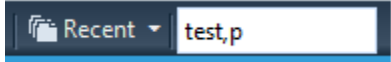
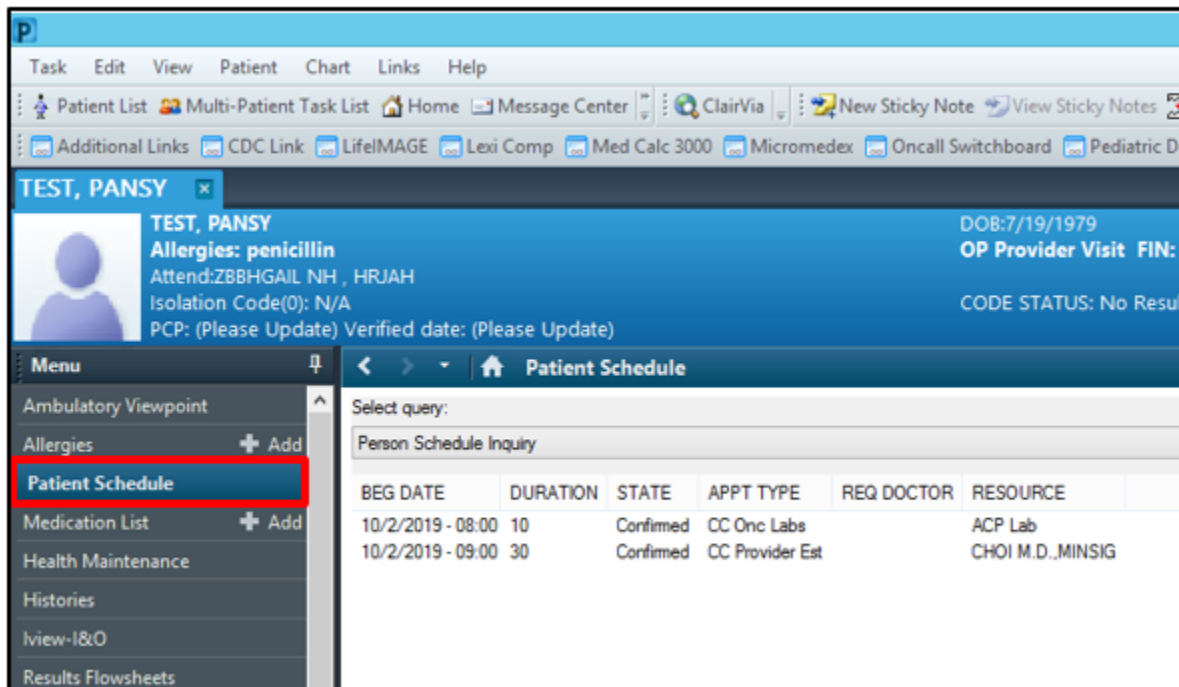


MART EWS: Serial Appointment Check-In Process for Lab and Radiology Staff



Laboratory and Radiology staff will participate the new 'Serial Appointment' Check-in process for patients who have multiple appointments in one day.

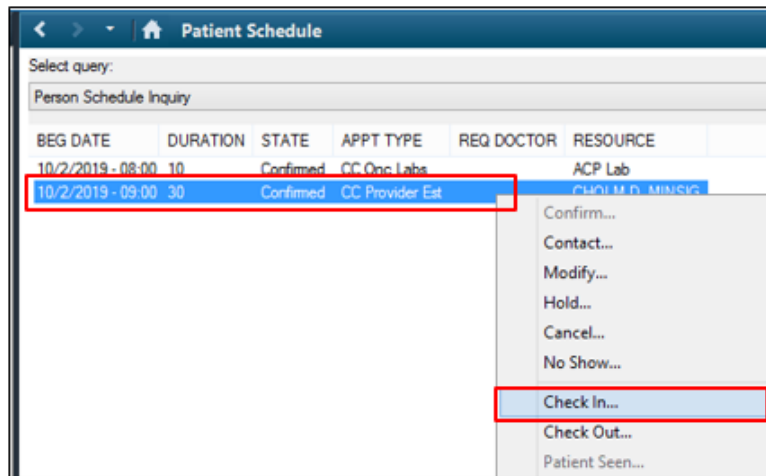
1. After you have seen the patient for their Lab or Radiology appointment, open PowerChart from either your 'Single Sign On' page or the Citrix icon on desktop.
2. Go to the far right of screen to the white box next to 'Recent', '**Name or MRN**'. Search here for the patient – enter using either Name or MRN. 
(You can also click '**Patient**' on the main upper toolbar on left side; this will open the Search box.)
3. Select correct patient in upper pane using SB Identifiers. All of that patient's encounters will display in the lower pane. Go to the lower pane and select today's encounter.
4. Patient's chart opens. Look for the **Menu/Table of Contents** on left and click on **Patient Schedule** section. A list of appointments will display in pane on right.



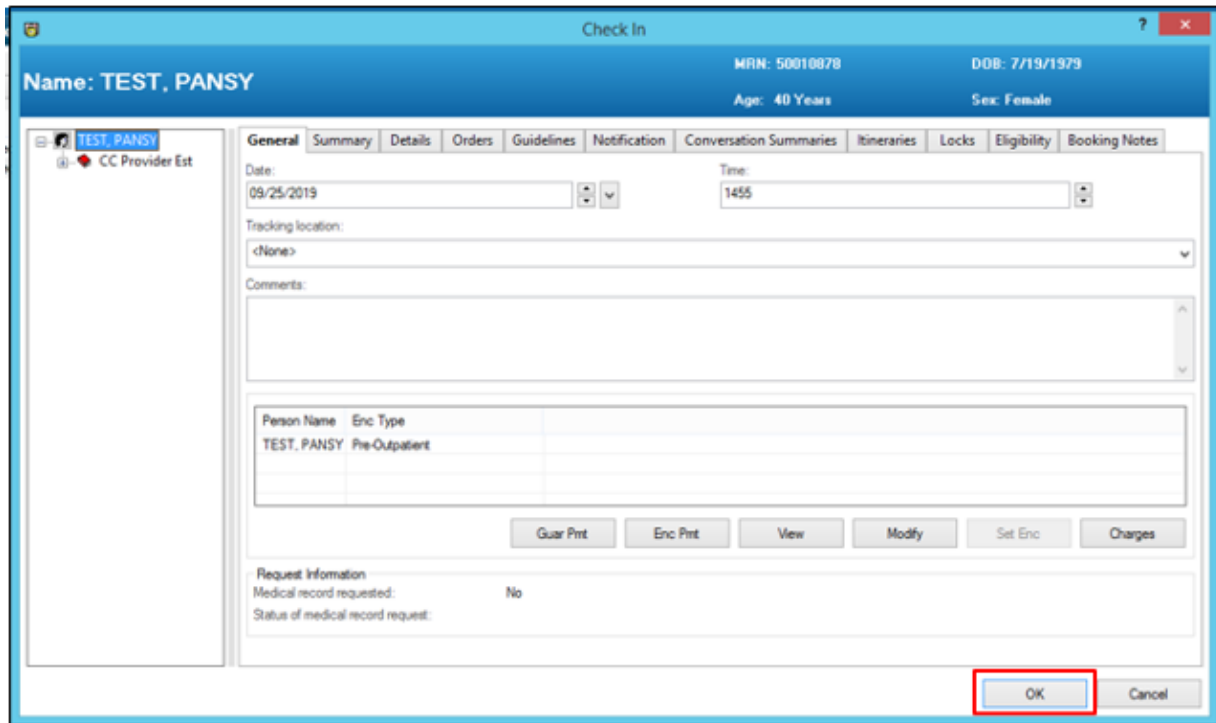
The screenshot displays the PowerChart interface for patient TEST, PANSY. The patient's information includes DOB: 7/19/1979, Allergies: penicillin, and OP Provider Visit FIN: . The Patient Schedule section is active, showing a table of appointments:

BEG DATE	DURATION	STATE	APPT TYPE	REQ DOCTOR	RESOURCE
10/2/2019 - 08:00	10	Confirmed	CC Onc Labs		ACP Lab
10/2/2019 - 09:00	30	Confirmed	CC Provider Est		CHOI M.D.,MINSIG

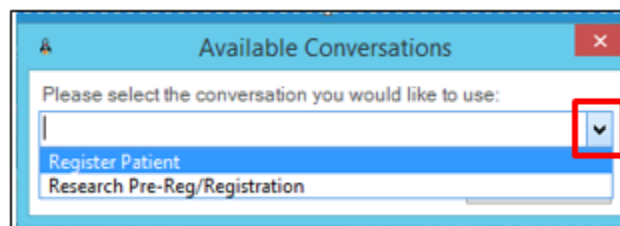
5. Select the **next appointment for today's date**.
Right click and select **'Check-In'** from drop down menu. (The Appointment Type could be a provider appointment or a radiology appointment.)



6. **Check-In** page opens, click **OK** button lower right.



7. Registration Conversation window opens. Click the drop down arrow & select the **'Register Patient'** conversation, click **OK**.



- Registration form opens and is already completed; all yellow required fields will be addressed by the Patient Access Rep during the initial Check-In. Click **'Complete'** button lower right.

- The Encounter on 'Patient Schedule' will display as **'Checked In'** and on the Organizer Schedule as Checked In. This communicates to the staff in the next area that the patient is ready. Escort your patient to the Waiting Area for the next staff member to meet.

BEG DATE	DURATION	STATE	APPT TYPE	REQ DOCTOR	RESOURCE
01/18/2019 - 08:30	10	Checked In	CC Onc Labs		MART Phlebotomy (5M-0304)

Encounter on Organizer Schedule will display as **Checked In**.

Time	Patient	Status	Details	Duration	Notes
8:30 AM MART Phlebotomy (5M-0...	TEST, LORRAINE 69 Years, Female	Checked In MART Location Not Defined	CC Onc Labs	10 mins	Reason for Visit : test