



TRAINING:

EMERGENCY ROOM

DISCHARGE INCOMPLETE



Logging In



1. Click on the MyCare Icon on the computer desktop

The login screen for myCare. It features the WMCHealth and myCare logos on the left. To the right, there are three input fields: "User name:" with the text "TrainingT", "Password:" with a masked password "*****", and "Domain:" with a dropdown menu showing "WCMC". Below these fields is a blue "Log On" button.

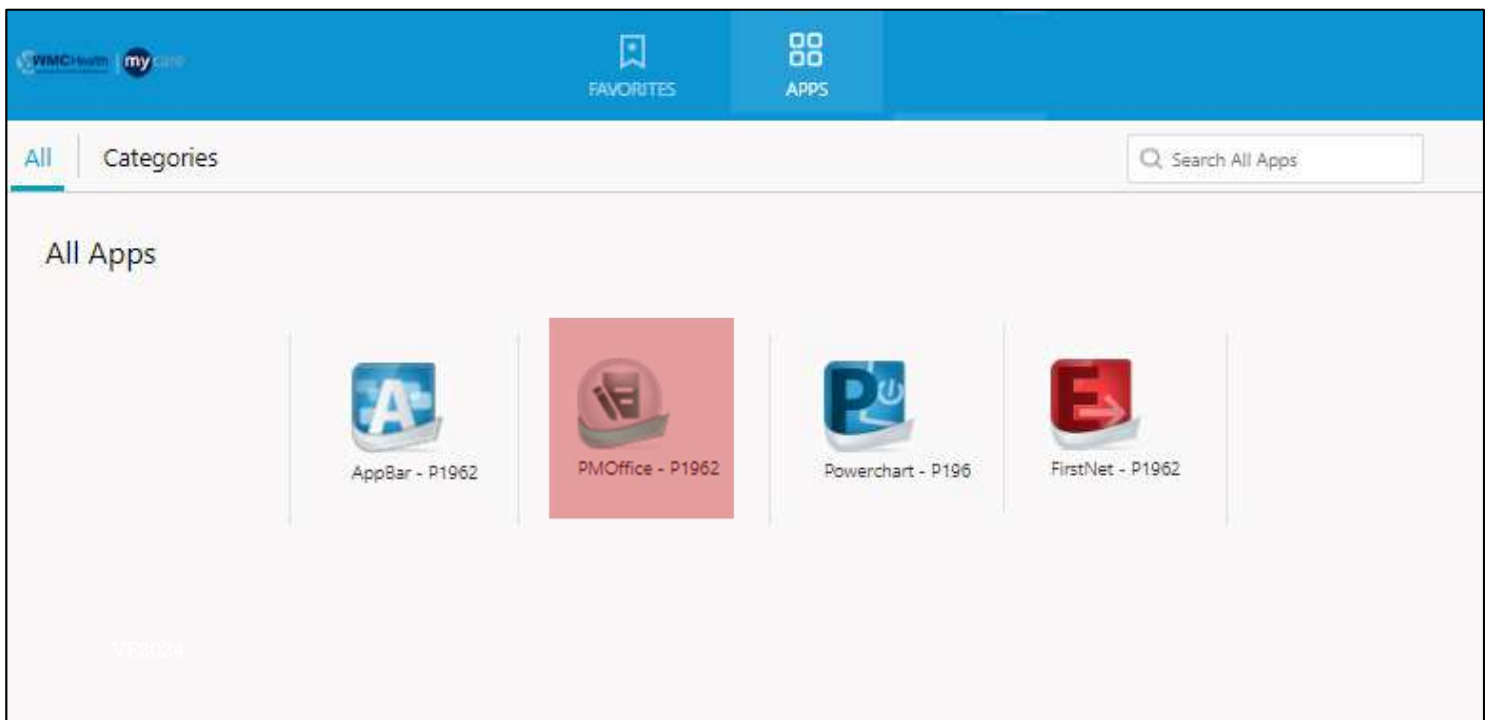
User name: TrainingT

Password: *****

Domain: WCMC

Log On

2. Log in using your username and password

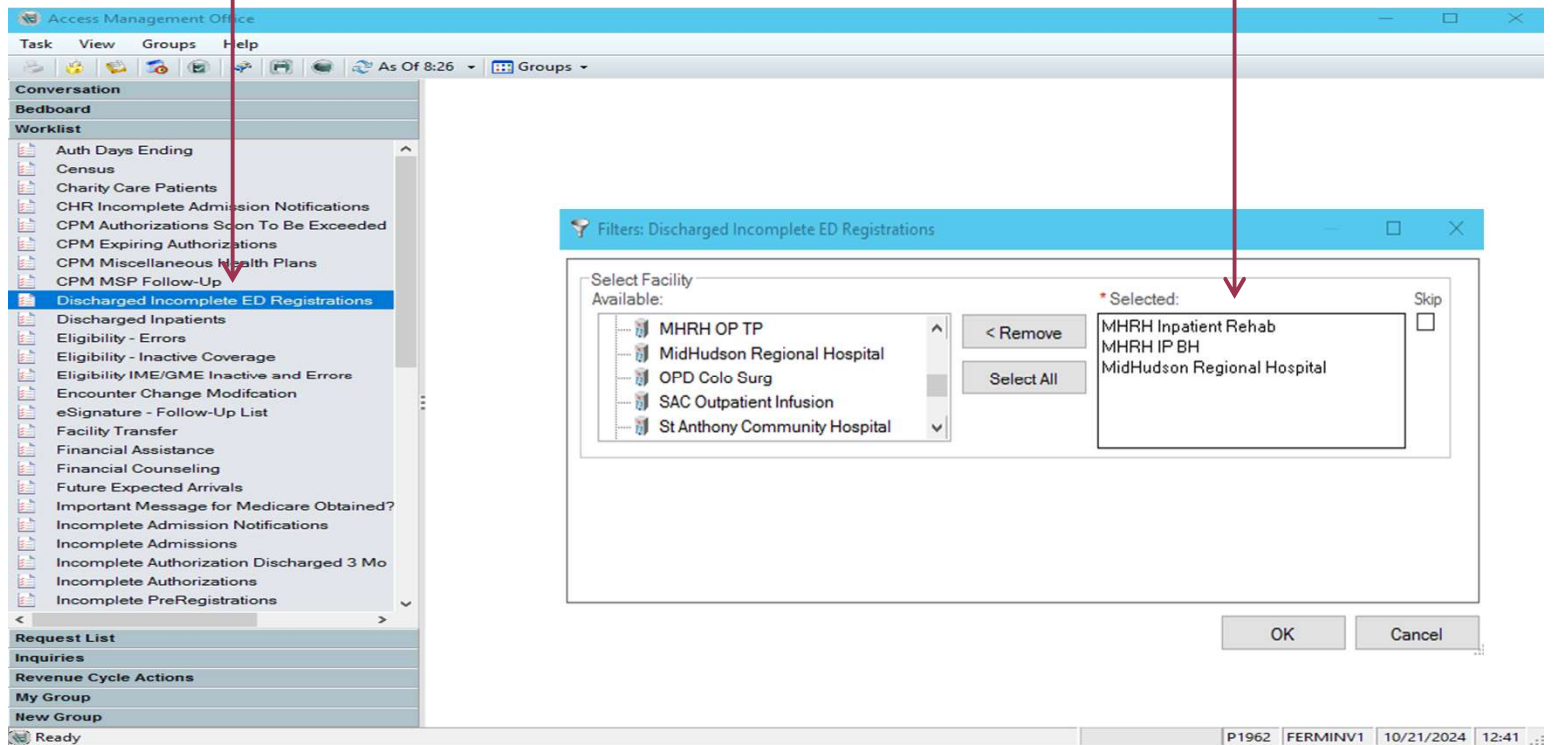


3. Click On PMOffice

Discharge Incomplete List

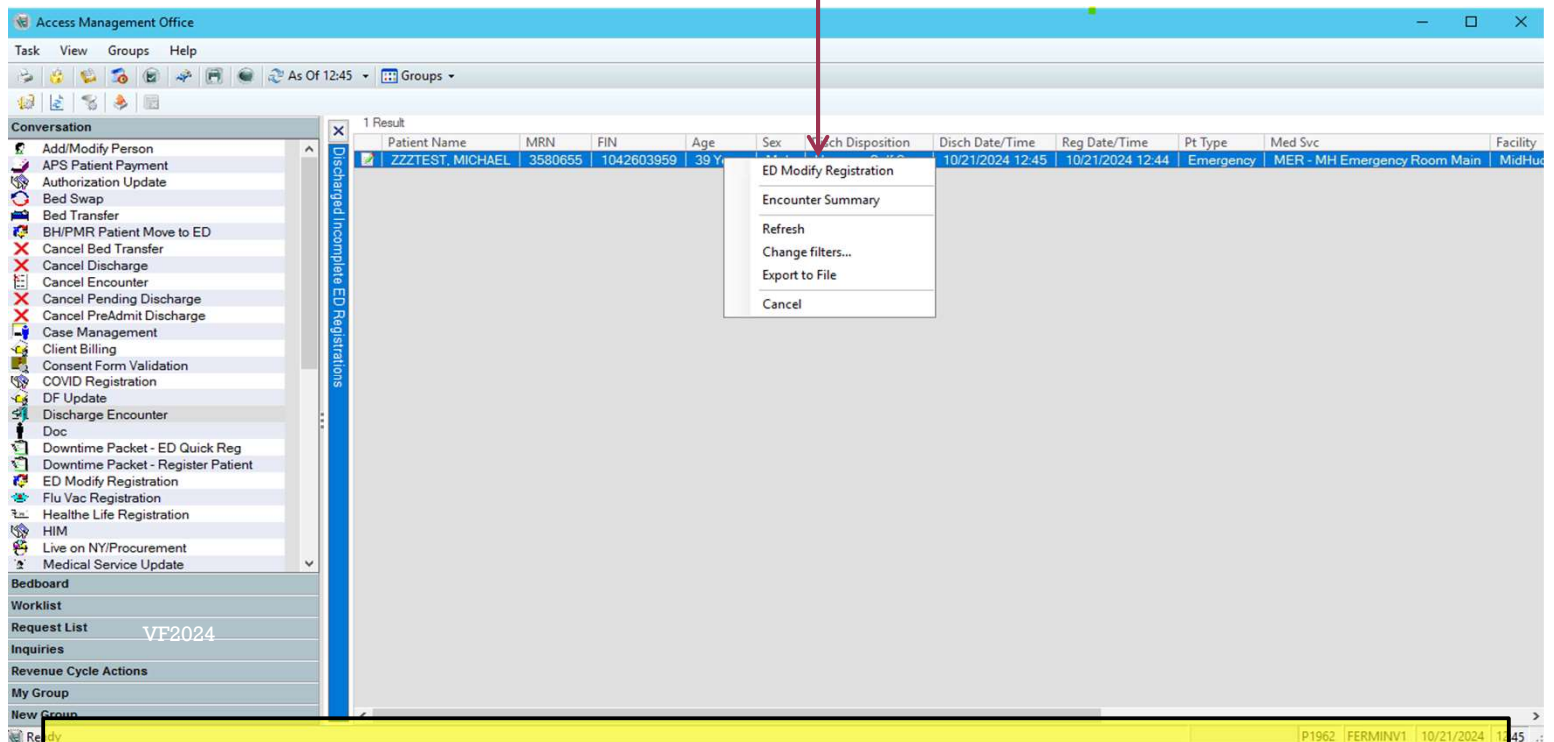
Discharge Incomplete ED Registration:

1. Click on Worklist
2. Click on Discharge incomplete ED Registration
3. Select the 3 services, MHRH Inpatient Rehab, MHRH IP BH, Midhudson Regional Hospital
4. Click OK



A list will generate:

Right click on the name
Click ED Modify Registration



The encounter will open, you will now do a full registration. Follow the same steps used to complete a full registration. If the patient is not present, you will select patient not available for required fields.

Discharge Incomplete List

Consent Forms:

If the patient is not present, we are unable to obtain consent.
Click on close.

The 'Sign eForms' window displays a table of consent forms for patient ZZZTEST, MICHAEL. The table has five columns: Form Name, Document Type, Subject, Reason Not Completed, and Date Last Presented. The forms listed are:

Form Name	Document Type	Subject	Reason Not Completed	Date Last Presented
Care Act - MHRH	Consent Forms	Care Act		
General Consent for Treatment - MHRH	Consent Forms	General Consent For Treatment	Person not available	
HIXNY Electronic Data Access Consent Form	Person Level Forms	HIXNY Electronic Data Access Consent Form		02/13/2023 09:21:27
No Surprise Act Disclosure Form - MHRH	Consent Forms	No Surprise Act Disclosure Form	Person not available	
Notice of Privacy Practice - MHRH	Consent Forms	Notice of Privacy Practice	Person not available	
Patient Registration Supplemental Form	Person Level Forms	Patient Registration Supplemental Form		03/02/2024 09:45:20

At the bottom of the window are buttons for Present, Select Forms, Print, Refresh, and Close.

Required Documents Pop-up:

Select "Person not available"
Click on OK to complete the chart.

The 'Required Documents' pop-up window displays a list of documents that must be completed. The list includes:

- Consent Forms (Care Act) - Care Act - MHRH
- Consent Forms (General Consent For Treatment) - General Consent for
- Consent Forms (No Surprise Act Disclosure Form) - No Surprise Act Dis
- Consent Forms (Notice of Privacy Practice) - Notice of Privacy Practice

Below the list is a scroll bar. Underneath is a section for selecting a reason for postponing, with 'Person not available' selected. There is also a text area for comments. At the bottom are buttons for OK and Cancel.