Our Digital Future
IMAGINE WHAT'S POSSIBLE...

ieMR Advanced

Perioperative: case selection – patient check in

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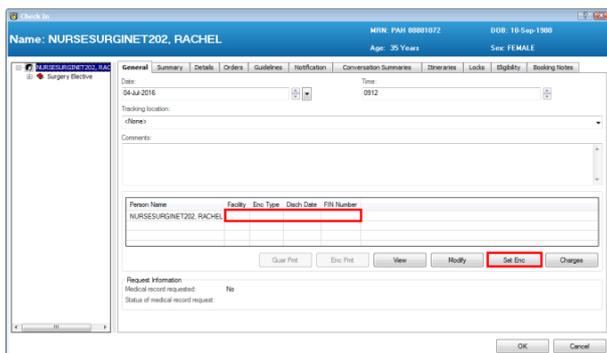
The Case Selection screen is used to check in patients for surgery. It is important to ensure the correct Inpatient encounter is associated at check in.

1. Click [Case Selection] from the toolbar.

2. Find your patient from the list and click the box under the Checked In column.

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.

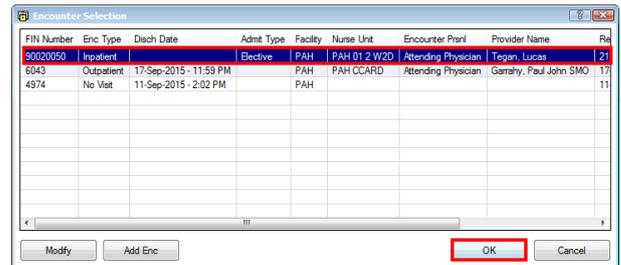**Note:** If there is an encounter listed under the Enc Type column, please notify the AO in your area as soon as possible for them to rectify the surgical appointment in ESM, prior to continuing.

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.

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.

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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.

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