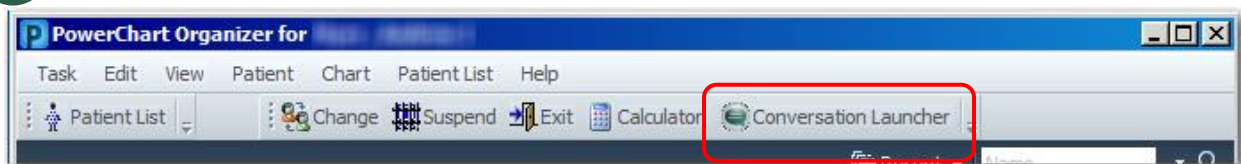
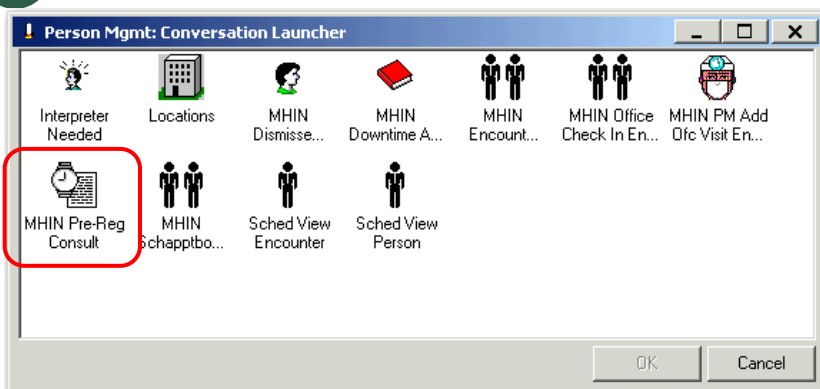


# USING mhin PATIENT PRE-REGISTRATION

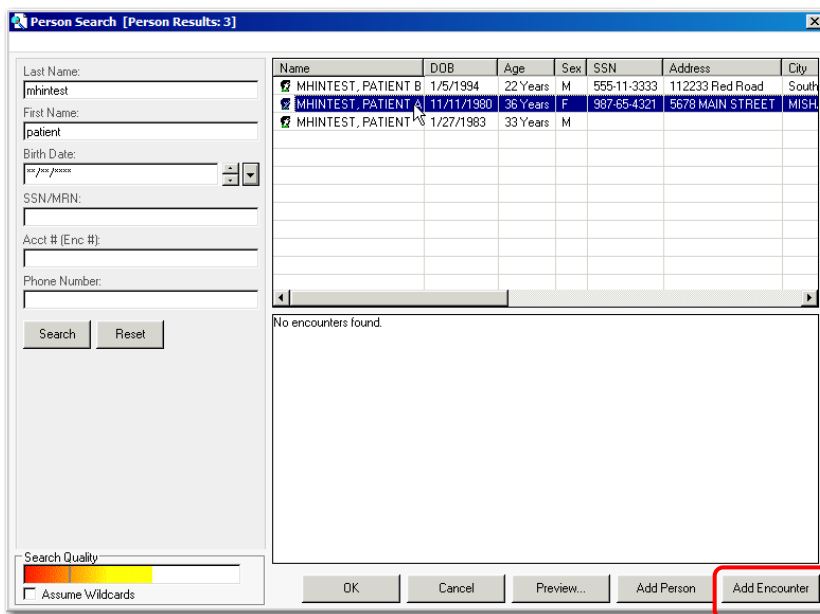
1. From the PowerChart Home page, click the **Conversation Launcher** Icon.



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.



# USING mhin PATIENT PRE-REGISTRATION

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

The 'Organization' dialog box contains the following fields and controls:

- Client Name / Client Alias:** Search field containing 'south bend', dropdown menu with 'South Bend Fire Department PC' and 'South Bend Fire/EMS SBMF', and a search button (three dots).
- Facility Name / Facility Alias:** Search field containing 'south bend', dropdown menu with 'South Bend Fire Department PC' and 'South Bend Fire/EMS SBMF', and a search button (three dots).
- Facility:** Text field containing 'South Bend Fire Department F'.
- Client:** Text field containing 'South Bend Fire Department F'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

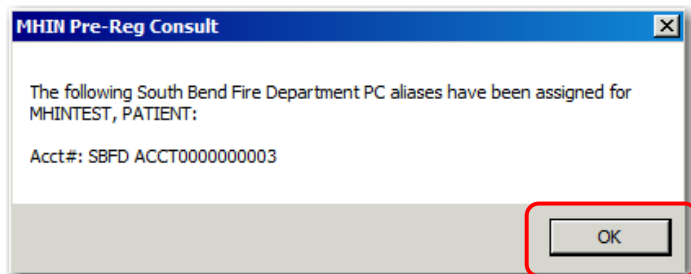
5. Enter the provider name in the **Physician** field associated with the patient, and click **OK**.

The 'MHIN Pre-Reg Consult' dialog box contains the following fields and controls:

- Financial Number:** Text field containing 'SBFD ACCT'.
- Facility:** Dropdown menu containing 'SBFD PC'.
- Medical Record Number:** Text field containing 'SBFD MRN'.
- Physician:** Text field with a search icon, highlighted with a red box.
- Encntr Physician Relationship:** Dropdown menu containing 'Consulting Physician'.
- Visit Reason:** Text field.
- Registration Date:** Date field containing '12/20/2016'.
- Discharge Date:** Date field containing '12/20/2016'.
- Encounter Type:** Dropdown menu containing 'Pre-Reg Consult'.
- Create Date:** Date field containing '\*/\*/\*\*\*\*'.
- Create Time:** Time field.
- Create Personnel ID:** Text field.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom, with 'OK' highlighted by a red box.

# USING mhin PATIENT PRE-REGISTRATION

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.