



ADMITTING PROCESS

LAB (Walk-In)

EXPECTATION

The Registration Representative is required to sign on to the Cerner Application, and use “PMOffice” to register the patient at the time of arrival.

- Register the patient by verifying demographics and insurance.
- Document the patient encounter.
- Collect copayment, if applicable.

Day of Arrival	Go to “PMOffice”, click on Worklist • Go to “Register Patient” • Search for patient, verifying Name and Date of Birth • Add Encounter
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 Medical Service: MLC • 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) • Scan: Patient’s photo identification and insurance card(s) Important: MSP-Questionnaire must be completed while patient is present.
Consents	• Have the patient complete the electronic consents
Print the Armband/Labels and Facesheet	• Choose the Armband/Label combination, print (1) sheets • Print the facesheet • Verify the patient Armband, using the (3) identifier method: 1. Have the patient spell their last name, first name 2. Have the patient state their D.O.B.

	3. Show the patient the armband and have them verify that the correct Name/D.O.B is listed. •
Complete Registration	• Give facesheet, (1) sheet of labels and script to the patient • Send patient to: LAB: across the hall, Suite 204