WMC Health | MidHudson Regional Hospital
Westchester Medical Center Health Network

PATIENT ACCESS DEPARTMENT

ADMITTING PROCESS
INFUSION

EXPECTATION

The Registration Representative is required to sign on to the Cerner Application, and use "PMOffice" to register the patient upon arrival to the Infusion Center.

- Register the patient
- Document the patient encounter
- Collect copayment, if applicable

Day of Arrival	**Go to "PMOffice", Inquiries Worklist** • Select "Appt Check In By Location" • Select Location Type: Ambulatory • Select Location: MH Infusion Therapy • Right click on the patient and select "Check-In" • Tracking Location: MH Infusion Waiting Room, select "Ok," select "Register Patient," select "Ok"
Register the Patient	• Contact patient to verify all demographics within encounter using "Patient Accounting" to update
Encounter Information	• Go to "Encounter" tab and complete all required fields • Document registration notes within encounter comment section
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insurance(s) • Ensure authorization was obtained or that no authorization was required • If insurance has changed or is no longer active, do not update encounter (unless encounter was in a Pre-Recurring status, NOT a Recurring status). **Note:** Contact Infusion Center who will have to create new encounter
Consents	• Have the patient complete the electronic consent

Print the Armband/Labels and Facesheet	• Choose the Armband/Label combination, print (1) sheet • Print the facesheet
Complete Registration	Provide the patient with facesheet and (1) sheet of labels.