ED Quick Registration Process

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

2. The Person Search screen opens:

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.

6. The Quick Reg screen will open:

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'.

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.
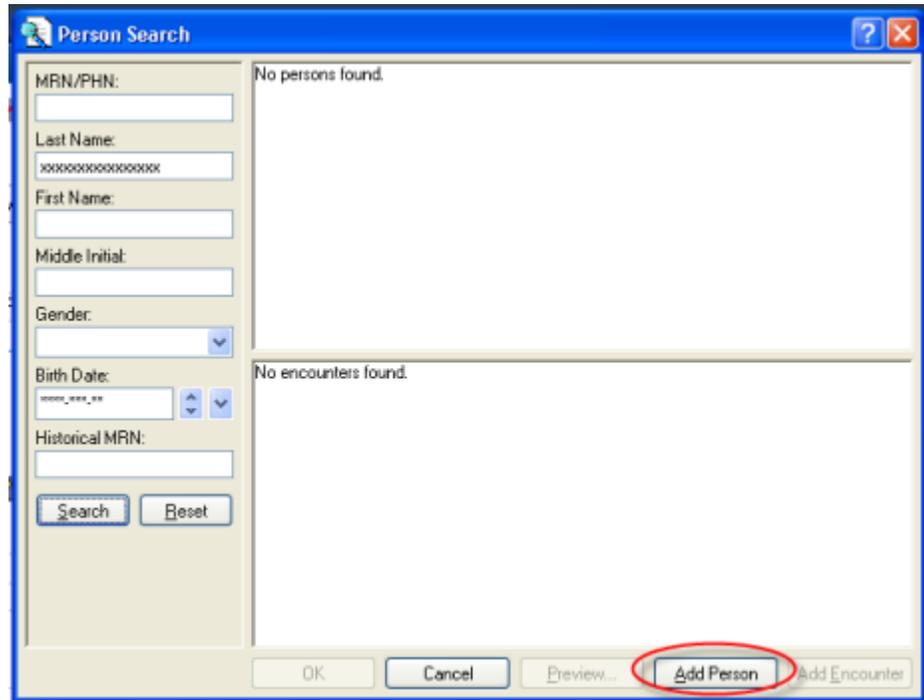
2. The Ed Quick Reg Screen opens:

3. Fill in required fields, (Chief Complaint and Dr.) and click OK.

4. I f 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)
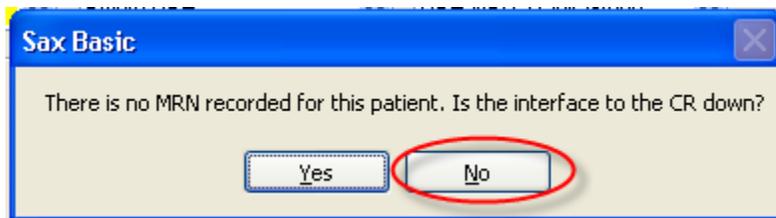
5. The ED Quick Reg dialog box will appear. Click OK.
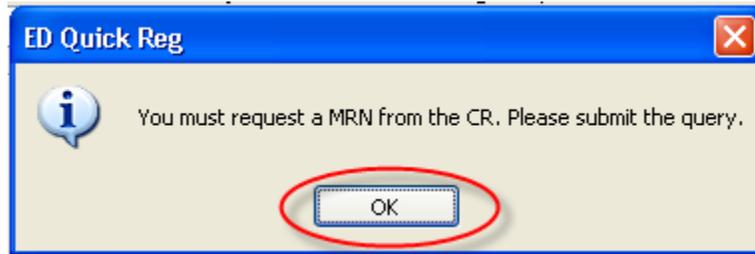
6. The "Search for Person" icon at the top left of the screen presents with a green checkmark.

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:

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:
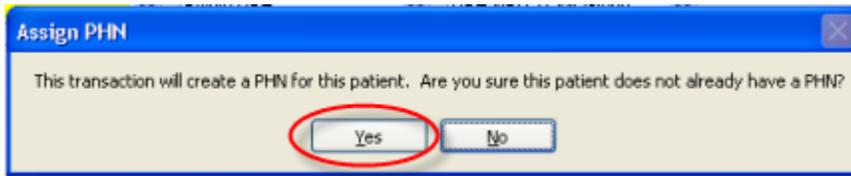
11. Click 'Yes'.

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.