ED Quick Registration Process

1. Click on the yellow note pad on the top tool bar

| Т | racki | ing She | ell | | | | | | | | | | | | | | | | | | |
|---|-------|----------------|------------|--------|----------|---------------------|-----------------|-----|---------|----------|--------------------------------|--------------------|-----|---|-------|--------|-----------------|----------------|---------|------|--------------------|
| | | QEH O QEH I | C Nurse |)uick | Reg Icor | 1 EH T QEH All E | rauma/ Beds. | сс | |) ((| QEH Admit QEH Triage | ted Patier :/WR | nts | | | (Q | QEH P)EH FT | rovider /WR | | QI | EH Pendi QEH Su |
| | - | - 🕼 🤇 | ‰ ≁ | • 🕘 | 🔒 😂 🌡 | 🖗 🔿 🗯 | 12 | Tot | tal: 11 | Filter: | <none></none> | | | • | Patio | ent: | QEHE | D, PT2/ | ADULTTR | AC - | |
| | | Bed | Ac 1 | 4[Iso | Name | | Age | Se | Allei | Chief C | Complain | LOS | 2 | 3 | 4 L | .e 5 | Non | Event | ts | Lab | Rad |
| | | Triage | ·. | | | | | | | | | | | | | | | | | | |
| | | WR | 2 | 2 | QEHED, | PT2ADUL | 171 yea | Ma | 9 | Hyperg | lycemia | 12601:4 | Re | | | | | ~ 0 | | | |
| | Ī | WR | | 2 | QEHED, | PT4ADUL | 171 yea | Ma | 9 | Hyperg | ylycemia | 12601:4 | (| | | | | - | -0 | | |
| | ١ | WR | | 2 | QEHED, | PT5ADUL1 | 171 yea | Fe | 9 | Hyperg | ylycemia | 12601:4 | 1 | | | | | + • | -0 | | |
| | ١ | WR | | 2 | QEHED, | PT6ADUL1 | 171 yea | Fe | 9 | Hyperg | ylycemia | 12601:4 | 1 | | | | | + • | -0 | | |

2. The Person Search screen opens:

| 🖹 Person Search | |
|---|---|
| MRN/PHN: Last Name: First Name: Middle Name: Gender: Birth Date: ************************************ | No persons found. |
| ок 🗌 | Cancel Preview Add Person 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 | | | | | | | | ? 🔀 |
|-----------------|----------------|------------------|------------------|------------|----------|----------------|--------------------|-------------------------|
| MBN/PHN: | MBN/P | IN Full Name | 8 | lirth Date | Sex | Historical MRN | Deceased | |
| 19000188 | g 0190 | 00188 NOTOUC | H, QEHU2TRN 1 | 946-Jun-23 | Male | | | |
| Lastinane. | | | | | | | | |
| First Name: | | | | Verify o | orrect | t patient | | |
| Middle Name: | | | | | | | | |
| Sex: | | | | | | | | |
| Rith Date: | Facility | Est Arrival Date | Disch Date | Reg Da | e | Enc Type | Patient Service | Attending Physician |
| NANN ANA AN | 📲 QEH | | | 2016-D | c-15 08 | :15 Inpatient | General Medicine | Test, CPOE Physician, I |
| Historical MRN: | з Д QEH | | 2016-Dec-03 04:3 | 30 2016-D | :c-01 09 | :36 Emergency | Emergency Medicine | Test, CPOE Physician, I |
| Search Reset | 1 | | | | | | Click on Encour | "Add nter" |
| | | | | | | | | <u>\</u> |
| | | | ОК | Can | cel | Preview. | | Add Encounter |

6. The Quick Reg screen will open:

| ED Quick Reg | | | | | |
|--|----------------------------|-------------------------------|---------------------------------------|---------------------------------------|---|
| Last Name | First Name PATIENT FIVE | Middle Name | Date of Birth | Age 58Y | 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 | 00P Hospital Admission | Isolation | Patient Type Emergency | Medical Service Emergency Medicine | Attending Physician Unknown Physician, Physi |
| Family Physician Test, Physician, MD | | | | | |
| Facility QEH | Building QEH 🗸 | Nurse/Ambulatory Emerg QEH | Tracking Group QEH NED Track Group | | |
| User ID RN | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | DK Cancel |

- 7. Fill in required fields (highlighted in yellow).
 - 8. Complete the Chief Complaint and Attending Physician fields and click OK .
 - 9. If you don't want labels printed, click on 'do not print labels'.

| 📤 Document Selection | |
|--|------------------|
| Document Printer ✓ Labels geerregi(1 ✓ Labels geertraumamft2 | Copies 1 1 |
| Do not print documents | |

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.

| MRN/PHN: Last Name: xxxxxxxxxxxxxxxxxx First Name: Middle Initial: Middle Initial: Gender: Image: Image | 🗼 Person Search | 2 |
|---|--|----------------------|
| Bith Date: Term.ex Historical MRN: Search Beset | MBN/PHN: Last Name: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx | No persons found. |
| | Birth Date: | No encounters found. |

- 2. The Ed Quick Reg Screen opens:
- 3. Fill in 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)



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



- 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:

| 4 | 🏠 Search | for Perso | n | | | (| |
|---|-----------|------------|-------------|---------------|--------|------------|------------|
| | Last Name | First Name | Middle Name | Date of Birth | Gender | Provincial | Health Nur |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | < | | | | | | > |
| | | | | ОК | Sear | rch | 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.

FirstNet Manual – ED Quick Registration Process

The following message will display:

| Assign PHN |
|---|
| This transaction will create a PHN for this patient. Are you sure this patient does not already have a PHN? |
| |

- 11. Click 'Yes'.
- 12. The MRN/PHN will automatically populate the MRN field.
- 13. Click OK.
- 14. The documentation selection window opens. Click "Do not print documents' if you do not want labels. Click OK.
- 15. ED Quick Reg window displays 'The following aliases have been assigned....". Click OK.

