



ADMITTING PROCESS

INCOMPLETE SPECIMEN REGISTRATION

EXPECTATION

The Registration Representative is required to sign on to the Cerner Application, and use “PMOffice” to register the specimen as it appears on the “Incomplete Specimen Registrations” worklist.

- Register the patient
- Document the patient encounter

Day of specimen form drop off	Go to “PMOffice”, click on Worklist • Select Incomplete Specimen Registrations • Search for MidHudson, click “Copy” to move to selected section, click “OK” • Patient with specimen labs ready for full registration will be listed Note: Review the “Scanned Images?” Column. If “YES” is indicated, proceed to complete registration.
Register the Patient	• Complete all required fields Note: Do Not Enter Registration Notes On “Patient Information” Tab
Find the Script	• Click “Images,” where the script can be viewed • Review the script for both the diagnosis code and the name of the physician
Encounter information	• Go to “Encounter” tab and complete all required fields • Lab location should reflect: Nurse/Ambulatory: MH Lab Medical Service: this should match what the “Med Svc” column states from worklist • Diagnosis and Physician should be entered within encounter already • 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, change the account to Self Pay.
Complete	• Check “Do Not Print Document,” select “Ok” • For consents, click “Close” • On drop down, select “Person Not Available,” click “Ok”

