



ADMITTING PROCESS

WALK-IN RADIOLOGY

(X-RAY)

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 Walk-In STEP 1	Go to “PMOffice”, Click on Conversation • 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
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) • 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	Copy the patients FIN# → Go to “Document Icon”, click on “Magnifying Glass”, Enter FIN#, Click “Ok” • Print the Facesheet • Choose the Armband/Label combination, print (1) sheet • 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
STEP 2 Activate the X-Ray Order WMCHHealth Physician	If there is an electronic order from a WMCHHealth Physician: - Go to “PowerChart” - Click on the drop down on the right hand corner → select “FIN” - Go to “Menu”, select “Orders” - Under “Orders for Signature, select “Diagnostic Tests”, where the order will appear on the right-hand side of status being “Future (On Hold)” - Right click on the appropriate order and click “Activate” - Tab will appear and status will change to “Activate” - Click on “Orders for Signature” → Click “Sign”
Activate the X-Ray Order Outside Paper Script	If patient presents with an outside paper script: - Go to “PowerChart” - Click on the drop down on the right hand corner → select “FIN” - Select “Add,” then search for test that’s listed on script - Enter Physician Name - Communication Type: Paper or Fax, select “Ok” - Details: enter diagnosis from script - Select “Diagnoses” tab, enter diagnosis from script → select “Sign” (bottom right) - Under “Orders for Signature, select “Diagnostic Tests”, where the order will appear on the right-hand side of status being “Future (On Hold)” - Right click on the appropriate order and click “Activate” - Tab will appear and status will change to “Activate” - Click on “Orders for Signature” → Click “Sign”
Complete Registration	- Provide the patient with facesheet, (1) sheet of labels, and paper script (if applicable) - Send patient to: RADIOLOGY: COOKE ELEVATORS, 1ST FLOOR