

CHECKING IN AN APPOINTMENT HOSPITAL INFORMATION SYSTEM (HIS)

ALL SCHEDULING ROLES

USING THE SCHEDULING APPOINTMENT BOOK APP APPOINTMENT:

- 1. Open the Scheduling Appointment Book from the App Bar
- 2. Right-Click on the appointment and select "Actions."
- From the "Actions" menu, select "Check In." The check-in window opens with the patient details.
- Verify the information and click "OK." (Note: Verify the patient's location.)
- 5. The **"Available Conversations "** window opens.
- 6. Select the **conversation type** from the drop-down menu.
- 7. Complete the **required information** in the Registration form window.
- 8. In the **"Document Selection"** window, click **"OK"** to print the wristband.
- 9. The patient's appointment is now checked in.

Note: there are more ways available to check in an appointment through the Check-In icon the appointment Inquiry icon

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Name: TEST DA	TIENT, CUPCAKE PINK			MRB	MRN: 11001746			38: 01/Jan/	/2000
Name. TEST PA	HENT, COPCARE FIN	r .		Age	24 Years		Se	sc Female	
D- TEST PATIENT, CUP	General Summary Details	Orders Gui	idelines Notificat	ion Conversation	Summaries	Itineraries	Locks	Eligibility	Booking Notes
. GIMRAC Follows	Jp 2 Date:			Time:					
	20/Jun/2024		÷ ~	1638					
	Tracking location:								
	(None>								
	Comments:								
	Converts: Person Name TEST PATIENT, CUPCAKE PIN	Enc Type K PreReg							
	Connerts:	Enc Type K PreReg	Guar Pret	Enc Pret	Wew	Modify		Set Enc	Charges
	Connerts: Person Name TEST PATIENT, CUPCAKE PRV Pround Information	Enc Type K. PheReg	Guar Pret	Enc Pet	Wew	Modify		Set Enc	Charger

Verify information and click OK



Available Conversations window opens

& Available Conversations	×
Please select the conversation you would like to use:	
	\sim
Inpatient Registration OP Ambulatory Registration	
	Available Conversations Please select the conversation you would like to use: Inpatient Registration OP Ambulatory Registration

Select the Conversation Type

MeidenNerre
Mailen Name
Maiden Name
"What pronoun(s) do you use?:
v She/Her v
DN
22-032067
100 Barran Cada
Alats

Complete the Registration required fields and click OK

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Click OK to pint the Wristband

9 Mon. 03/Jun/2024 8:00 AM 8:15 AM 8:30 AM 8:30 AM 8:30 AM 1EST PATIENT, CUPCAKE PINK GIMRAC Follow Up 20 The appointment is Checked in and turns green



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CHECKING IN A PATIENT USING THE APPOINTMENT INQUIRY ICON STEPS:

- Select the Icon "Appointment Inquiry" icon from the toolbar menu.
- The Scheduling Inquiry window opens. Click "Find" to see confirmed appointments. Note: The date ranges can be changed to find an appointment.
- Right-click and select "Check-In," then follow steps 4-9 above to complete the check-in process.

Note: Clicking on the **"Person"** tab in the appointment window will allow you to find all appointment by looking up the patient.



Click Find



Right-click and select Check In

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CHECKING IN PATIENTS THROUGH THE ACCESS MANAGEMENT APP:

Steps to Check in a Patient:

- Select the Access Management App from the App Bar.
- 2. Go to the Inquiries section.
- 3. Select the "+" sign on the left next to "Location."
- 4. Double-click on "Appt Check-in by location" from the location menu.
- 5. Adjust the "dates" using the calendar.
- Select the Location Type and Location for your workflow (ex. Location Type: Ambulatory, Location: SC GMRAC), and click "OK."

The Appt **Check-In by location** window opens.

7. Right-click on the patient appointment and select "Check-In."

Follow Steps **4-9** from the "(SCHED) Checking in an Appointment" section to complete the check-in process.



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Task View Groups Help	
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Conversation	
Add / Modify Person	^
G Bed Swap	
🦉 Bed Transfer	
X Cancel Bed Transfer	
Cancel Discharge	
Cancel Encounter	
X Cancel Leave of Absence	
Cancel Pending Discharge	
Cancel Pending Transfer	
Clinical Phone Call	
SIL Discharge Encounter	
ED Quick Registration	
Downtime Inpatient Registration	
Downtime Newborn Quick Reg	
Padbaard	÷
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Worklist	
Scheduling	
Inquiries	
My Group	
My Worklists	

Go to Inquiries section



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Double-click Appt Check-In by Location

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	🛃 Appt Check-In by Location 🛛 🗙
	Start date: Start time: 21./Jun/202 ▼ 00000 ▼
	End date: End time: 21/Jun/202: 2355
	Location type:
	Location:
	OK Cancel

Adjust the dates





	Est Amival	FIN	Patient Type	MRN	Patient Name	Appt I
1	05/27/2024 13:30	22-002040	PreReg	11000265	TESTONE, ASHLEY	05/27
	05/31/2024-09-00	22.002124	Outpationt	11001746	TEST PATIENT, CUPCAKE PINK	05/31
	06/03/202	Confirm		11001746	TEST PATIENT, CUPCAKE PINK	06/05
	06/06/202	Contact		11001746	TEST PATIENT, CUPCAKE PINK	06/06
	05/31/202	Modify		11001736	TEST PATIENT, ONYX JESSY	05/31
	05/31/202			11001738	TEST PATIENT, ONYX JESSY	05/31
	05/31/202	Reschedule		11001736	TEST PATIENT, ONYX JESSY	06/03
	05/28/202	Hold		11001734	TEST PATIENT, ROSA LEE	05/28
	06/03/202	Cancel		11001734	TEST PATIENT, ROSA LEE	06/03
	05/28/202	Via Chau		11001743	TEST PATIENT, SCAR M	06/04
	05/27/202	NO 300W		11001737	WALLEN, MORGAN	05/28
	05/27/202	Check In	\sim	11001737	WALLEN, MORGAN	06/04
	06/06/202	Check Out	12	11001737	WALLEN, MORGAN	06/06
			• •			
		Patient Seen.				
		Group Info				
		/erify				
		Med Nec Ch	eck			
	<	Lock				>
		Unlock		NHSREGS	CHEDCLERK03 21/Jun/2024 1	1:22 .:

Select Check In

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Hotel Dieu

Shaver

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