## MRPG Tip Sheet: Marking Patients Left Without Being Seen

When patients have been checked into their appointments and then decide they cannot stay to be seen by the provider you will need to change the status of their appointment to "Left Without Seen." Please make sure you follow the steps necessary to refund any copays collected at the time of check in.

FE<u>O</u>D

- 1. Locate your patient on your Department Appointment Report (DAR).
- 2. Right-Click your patient and select EOD
- 3. The EOD Status Window will appear.

	LOD	Status		
rrent Appointme	Current department	NWC N	EED WLS FAMMED [20126010010	00
Appointmen	t Information			
Name:	Dublin, Mary	MRN:	9500002	
Date:	3/29/2019	Status:	Arrived	
Time:	8:00 AM	Length:	30	
Visit Type:	CONSULT [7000030]	Copay:	\$0.00	
Provider	Bruce Dublin	Department:	NWC NEED WLS FAMMED	
Referring Provider:	REFERRING, NOT REQUIRED	Arrival Location		
CSN:	333963			
Notes:	Hip pain			
Arrival Time:	1:57 PM			
Made On:	3/28/2019 5-28 PM	Bw	EPIC LISER	
d of Day Status I tatus: isit type:	List Information	Cancel reason:		
Current Provid	er CE [TRN72056] in NWCNEEDWLS [20	Change to Provid	ler	
T DODLIN, DICO		( )		
			Accept Can	

\*\*\*This window allows you to change the appointment status and allows you to change visit types and providers.

4. In the status filed, enter "Left without seen"

End of Day Status List Information							
Status:	Left without seen [5]	Q					
Visit type:		Q					

5. Click Accept

\*\*\*This will change the appointment color to red on the DAR and the status will now show Left.

Appt Tim	Pt Info	Pt. Pronouns	MRN	SN	Alert	ES PHS	Interpreter	AOB	MSPQ Complete	Ref	Cvg	Pt V	Copay Due	Status	Len
8:00 AM	DUBLIN,MARY		95000002				No			<	~	<	0.00	Left	30