CAD-Front Desk 100 Ex 1: Checking In a Patient's Appointment

- 1. With your DAR (Department Appointments Report) open locate your patient
 - a. You can click the Pt Info column header to alphabetically sort the DAR

Department Appointments Report: Temporary report setting ⑦ び P Rgitesh 参 Setting 是 Appt Desk ・ ① Check In ① Check Out 永 Walk In ① Appt Info 皆 Reg ② Cancel 🗙 Cance Chigin 🖋 Change 厚 Hotes 🖝 Copay Rid 沿 Referrais ₹ F/i O New Rgcal 를 Visit Label 를 AVS・ 副 Print Forms 를 Visit Label (All) & Patient Transport More・ 1 Full Appointment List 2 Appointment Totals																					
Date:	11/7/2018	BWP FAMIL	Y CARE FH	100300	80034]															Total: 6 R	ow Height: 1 line 🗸
Appt Tin	n Pt Info	Pt. Pronouns	MRN	SN A	Alert	ES PHS	Interprete	r AOE	B MSPQ Complete	Ref	Cvg	Pt V	/ Copay Due	Statu	s Len	Visit Type	Appt Notes	Prov/Res	Department	TeleVox Reminde	Primary Cvg
8:00 AN	PRAGUE,JIM		80003110				No	1		1	N	×	0.00	Sch	15	FOLLOW UP	Headache	PRAGUE, DREW	BWP FAMILY CARE FH		
8:00 AN	PRAGUE,LUCY		80004150				No	1		V	N	×	0.00	Sch	15	ESTABLISHED	Headaches	PRAGUE, DREW	BWP FAMILY CARE FH		
8:30 AN	PRAGUE,SUSAN		80003990				No	1		V	N	×	0.00	Arr	15	FOLLOW UP	Wrist Pain	PRAGUE, DREW	BWP FAMILY CARE FH		
9:00 AN	PRAGUE,FRED		80002949				No	1		V	N	×	0.00	Arr	15	FOLLOW UP	Rash	PRAGUE, DREW	BWP FAMILY CARE FH		
1:00 PN	PRAGUE,ALEC		80002632				No	1		V	N	×	0.00	Sch	15	FOLLOW UP	Cough	PRAGUE, DREW	BWP FAMILY CARE FH		
2:00 PN	PRAGUE, JEAN		80003031				No	1		V	N	×	0.00	Sch	15	FOLLOW UP	Abdominal Pain	PRAGUE, DREW	BWP FAMILY CARE FH		

2. Single-click to select the patient's appointment, then click Check In on the DAR activity toolbar.



- 3. You may need to add a few registration details to complete the patient's appointment before you can check in the patient.
 - a. Confirm the patients email address is documented in the Patient form of Jim's Interactive Face Sheet
 - b. Click the Encounter Info folder; confirm your provider is the Attending provider.
 - c. Click the Add'l Provider Info folder, and in the Referral Source field, enter "ref, not req" if not defaulted in the field.
- 4. Verify through the checklist.
- 5. Click Continue Check in.



a. Click through any confirmation Warnings

6. Ask the patient to confirm her demographic information



7. Click Next to continue to the Copay form.

	Refer	y paru.	0.00			
	refer			0.00		
		ence:				
	Refer	al source:	REFERRING, NOT REC	99		
Outpatient	9					
ital Account			Change Hospital	Account		
: P nt: P t Status: C	rague,Jim [2000354405] /F - Prague,Jim [30581] Ipen		Non-recurring			
ospital Accor	int					
ospital Accou	Plan/Group	Subs Name	Subs ID	Ver Sta		
	Dutpatient ital Account t: P nt: P t Status: C	Autpatient O ital Account	Autpatient O ital Account	Interface D Ital Account Change Hospital tc Prague.lim [200354405] Non-recurring tc P/F - Prague.lim [30551] Statise: Statise: Open Pre-		

- 8. Click Options form and notice the Print Options section.
 - a. You can print additional labels and receipts in the options form
- 9. If the patient needs to sign a HIPAA form and have his Photo ID scanned. Click Documents button on the Check In toolbar, then update the following:



b.

a. If you have an E-Signature pad, click E-Sign, or type Received in the status column and pres Tab, the date received will appear.

Type of Document	Description	Status	Date Received					
HIPAA Notice of Priv		Received [10]	3/30/2017					
Enter ID Reviewed in the status column of the Photo ID row.								
Research Permissio								

recould rent of the			
Photo ID	ID Reviewed [100	11/7/2018	J
Missing PCP Insura			Т

c. Click the X in the top right of the activity to close the Documents activity.

10. Click Accept to complete the patient's check in

a. You may be prompted to sign the patient up for a Partners Patient gateway Account.

