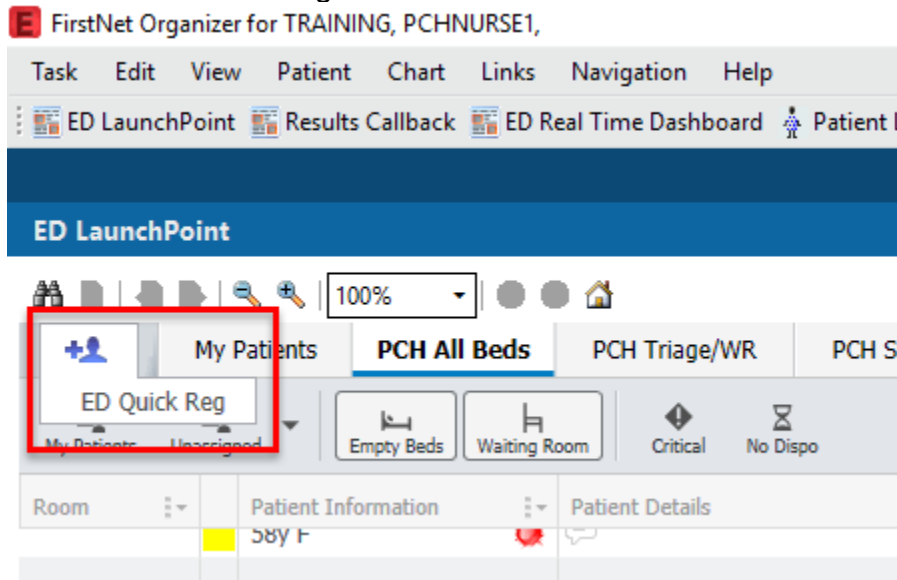


ED Quick Registration Process

1. Click on the Quick Reg icon on the tool bar.



2. The Person Search screen opens:

The screenshot shows the "Person Search" dialog box. It has a search form on the left and a results area on the right. The search form includes fields for "MRN/PHN:", "Last Name:", "First Name:", "Middle Name:", "Sex:" (a dropdown menu), "Birth Date:" (a date picker), and "Historical MRN:". There are "Search" and "Reset" buttons. The results area is divided into two sections: "No persons found." and "No encounters found.". At the bottom of the dialog are buttons for "OK", "Cancel", "Preview", "Add Person", and "Add Encounter".

3. Complete patient demographics. If possible, search by MRN first.
4. If MRN is unavailable, ensure patient's last name and first name, DOB, and gender are entered.
5. Click the search button. If your patient presents, click on the 'Add Encounter' button.

Person Search

MRN/PHN: 19000188

First Name:

Middle Name:

Sex:

Birth Date:

Historical MRN:

Search Reset

MRN/PHN	Full Name	Birth Date	Sex	Historical MRN	Deceased
013000188	NOTOUCH, GEHU2TRN	1946 Jun 23	Male		

Verify correct patient

Facility	Est Arrival Date	Disch Date	Reg Date	Enc Type	Patient Service	Attending Physician
GEH			2016-Dec-15 08:15	Inpatient	General Medicine	Test, CPOE Physician, N
GEH	2016-Dec-03 04:30	2016-Dec-01 09:36		Emergency	Emergency Medicine	Test, CPOE Physician, N

Click on "Add Encounter"

OK Cancel Preview... Add Person Add Encounter

6. The Quick Reg screen will open:

ED Quick Reg

Last Name: ZZ TEST First Name: PATIENT FIVE Middle Name: Date of Birth: 1943-Dec-21 Age: 69Y Gender: Male

Country: Canada MRN: 888000559 Encounter Number: Disease Alert: Arrive Date: 2012-Oct-19 Arrive Time: 15:51

Encounter Info

Chief Complaint: shortness of breath OOP Hospital Admission: Isolation: Patient Type: Emergency Medical Service: Emergency Medicine Attending Physician: Unknown Physician, Physi

Family Physician: Test, Physician, MD

Location

Facility: GEH Building: GEH Nurse/Ambulatory: Emerg GEH Tracking Group: GEH NED Track Group

User ID: RN

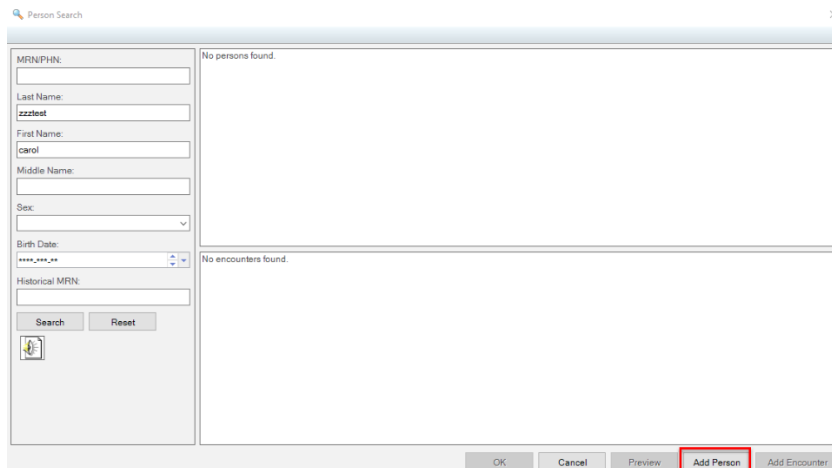
OK Cancel

Ready C0129 RN: 2012-Oct-19 15:53

7. Fill in required fields (highlighted in yellow).
8. Complete the Chief Complaint and Attending Physician fields and click Ok.

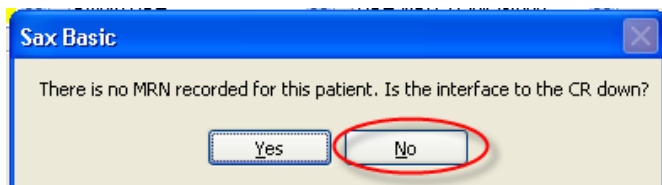
Process to follow when you do not find the patient in the patient search:

1. When 'No person found' displays, click the 'Add Person' button.



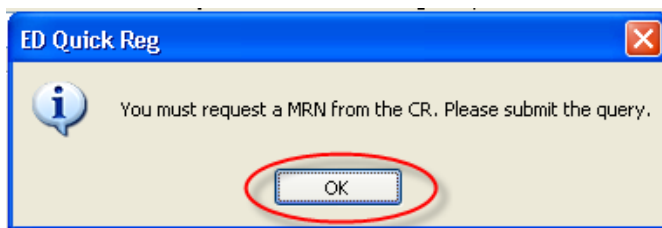
The image shows a 'Person Search' window. On the left, there are input fields for MRN/PHN, Last Name (with 'zzztest' entered), First Name (with 'Carol' entered), Middle Name, Sex, Birth Date, and Historical MRN. Below these fields are 'Search' and 'Reset' buttons. On the right, there are two large empty text areas, one labeled 'No persons found.' and the other 'No encounters found.'. At the bottom right, there are buttons for 'OK', 'Cancel', 'Preview', 'Add Person' (highlighted with a red box), and 'Add Encounter'.

2. The Ed Quick Reg Screen opens:
3. Fill in the required fields, (Chief Complaint and Dr.) and click OK.
4. If the patient does NOT exist in the system, a window opens reading: "is the interface to the CR down?" Click NO. (window opens twice. Click NO twice)




The image shows a 'Sax Basic' dialog box with a blue title bar. The text inside says 'There is no MRN recorded for this patient. Is the interface to the CR down?'. There are two buttons: 'Yes' and 'No'. The 'No' button is highlighted with a red circle.

5. The ED Quick Reg dialog box will appear. Click OK.

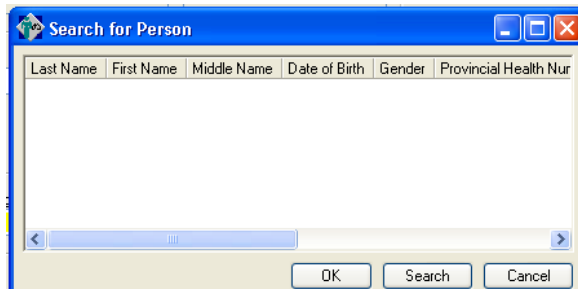


The image shows an 'ED Quick Reg' dialog box with a blue title bar. It contains an information icon and the text 'You must request a MRN from the CR. Please submit the query.'. There is an 'OK' button at the bottom, which is highlighted with a red circle.

6. The "Search for Person" icon at the top left of the screen presents with a green checkmark. 
7. Click on the icon.


NOTE: Patients that cannot be identified will be registered with the last name “Trauma” and the first name will be the emergency number from the pre-numbered ID band assigned to them, with DOB being 1900-Feb-28.

The Search for Person box opens:

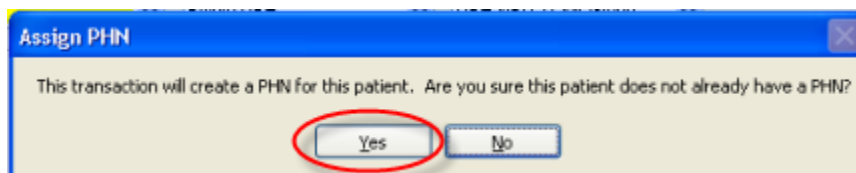
A Windows-style dialog box titled "Search for Person". It has a blue title bar with standard window controls. Below the title bar is a table with six columns: "Last Name", "First Name", "Middle Name", "Date of Birth", "Gender", and "Provincial Health Nur". The table is currently empty. At the bottom of the dialog, there are three buttons: "OK", "Search", and "Cancel".

8. If your patient is found in this box, click the 'Cancel' button.
9. Then click the Cancel button on your Registration screen and cancel the transaction and research the CIS system for your patient.

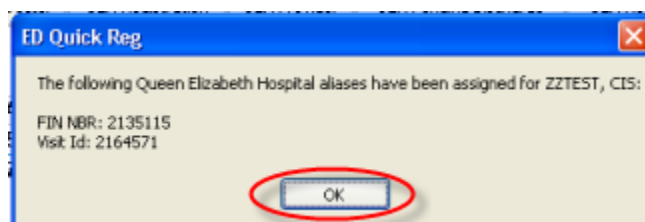
If your patient is not found in the Search for Person box, then click OK.

10. Click on the 'Assign PHN' icon in the top left corner. In order for a PHN to be assigned, the last and first names, DOB and gender must be completed. 

The following message will display:

A Windows-style dialog box titled "Assign PHN". It has a blue title bar with a close button. The main text area contains the message: "This transaction will create a PHN for this patient. Are you sure this patient does not already have a PHN?". At the bottom, there are two buttons: "Yes" and "No". The "Yes" button is circled in red.

11. Click 'Yes'.
12. The MRN/PHN will automatically populate the MRN field.
13. Click OK.
14. ED Quick Reg window displays 'The following aliases have been assigned....'. Click OK.

A Windows-style dialog box titled "ED Quick Reg". It has a blue title bar with a close button. The main text area contains the message: "The following Queen Elizabeth Hospital aliases have been assigned for ZZTEST, CIS:". Below this, it lists "FIN NBR: 2135115" and "Visit Id: 2164571". At the bottom, there is a single button labeled "OK", which is circled in red.