



ADMITTING PROCESS
PRE-SURGICAL TESTING

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 Step 1 (Pre-Surgical Testing Account)	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” complete all required field • 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 (1) sheet • 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 (1) sheet of labels Note: The facesheet and the labels are for the day of services (Pre-Surgical Testing)
Step 2 (Future Surgical Account) Printing Surgical Labels	• Using the Medical Record Number (DO NOT Use FIN), search for the patient • Select the future surgical visit, click “Ok” • Choose the Armband/Label combination, print (4) sheets of these labels Note: This encounter is always in a “Pre-Reg” status
Complete	• Provide the patient with facesheet, (1) sheet of Pre-Surgical Testing labels, and (4) future surgical labels • Send patient to: PST: ATRIUM ELEVATORS, 5TH FLOOR (Suite 501)