



ADMITTING PROCESS

DROP OFF SPECIMEN REGISTRATION

EXPECTATION

The Registration Representative is required to sign on to the Cerner Application, and use “PMOffice” to register the specimen as soon as the Laboratory Technician arrives to the Check-In Window.

The Registration Representative will complete the registration when able.

- Register the patient
- Document the patient encounter

Day of specimen form drop off	Go to “PMOffice”, click on Worklist • Go to “Register Patient” • Search for patient, using Name and Date of Birth from script • Add Encounter • “Organization” box will generate, enter: Mid Hudson Regional Hospital • Select “OK”
Register the Patient	• Complete all required fields Note: Do Not Enter Registration Notes On “Patient Information” Tab
Scan the Script	• Click “Images,” where the script must be scanned into encounter
Encounter information	• Go to “Encounter” tab and complete all required fields • Lab location should reflect: Nurse/Ambulatory: MH Lab Patient Type: Outpatient Medical Service: PRP • Document registration notes within encounter comment section Note: Notes should reflect “Patient Not Present”
Guarantor Information	• Complete the required section Note: if the patient is the child the “Mother/Father” has to be listed as Guarantor and the relationship should state “Child”.
Insurance	• Complete the required fields and verify insurance(s) • If no insurance listed, or if insurance is inactive, stop registration
Complete	• Print the Facesheet • Choose the Armband/Label combination, print (1) sheet • Give facesheet, (1) sheet of labels and script to the Laboratory Technician

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| | <ul style="list-style-type: none">• For consents, click “Close”• On drop down, select “Person Not Available,” click “Ok” |
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