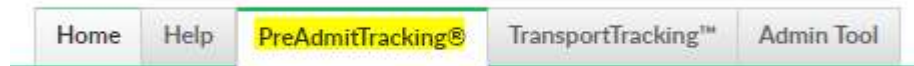


Teletracking

Beginning of Shift:

- Sign on to **Teletracking Board**
- Once on:
 - Select **PreAdmitTracking**



- Monitor periodically for any new patients who will be admitted to Mid-Hudson Regional.
- Patient listed under the *PreAdmitTracking* tab are to be immediately pre-registered.
 - Enter the Financial Account Number (FIN) and Medical Record Number (MRN) on the *PreAdmitTracking* Board.

Requested	Origin Unit	Current Loc	Name	Age	Med Rec #	Visit #	Iso Type	Bed Attr	Accom	Bed Size
05/27 1...	PT PLA...	---	ST. JOHN'S	75	---	---	---	---	---	---
05/27 1...	PT PLA...	---	Y...	6	168	100	---	---	---	---

- When the patient arrives to the unit, the floor will notify Admitting.
 - Copy the FIN and activate the chart by completing a full registration.
 - Go to the assigned unit and verify demographics, as well as obtain consents.

Note: Transfer Center will continue to submit patient face sheet via TigerConnect and/or fax; the expectation is for the Registration Representative to conduct routine checks for transfer notifications and immediately complete the pre-registration process once the patient is listed on Teletracking. No patient should be pre-registered or registered until they are listed on Teletracking. **Contact Bed Placement if demographics are needed.**