

Perioperative: case selection – patient check in

Quick reference guide

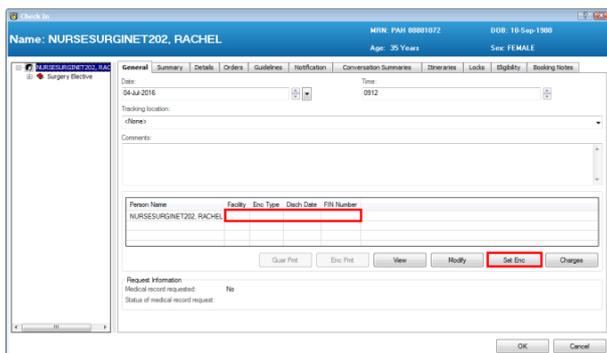
The **Case Selection** screen is used to check in patients for surgery. It is important to ensure the correct **Inpatient** encounter is associated at check in.

1. Click  **Case Selection** from the toolbar.
2. Find your patient from the list and click the box under the **Checked In** column.

Checked In	Surgery Date	Surgery Time	MRN	Person Name
<input checked="" type="checkbox"/>	12-Sep-2015 00:00	04-Apr-2016 07:30	PAH 88881082	Nursesurinet212, Harper
<input checked="" type="checkbox"/>	04-Sep-2015 07:30	04-Apr-2016 08:00	PAH 90070001	Nursesurinet01, Aaron
<input checked="" type="checkbox"/>	04-Sep-2015 07:00	04-Apr-2016 08:00	PAH 90100001	Nursesurinet151, Layla
<input checked="" type="checkbox"/>	04-Sep-2015 07:00	04-Apr-2016 08:00	PAH 90100014	Nursesurinet164, Natalie
<input checked="" type="checkbox"/>	04-Sep-2015 07:00	04-Apr-2016 08:00	PAH 90100040	Nursesurinet190, Wendy
<input type="checkbox"/>	04-Apr-2016 08:00	08:00	PAH 88881080	NURSESURINET210, KOURTNEY
<input type="checkbox"/>	04-Apr-2016 08:00	08:00	PAH 88881072	NURSESURINET202, RACHEL
<input type="checkbox"/>	04-Apr-2016 08:00	08:00	PAH 88881073	NURSESURINET203, LAURA
<input type="checkbox"/>	04-Apr-2016 08:00	08:00	PAH 88881074	NURSESURINET204, CATHY

The **Check In** window will open.

3. Ensure there is no encounter information beside the patient's name, e.g. **Facility**, **Enc Type**, **Disch Date**, **FIN Number** are blank.

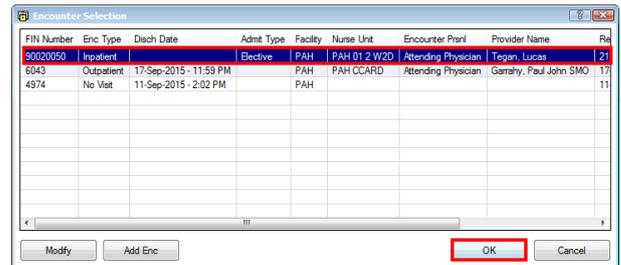


Check In window for patient NURSESURINET202, RACHEL. The window displays patient details and a table for encounter information. The 'Set Enc' button is highlighted.

Person Name	Facility	Enc Type	Disch Date	FIN Number
NURSESURINET202, RACHEL				

Note: If there is an encounter listed under the **Enc Type** column, please notify the AO in your area as soon as possible for them to rectify the surgical appointment in ESM, prior to continuing.

4. Click **Set Enc**.
The **Encounter Selection** window will open.
5. Ensure the current **Inpatient** encounter is highlighted (no Discharge Date). Highlight by clicking on it, if required.



FIN Number	Enc Type	Disch Date	Admit Type	Facility	Nurse Unit	Encounter Prntl	Provider Name	Rel
90020050	Inpatient		Elective	PAH	PAH 01 2 W20	Attending Physician	Tojan, Lucas	21
6043	Outpatient	17-Sep-2015 - 11:59 PM		PAH	PAH CCARD	Attending Physician	Garahy, Paul John SMO	17
4974	No Visit	11-Sep-2015 - 2:02 PM		PAH				11

6. Click **OK**.
The screen will return to the **Check In** window.
7. Confirm the correct inpatient encounter has been set. Check the following:
 - **Facility:** LCCH
 - **Enc Type:** Inpatient
 - **Disch Date:** Blank

Note: If the wrong encounter displays here, please refer to the next section of this QRG on how to rectify.

8. If all the details are correct, click **OK**.
The patient is now checked in and the **Inpatient** encounter has been associated to the procedure/surgery.
9. You may now proceed to open the patient's chart by clicking on their name from the list.



Incorrect Encounter Displays after Setting Encounter

If the incorrect encounter was set during Steps 5-6, and identified as incorrect in Step 7, the following steps will need to be taken.

1. Click **Set Enc** again in the **Check In** window.

The screenshot shows a 'Check In' window for patient NURSESURGINET202, RACHEL. The window has a blue header with the patient's name, MRN: P401 8881872, and DOB: 18-Sep-1988. Below the header are tabs for General, Summary, Details, Orders, Guidelines, Notification, Conversation Summaries, Timelines, Locks, Eligibility, and Booking Notes. The 'General' tab is active, showing fields for Date (24-Jul-2016), Time (0911), and a table of encounters. The table has columns for Person Name, Facility, Enc Type, Book Date, and FIN Number. The first row is highlighted in red and contains: NURSESURGINET202, RACHEL, P401, Outpatient, 11-Sep-2015, 11:59 PM, 5013. Below the table are buttons for 'Go to Print', 'Enc Print', 'View', 'Modify', 'Set Enc', and 'Charges'. The 'Set Enc' button is highlighted in red. At the bottom of the window are 'OK' and 'Cancel' buttons.

2. Repeat Step 5 onwards, taking care to select the correct encounter during Step 5.

