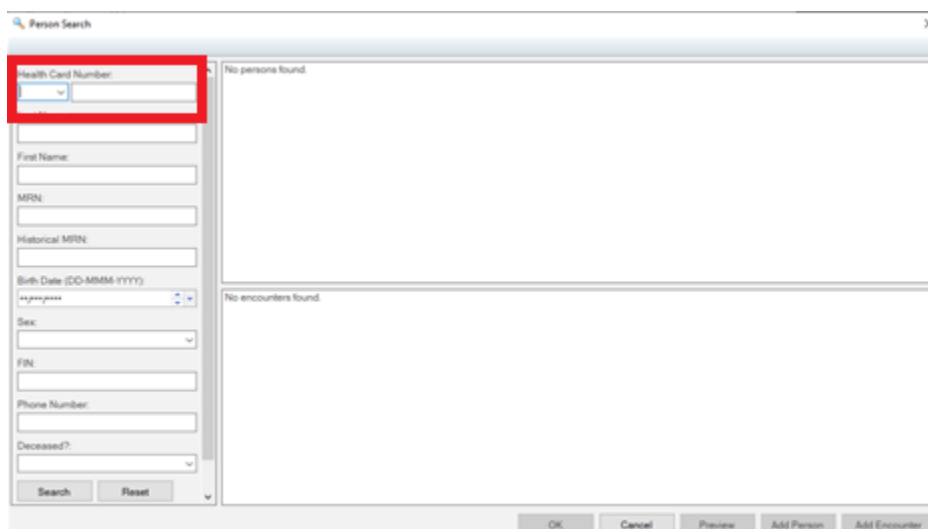


Verifying the information in the day surgery/pre-admit encounter

1. To open the scheduled day of surgery encounter use the PreReg (for day surgery) or PreAdmit (for inpatient) conversation in Access Management Office.



2. Search for [Patient Name] and using the health card number if available, or First and Last name/DOB if health card is not available.





- In the top pane, select the correct patient, in the bottom pane select the scheduled day of surgery encounter and click **OK**.

Person Search

Health Card Number:	MRN	Historical MRN	Patient Name	Health Card Number	VC	Sex	Birth Date (DD-MMM-YYYY)	Age	Deceased?
	88000025; 11000173		ZZTEST, TAYLOR	9999-999-999		Female	16/Sep/1981	43 Years	No
Last Name: zztest	11002678		ZZTEST, TAYLOR EASTON	8787-987-454		Female	15/Jan/1980	44 Years	No
First Name: taylor	11001694		ZZTESTHANSON, TAYLOR			Male	01/Jan/1980	44 Years	No
MRN: 11001659	11001659		ZZTEST, TAYLORSWIFT			Female	01/Jan/1990	34 Years	No
Historical MRN:	11001425		ZZTEST, TAYLOR NEW	6652-235-871		Female	01/Jan/1960	64 Years	No
Birth Date (DD-MMM-YYYY): **/**/****	11001242		ZZTEST, TAYLOR PREG	6655-443-322		Female	16/Sep/1981	43 Years	No
Sex: [Dropdown]	11000948		ZZTEST, TAYLOR ANN	6666-666-688	TB	Do Not Know	02/Sep/2003	21 Years	No
FIN:	11000330		ZZTEST, TAYLOR LEE			Female	16/Sep/1981	43 Years	No
Phone Number:									

Facility	MRN	FIN	Visit Id	Patient Type	Reg Date (DD-MMM-YYYY)	Expected Date of Arrival	Disch Date (DD-MMM-YYYY)	Medical Service	Location	Room
SCS	11000330	22-006841	22-008090	PreReg		2024-Dec-07 12:00		General Surgery	SC DS	
SCS	11000559	22-000769	22-002394	Inpatient	2024-Nov-26 16:44	2024-Nov-26 19:00	2024-Nov-26 17:03	Obstetrics	SC LD	TRWF
SCS	11000330	22-001007	22-002724	Outpatient	2024-Sep-27 12:54		2024-Sep-27 12:58	Ambulatory	SC RAD	
SCS	11000330	22-000558	22-002021	Outpatient in a Bed	2024-Mar-22 14:17		2024-Apr-22 12:15	Obstetrics	SC 4DB	SC4D
SCS	11000330	22-000602	22-000590	Outpatient	2024-Jan-10 11:37	2023-Nov-10 12:23	2024-Apr-08 10:01	Ambulatory	SC CT	
SCS	11000330	22-000553	22-000542	Emergency	2023-Nov-06 08:10		2023-Nov-06 15:47	Emergency	SC ED	WR

OK Cancel Preview Add Person Add Encounter

- Confirm demographics with patient and complete all required fields. Fill in additional insurance information if applicable and obtain requested accommodation. Click **OK**.
- Ensure "Do not print documents" is unselected, select appropriate document(s) from list and click **OK**.

Document Selection

Document	Printer	Copies
<input checked="" type="checkbox"/> Wristband	#1ah001	1

Do not print documents Edit OK

- Log into Mobile eSignature iOS on the tablet
- In the upper left tap **"search"**
- Fill in FIN for day of surgery and tap **"search"**.
- Tap on correct patient
- Follow the rest of the ESig workflow and print a copy for the patient.

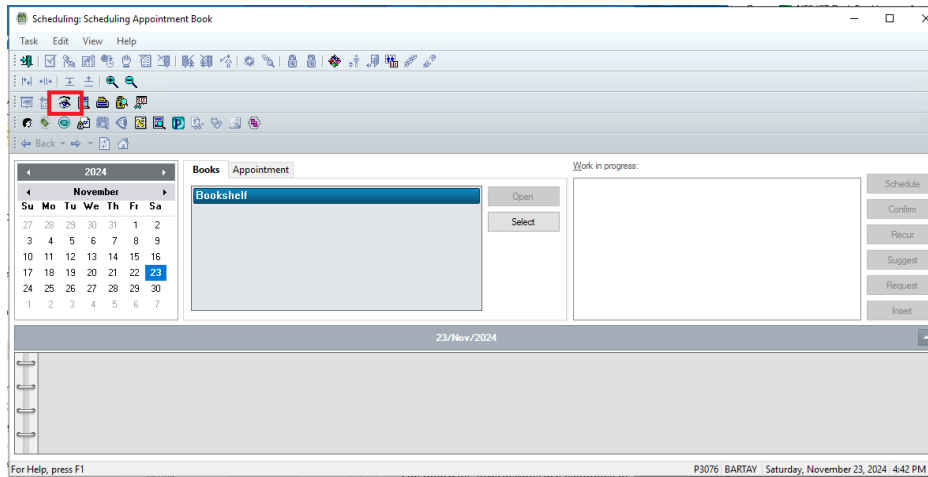
Registering the Pre-op Appointment for today

- Log into **Scheduling Appointment Book**



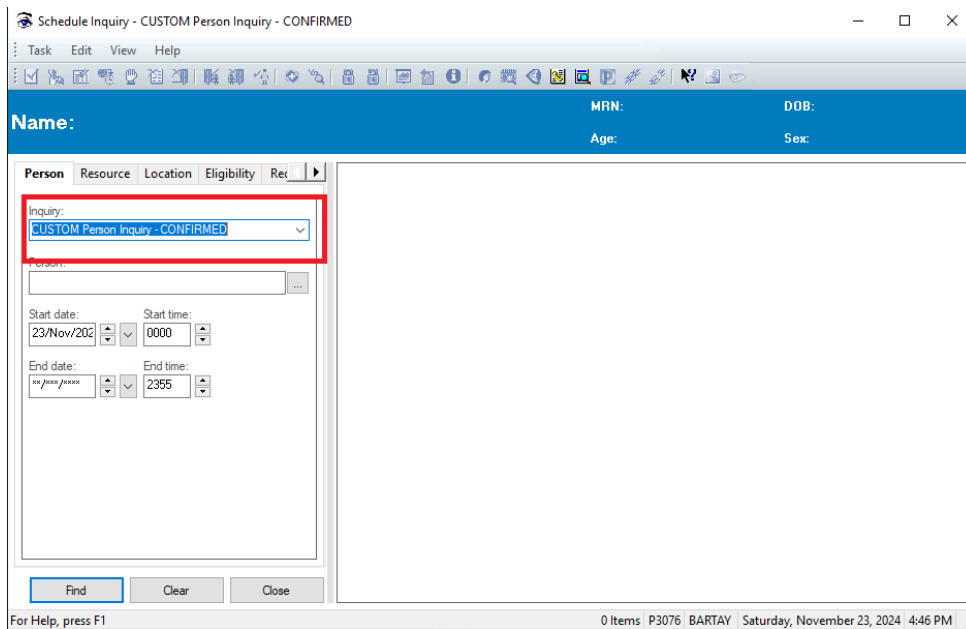


12. Locate Patient via Appointment Inquiry. Left click on the “eye in the sky” icon.



13. Navigate to Person tab and select “Custom Person Inquiry – Confirmed”. Hit the three ellipses(dots) on the person line to search for patient.

14.



15. Search Patient by health card number

16. Confirm the patient, and click **OK**.



17. Select the correct date ranges and start/end times (only enter an end date/time if needed).

Screenshot of the 'Schedule Inquiry - CUSTOM Person Inquiry - CONFIRMED' window. The 'Inquiry' dropdown is set to 'CUSTOM Person Inquiry - CONFIRMED'. The 'Start date' is '23/Nov/2024' and 'Start time' is '0000'. The 'End date' is 'no more dates' and 'End time' is '2355'. A red box highlights these date and time fields. The 'Find' button is at the bottom left.

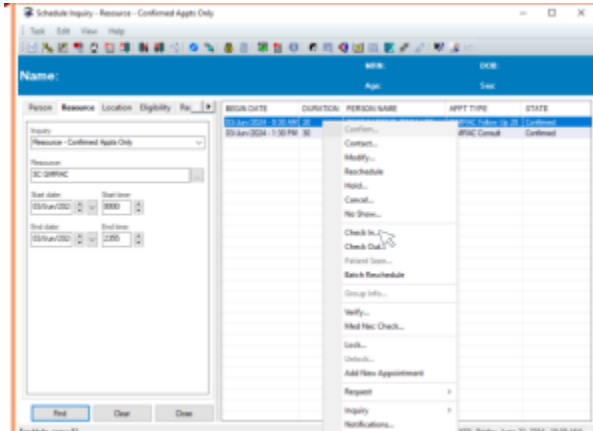
18. In your inquiry box, click "Find" in the bottom left.

Screenshot of the 'Schedule Inquiry - CUSTOM Person Inquiry - CONFIRMED' window. The 'Find' button is highlighted with a red box. The date and time fields are the same as in the previous screenshot.

19. Right-click on the Appointment Type that needs to be Checked In.

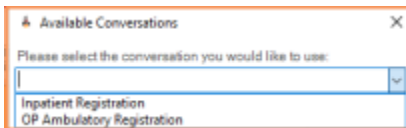


20. Select "check in"



21. Review appointment information and select OK.

22. An "Available Conversations" box will pop-up. From the drop-down menu, select the "OP Ambulatory Registration" conversation and click OK.



23. Confirm demographics if patient is present, otherwise fill out to the best of ability and click OK.

24. Document Selection box will open at the end of registration. Ensure "Do not print documents" is unselected, select appropriate document(s) and printer from list and click OK.

