



ADMITTING PROCESS
SCHEDULED RADIOLOGY
(CT, MRI, US, etc)

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” 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 • Send patient to: RADIOLOGY: COOKE ELEVATORS, 1ST FLOOR