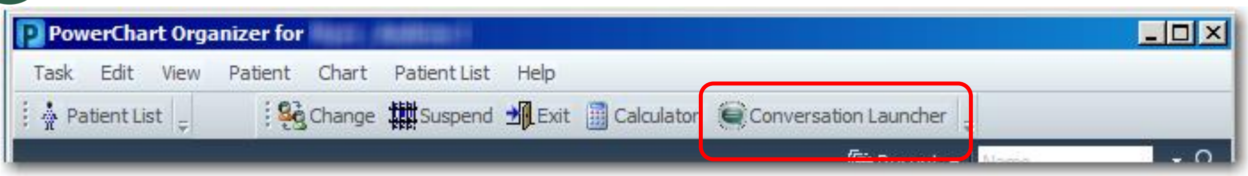
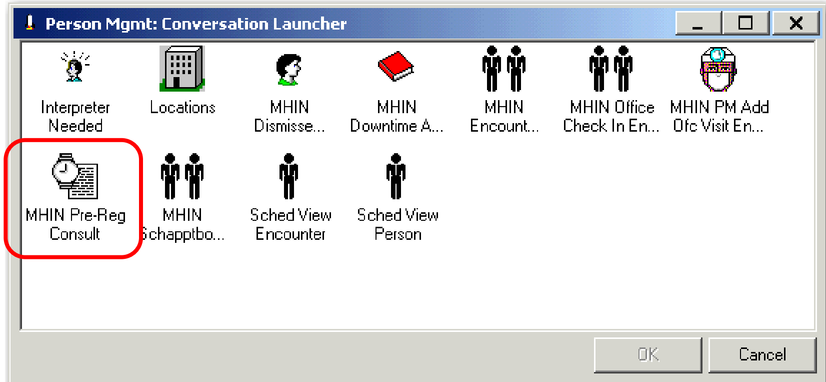
USING mhin PATIENT PRE-REGISTRATION

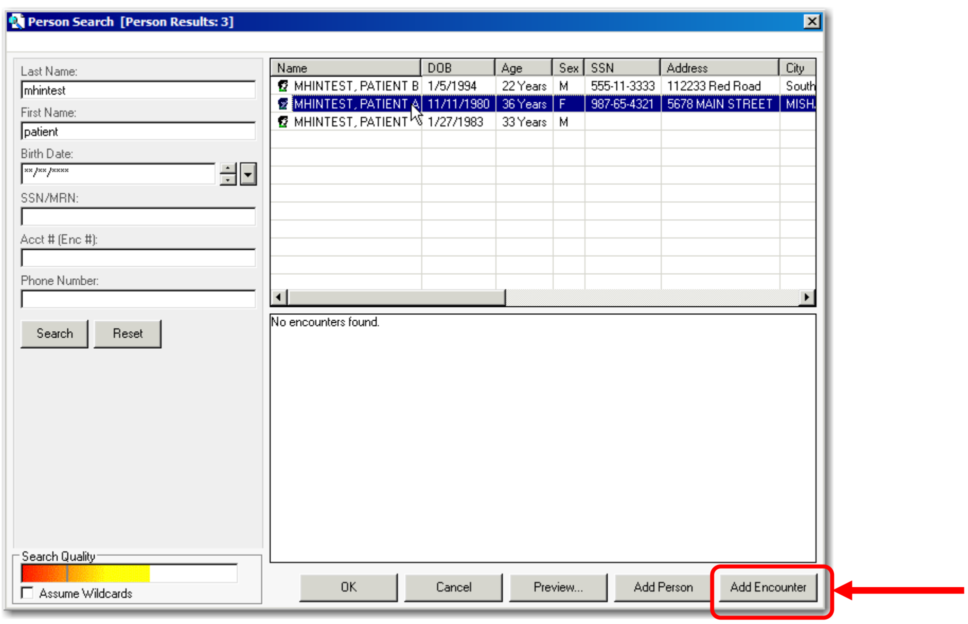
1. From the PowerChart Home page, click the **Conversation Launcher** Icon.



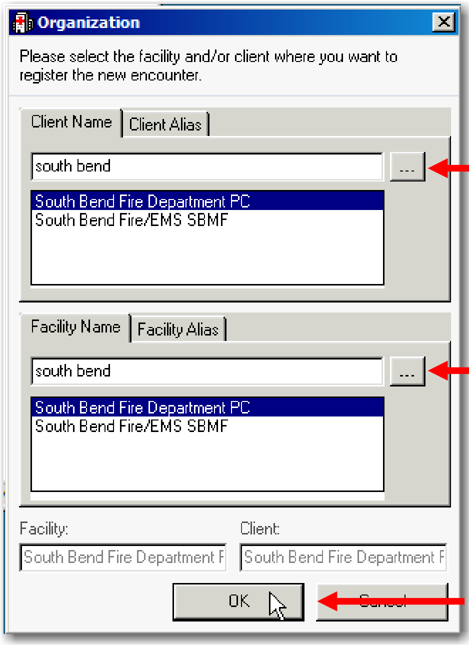
2. Double click on the **MHIN Pre-Reg Consult** icon from within the Person Mgmt window.



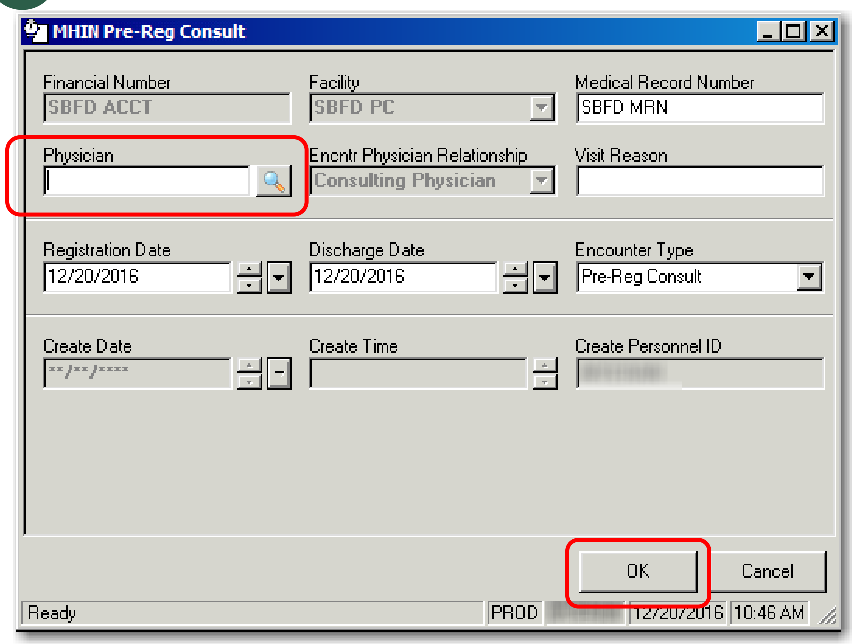
3. Enter the patient's name within the Person Search window. Highlight the appropriate patient name and click the **Add Encounter** button located in the bottom right of the window.



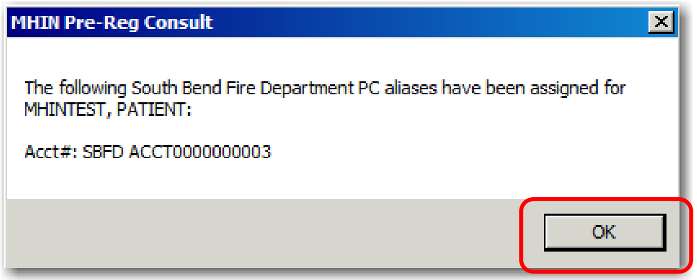
4. Enter your MHIN organization name within the **Client Name** and **Facility Name** fields, then click the **OK** button.



5. Enter the provider name in the **Physician** field associated with the patient, and click **OK**.



6. Click **OK** within the **MHIN Pre-Reg** Consult window. This window identifies that a new encounter registration has been completed.



7. After patient registration is complete, users can choose to either cancel or minimize the **Person Mgmt: Conversation Launcher** window in order to return to the Home page.

   The patient's chart will now be accessible to all users to within the organization.