



ADMITTING PROCESS

SURGERY - (AMBULATORY & MAIN OR/SDS)

EXPECTATION

The Registration Representative is required to sign on to the Cerner Application, and use “PMOffice” to register the patient upon arrival to the Admitting Department.

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

Day of Arrival	Go to “PMOffice”, Click on <u>Worklist</u> • Click on Today’s Expected Arrivals • Select the patient
Register the Patient	• Right click on the patient and select “Register Patient” • Complete all required fields Note: Do Not Enter Registration Notes On “Patient Information” Tab
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 Note: Email InsuranceVerificationMHRH for any authorization issues that arise • 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 (4) 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.

	• Band the Patient
Complete Registration	• Provide the patient with facesheet and (4) sheets of labels
Finding Surgery Location	• Go to “PowerChart” → Perioperative Tracking → MH Registration • Locate patients name • MH Ambulatory: ATRIUM ELEVATORS, 5TH FLOOR (Suite 500) • MH Main OR: Left out of Suite 205, left at intersection, SAME DAY SURGERY
IMPORTANT	<i>If patient is a MH Ambulatory patient, complete the steps below:</i> • <i>Go to “PMOffice”, Click on “Inquiries” → “Appt Check In By Location”</i> • <i>Location Type: Surgery</i> • <i>Location: MH Ambulatory</i> • <i>Right click on patient name, select “Check-In,” click “Complete.”</i>