

Registration Management

WORKBOOK:

INPATIENT/RESIDENT/TENANT

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Patient Search Criteria

Search exhaustively using the following **Clinical Information System (CIS)** and **Enterprise Master Patient Index (EMPI)** search criteria in the order listed below until you find your patient. If you have found your patient after using one of the search criteria, ask open-ended questions to confirm their identity and proceed with the registration.

If you do not find your patient after using all the CIS and EMPI search criteria, then add a new patient in the system and continue with the registration.

CIS Search Criteria

1	Search by BC PHN <i>if you do not find your patient, then</i>
2	Search by Full Last Name and Full First Name <i>if you do not find your patient, then</i>
3	Search by Birth Date and Gender <i>if you do not find your patient, search the EMPI</i>
	NOTE: Be sure to click Reset between searches.

If you are unable to find your client, search the EMPI.

EMPI Search Criteria

4	Search by BC PHN <i>if you do not find your patient, then</i>
5	Enter two or more MPI search criteria: <ol style="list-style-type: none"> 1. 1st criteria <ol style="list-style-type: none"> a. <u>Full</u> Last Name and <u>Full</u> First Name 2. 2nd criteria – one of the following: <ol style="list-style-type: none"> a. Birth Date b. Postal Code c. Phone Number
	NOTE: Do not enter Gender .
	NOTE: Be sure to click Reset between searches.

Exercise 1 – Instructor demo and Users follow

Instructor
Copy

Search/Add new patient record with ‘fruit’ as last name

A patient is scheduled for cardiac surgery, and will become an inpatient on the cardiac unit post-surgery. The clerk will create the pre-inpatient encounter to prepare for the patient’s stay.

1. Select the **Pre-Register Patient To A Bed** conversation
2. **Search** for the patient exhaustively using the CIS and EMPI search criteria
3. Click on **Add Person**
4. Complete the *Request PHN* window using the patient information provided
5. Click on **Submit**
6. Use the following information to complete the patient’s record

Last name	Apple
First name	Matthew
Preferred Name	Matt
Date of birth	01 Jan 2001
Gender	M
Pre-Reg Status	Incomplete
Permanent Address	192-194 Albert St, Brisbane, Queensland, 4000, Australia
Preferred Phone	Mobile Phone Number
Mobile Phone Number	604 290 1234
Indigenous Identity	Unknown
Encounter Type	Pre-Inpatient
Medical Service	Cardiology
Reason for Visit	Arrhythmia
Admit Category	Elective
Admit Source	Direct
Facility/Building	LGH Lions Gate
Unit/Clinic	LGH Endoscopy
Admitting Provider	Train, General Medicine-Physician5
Attending Provider	Train, General Medicine-Physician5
Primary Care Provider (PCP)	Provider, Unknown
Referring Provider	Train, General Medicine-Physician8
Estimated Arrive Date	Today’s Date

Estimated Arrive Time	12:30pm
Status in Canada	Visitor
Accident Related Visit?	No
Primary Insurance	Guarantor/Relationship to Patient: Mother Name: Mary Apple Address: Same address Mobile Phone: 604 290 1234
	Search for Health Plan: Non-Resident of Canada--SELF
	Jurisdiction Form Signed?: No
Emergency Contact	Relationship to Patient: Mother Select 'Mother's name' from <i>Relationships</i> pop-up window
Next of Kin	Relationship to Patient: Mother Select 'Mother's name' from <i>Relationships</i> pop-up window
Legal Guardian	Relationship to Patient: Mother Select 'Mother's name' from <i>Relationships</i> pop-up window

7. Click on **Complete**

Exercise 2 – Instructor demo and users follow

Incomplete Pre-Registrations

The clerk contacts the patient with expected admit date and time and confirms patient information. The pre-registration is now considered complete.

1. Click on **Worklist**
2. Select Incomplete Pre-registrations
3. From the available column click on LGH Lions Gate > LGH Lions Gate > LGH Endoscopy and click on **OK**
4. Right-click on the correct patient and select **Pre-Register Patient To A Bed**
5. Use the following information to complete the patient's record

Last name	Apple
First name	Matthew
Preferred Name	Matt
Date of birth	01 Jan 2001
Gender	M
Pre-Reg Status	Complete
Permanent Address	192-194 Albert St, Brisbane, Queensland, 4000, Australia
Preferred Phone	Mobile Phone Number
Mobile Phone Number	604 290 1234
VIP –Person Level	Yes
Indigenous Identity	Non Indigenous
Encounter Type	Pre-Inpatient
Medical Service	Cardiology
Reason for Visit	Arrhythmia
Admit Category	Elective
Admit Source	Direct
Facility/Building	LGH Lions Gate
Unit/Clinic	LGH Endoscopy
Admitting Provider	Train, General Medicine-Physician5
Attending Provider	Train, General Medicine-Physician5
Primary Care Provider (PCP)	Provider, None
Referring Provider	Train, General Medicine-Physician8

Estimated Arrive Date	Today's Date
Estimated Arrive Time	12:30pm
Status in Canada	Visitor
Accident Related Visit?	No
Primary Insurance	Guarantor/Relationship to Patient: Mother Name: Mary Apple Address: Same address Mobile Phone: 604 290 1234
	Search for Health Plan: Non-Resident of Canada--SELF
	Jurisdiction Form Signed?: No
Emergency Contact	Relationship to Patient: Father Name: Sam Apple Address: Same address Preferred Phone: 604 290 5678
Next of Kin	Relationship to Patient: Mother Select 'Mother's name' from <i>Relationships</i> pop-up window
Legal Guardian	Relationship to Patient: Father Select 'Father's name' from <i>Relationships</i> pop-up window

6. Click on **Complete**

Exercise 3 – Instructor demo and users follow

Admit patient with pre-registration

Patient presents at Lion's Gate Hospital for a direct admission to an Inpatient unit the patient's passport and extended health card.

1. Click on **Worklist**
2. Select **Today's Expected Arrivals**
3. From the available column click on LGH Lions Gate > LGH Lions Gate > LGH Endoscopy
4. Right-click on the correct patient and select **Register Patient To A Bed**
5. Use the following information to complete the patient's record

Last name	Apple
First name	Matthew
Preferred Name	Matt
Date of birth	01 Jan 2001
Gender	M
Permanent Address	192-194 Albert St, Brisbane, Queensland, 4000, Australia
Preferred Phone	Mobile Phone Number
Mobile Phone Number	604 290 1234
Indigenous Identity	Non Indigenous
Encounter Type	Inpatient
Medical Service	Cardiology
Reason for Visit	Arrhythmia
Admit Category	Elective
Admit Source	Direct
Arrival by Ambulance	No ambulance
Source of ID	Other Photo ID
Facility/Building	LGH Lions Gate
Unit/Clinic	LGH Endoscopy
Room	Endoscopy Wait
Bed	27
Patient Accom Requested	Semi Private
Accom Form Signed	Yes
Admitting Provider	Train, General Medicine-Physician5
Attending Provider	Train, General Medicine-Physician5

Primary Care Provider (PCP)	Provider, None
PCP Verified?	Yes
Referring Provider	Train, General Medicine-Physician8
Visitor Status	No visitors
Patient Admit Date	Registration Date
Patient Admit Time	Registration Time
Status in Canada	Visitor
Accident Related Visit?	No
Primary Insurance	Guarantor/Relationship to Patient: Mother Name: Mary Apple Address: Same address Mobile Phone: 604 290 1234
	Search for Health Plan: Non-Resident of Canada--SELF
	Jurisdiction Form Signed?: No
Extended Insurance	Relationship to Patient: Mother Name: Mary Apple Address: Same address Mobile Phone: 604 290 1234
	Search for Health Plan: Great West Life—EXTENDED Health Card/Claim Number: 50000 Group/Policy Number: 1234567 Dependent Number: 03
Emergency Contact	Relationship to Patient: Father Name: Sam Apple Address: Same address Preferred Phone: 604 290 5678
Next of Kin	Relationship to Patient: Mother Name: Mary Apple Address: Same address Mobile Phone: 604 290 1234
Legal Guardian	Relationship to Patient: Father Name: Sam Apple Address: Same address Preferred Phone: 604 290 5678

6. Click on **Complete**

Exercise 4 – Instructor demo and users follow

Jurisdiction Form Signed

The clerk receives the patient's Jurisdiction Form from the family member, who had brought the form to the patient's bedside to complete, and places completed form in the finance inbox.

1. Click on **Worklist**
2. Select **Jurisdiction and OPC Form Not Signed**
3. From the available column click on LGH Lions Gate > LGH Lions Gate > LGH Endoscopy
4. Right-click on the correct patient and select **Register Patient To A Bed**
5. Use the following information to complete the patient's record

Last name	Apple
First name	Matthew
Preferred Name	Matt
Date of birth	01 Jan 2001
Gender	M
Primary Insurance	Guarantor/Relationship to Patient: Mother Name: Mary Apple Address: Same address Mobile Phone: 604 290 1234
	Jurisdiction Form Signed?: Yes

6. Click on **Complete**

Exercise 5 – Instructor demo and users follow

Register Resident/Tenant

The client will be living in a residential care facility on a permanent basis and presents at registration with the recommended two pieces of government issued photo ID and health card.

1. Click on **Register Resident/Tenant** conversation
2. **Search** for the resident exhaustively using the CIS and EMPI search criteria
3. Click on **Add Encounter**
4. In the *Organization* window type in “HTH” and select “HTH Hilltop House” as the facility
5. Use the following information to complete the patient’s record

BC PHN	9876394173
Last name	Reg-IP
First name	Gerald
Preferred Name	Jerry
Date of birth	01-Jan-1960
Gender	M
Alerts	Process Alert: Falls Risk
Permanent Address	231 15 th St E, North Vancouver, BC V7L 2L7, Canada
Previous Address	1234 Main St, Vancouver, BC V6A 2W8, Canada
Preferred Phone	Mobile Phone Number
Mobile Phone Number	604 201 1234
Indigenous Identity	Non Indigenous
Encounter Type	Residential
Medical Service	Residential
Reason for Visit	Residential care
Admit Category	Elective
Admit Source	Direct
Arrival by Ambulance	No ambulance
Source of ID	BC Services Card with Photo
Facility/Building	HTH Hilltop
Unit/Clinic	HTH H2S
Room	H201
Bed	01
Patient Accom Requested	Private

Accom Form Signed	Yes
Admitting Provider	Train, General Medicine-Physician5
Attending Provider	Train, General Medicine-Physician5
Primary Care Provider (PCP)	Train, General Medicine-Physician8
PCP Verified?	Yes
Primary Insurance	Guarantor/Relationship to Patient: Self
	Search for Health Plan: BC Resident MSP PHN--MSP
Emergency Contact	Relationship to Patient: Son Name: Andrew Smithston Address: 1234 Main St, Vancouver, BC V6A 2W8 Preferred Phone: 604 875 2323
Next of Kin	Relationship to Patient: Son Select 'Son's name' from <i>Relationships</i> pop-up window Name: Andrew Smithston Address: 1234 Main St, Vancouver, BC V6A 2W8 Preferred Phone: 604 875 2323

6. Click on **Complete**

Exercise 6 – Instructor demo and users follow

Pending Transfer

Patient requires surgery after admission and is being transferred to the operating room shortly. The sending unit clerk is entering a pending transfer for the patient in expectation of a unit to unit transfer.

1. In **PowerChart** application, ensure that no patient record has been highlighted from the patient list
2. Click on **PM Conversation** and select **Pending Transfer**
3. **Search** for the patient exhaustively using the CIS and EMPI search criteria
4. Select the current active inpatient encounter for the corresponding patient
5. Use the following information to complete the patient's record

Last name	Apple
First name	Matthew
Preferred Name	Matt
Date of birth	01 Jan 2001
Gender	M
Building	LGH Lions Gate
Pending Unit/Clinic	LGH MTR
Pending Transfer Date	Today's Date
Pending Transfer Time	15:00

6. Click on **Complete**

Exercise 7 – Instructor demo and users follow

Cancel Pending Transfer

Patient has a Pending Transfer to the Operating Room, but the surgery has been postponed until the next day. The pending transfer needs to be cancelled.

1. In **PMOffice** application, click on **Cancel Pending Transfer** conversation
2. **Search** for the patient exhaustively using the CIS and EMPI search criteria
3. Select the current active inpatient encounter for the corresponding patient
4. Use the following information to complete the patient's record

Last name	Apple
First name	Matthew
Preferred Name	Matt
Date of birth	01 Jan 2001
Gender	M

5. Click on **OK**

Exercise 8 – Users only exercise

Re-Enter Pending Transfer

Patient is ready for surgery and is being transferred to the operating room shortly. The sending unit clerk is entering a pending transfer for the patient in expectation of a unit to unit transfer.

1. Click on **Bedboard**
2. Expand LGH Lions Gate > LGH Lions Gate
3. Click on LGH Endoscopy
4. Right-click on the correct patient and select **Pending Transfer**
5. Use the following information to complete the patient's record

Last name	Apple
First name	Matthew
Preferred Name	Matt
Date of birth	01 Jan 2001
Gender	M
Building	LGH Lions Gate
Pending Unit/Clinic	LGH MTR
Pending Transfer Date	Today's Date
Pending Transfer Time	15:00

6. Click on **Complete**

Exercise 9 – Users only exercise

Bed Transfer

Patient arrives to the Operating room. The receiving unit clerk completes the Bed Transfer.

1. Click on **Worklist**
2. Double-click on **Pending Transfer In**
3. Expand LGH Lions Gate > LGH Lions Gate
4. Select LGH MTR and click **OK**
5. Right-click on the corresponding patient and select **Bed Transfer**
6. Use the following information to complete the patient's record

Last name	Apple
First name	Matthew
Preferred Name	Matt
Date of birth	01 Jan 2001
Gender	M
Medical Service	Cardiology
Building	LGH Lions Gate
Unit/Clinic	LGH MTR
Room	MTR Wait
Bed	14
Attending Provider	Train, General Medicine-Physician5
Transfer Date	Today's Date
Transfer Time	Now

7. Click on **Complete**

Exercise 10 – Users only exercise

Cancel Bed Transfer

Patient has not physically arrived to the operating room and was transferred in error. The patient is still physically located in the sending unit.

1. Click on **Cancel Transfer** conversation
2. **Search** for the patient exhaustively using the CIS and EMPI search criteria
3. Select the corresponding patient and active inpatient encounter

Last name	Apple
First name	Matthew
Preferred Name	Matt
Date of birth	01 Jan 2001
Gender	M

4. Click on **Complete**



Cancel Transfer conversation will return the patient to the Unit and Room/Bed the patient was assigned prior to the Bed Transfer. Verify with the sending unit that the original bed assignment is still unassigned.

Exercise 11 – Users only exercise

Pending Facility Transfer

The charge nurse has notified the unit clerk on the sending unit that a transfer will occur to a facility within the same campus of care. The unit clerk will create the **Pending Facility Transfer** and arrange for patient transport as required. The patient is being transferred to LGH HOpe Centre.

1. Click on **Pending Facility Transfer** conversation
2. **Search** for the patient exhaustively using the CIS and EMPI search criteria
3. Select the current active inpatient encounter for the corresponding patient
4. Use the following information to complete the patient's record

Last name	Apple
First name	Matthew
Preferred Name	Matt
Date of birth	01 Jan 2001
Gender	M
Facility	LGH HOpe Centre
Pending Unit/Clinic	LGH MIU
Pending Transfer Date	Today's Date
Pending Transfer Time	15:00

5. Click on **Complete**

Exercise 12– Users only exercise

Facility Transfer

Patient has arrived to the receiving unit and facility and had a pending transfer entered by the sending unit.

1. Click on **Facility Transfer** conversation
2. **Search** for the patient exhaustively using the CIS and EMPI search criteria
3. Select the current active inpatient encounter for the corresponding patient
4. Use the following information to complete the patient's record

Last name	Apple
First name	Matthew
Preferred Name	Matt
Date of birth	01 Jan 2001
Gender	M
Medical Service	Psychiatry
Facility	LGH HOpe Centre
Building	LGH HOpe Centre
Unit/Clinic	LGH MIU
Room	M014
Bed	01
Accommodation	Private
Accommodation Reason	Psychiatric Concerns
Attending Provider	Train, General Medicine-Physician5
Transfer Date	Today's Date
Transfer Time	Now

5. Click on **Complete**

Exercise 13a– Users only exercise

Leave of Absence

Patient has been approved for a day leave from their inpatient admission and is expected to return the same day. The unit clerk will enter a Leave of Absence (LOA) to hold the patient's bed.

1. Click on **Bedboard**
2. Expand LGH HOpe Centre > LGH HOpe Centre
3. Click on LGH MIU
4. Right-click on the corresponding patient
5. Mouse over **Conversation**
6. Select **Leave of Absence**
7. Use the following information to complete the patient's record

Last name	Apple
First name	Matthew
Preferred Name	Matt
Date of birth	01 Jan 2001
Gender	M
Leave Date	Today's Date
Leave Time	Now
Leave Reason	Hospital Leave Under 24 Hours
Estimated Return Date	Today's Date
Estimated Return Time	19:00

8. Click on **Complete**

Exercise 13b– Users only exercise

Return Leave of Absence

Patient has returned from their approved day leave from their inpatient admission. The unit clerk will return patient status from on leave.

1. Ensure that the LGH MIU Bedboard is still viewable. If it is not repeat the following steps:
 - a. Click on **Bedboard**
 - b. Expand LGH HOpe Centre > LGH HOpe Centre
 - c. Click on LGH MIU
2. Right-click on the corresponding patient
3. Mouse over **Conversation**
4. Select **Leave of Absence**
5. Click on **Yes** to the message *“Would you like to return this patient from leave?”*
6. Use the following information to complete the patient’s record

Last name	Apple
First name	Matthew
Preferred Name	Matt
Date of birth	01 Jan 2001
Gender	M
Return Date	Today’s Date
Return Time	Now

7. Click on **Complete**



Patients that do not return from their leave of absence or are admitted as inpatients to another facility must be discharged.

Exercise 14 – Users only exercise

Pending Discharge

Patient has been medically approved to be discharged home shortly. The clerk will enter a pending discharge for the patient before the patient physically leaves the unit.

1. Click on **Pending Discharge** conversation
2. **Search** for the patient exhaustively using the CIS and EMPI search criteria
3. Select the current active inpatient encounter for the corresponding patient
4. Use the following information to complete the patient's record

Last name	Apple
First name	Matthew
Preferred Name	Matt
Date of birth	01 Jan 2001
Gender	M
Pending Discharge Disposition	Leave Blank
Pending Discharge Date	Today's Date
Pending Discharge Time	18:00

5. Click on **OK**

Exercise 15 – Users only exercise

Complete Discharge

Patient is physically leaving the unit and being discharged home. A pending discharge for the patient was entered in expectation of the patient's discharge from the unit.

1. Ensure that the LGH MIU Bedboard is still viewable. If it is not repeat the following steps:
 - a. Click on **Bedboard**
 - b. Expand LGH HOpe Centre > LGH HOpe Centre
 - c. Click on LGH MIU
2. Right-click on the corresponding patient
3. Mouse over **Conversation**
4. Select **Discharge Encounter**
5. Click on **OK** to the message *"This patient currently has a pending discharge with an estimated complete date and time of <Pending Date/Time>. Would you like to complete the pending discharge?"*
6. Use the following information to complete the patient's record

Last name	Apple
First name	Matthew
Preferred Name	Matt
Date of birth	01 Jan 2001
Gender	M
Discharge Disposition	Discharged Home without Support Services
Discharge Date	Today's Date
Discharge Time	Now

7. Click on **Complete**

Exercise 16 – Users only exercise

Discharge Resident/Tenant

The resident is leaving the facility and is being discharged home.

1. Click on **Discharge Encounter** conversation
2. **Search** for the resident exhaustively using the CIS and EMPI search criteria
3. Select the corresponding patient record from *Person Search* window
4. Use the following information to complete the patient's record

Last name	Reg-IP
First name	Gerald
Preferred Name	Jerry
Date of birth	01-Jan-1960
Gender	M
Discharge Disposition	Discharged Home without Support Services
Discharge Date	Today's Date
Discharge Time	Now

6. Click on **Complete**

Exercise 17 – Users only exercise

Admit direct admission not pre-registered

The patient presents at patient registration for direct admission to an inpatient unit without being pre-registered.

1. Click on **Register Patient To a Bed** conversation
2. **Search** for the patient exhaustively using the CIS and EMPI search criteria
3. Select the corresponding patient record
4. Click on **Add Encounter**
5. Use the following information to complete the patient's record

Last name	Apple
First name	Matthew
Preferred Name	Matt
Date of birth	01 Jan 2001
Gender	M
Permanent Address	192-194 Albert St, Brisbane, Queensland, 4000, Australia
Preferred Phone	Mobile Phone Number
Mobile Phone Number	604 290 1234
Indigenous Identity	Non Indigenous
Encounter Type	Inpatient
Medical Service	Cardiology
Reason for Visit	Arrhythmia
Admit Category	Elective
Admit Source	Direct
Arrival by Ambulance	No ambulance
Source of ID	None
Facility/Building	LGH Lions Gate
Unit/Clinic	LGH Endoscopy
Room	Endoscopy Wait
Bed	27
Patient Accom Requested	Semi Private
Accom Form Signed	Yes
Admitting Provider	Train, General Medicine-Physician5
Attending Provider	Train, General Medicine-Physician5

Primary Care Provider (PCP)	Provider, Out of Province
PCP Verified?	Yes
Referring Provider	Train, General Medicine-Physician8
Visitor Status	No visitors
Patient Admit Date	Registration Date
Patient Admit Time	Registration Time
Status in Canada	Visitor
Accident Related Visit?	No
Primary Insurance	Guarantor/Relationship to Patient: Mother Name: Mary Apple Address: Same address Mobile Phone: 604 290 1234
	Search for Health Plan: Non-Resident of Canada--SELF
	Jurisdiction Form Signed?: Yes
Extended Insurance	Relationship to Patient: Mother Name: Mary Apple Address: Same address Mobile Phone: 604 290 1234
	Search for Health Plan: Great West Life—EXTENDED Health Card/Claim Number: 50000 Group/Policy Number: 1234567 Dependent Number: 03
Emergency Contact	Relationship to Patient: Father Name: Sam Apple Address: Same address Preferred Phone: 604 290 5678
Next of Kin	Relationship to Patient: Mother Name: Mary Apple Address: Same address Mobile Phone: 604 290 1234
Legal Guardian	Relationship to Patient: Father Name: Sam Apple Address: Same address Preferred Phone: 604 290 5678

6. Click on **Complete**

Exercise 18a – Instructor demo and users follow

Deceased Inpatient: Discharge Encounter

The patient has passed away during their inpatient admission. The unit clerk will discharge the inpatient encounter and register a deceased encounter.

1. In **PowerChart** application, click on **PM Conversation**
2. Select **Discharge Encounter**
3. **Search** for the patient exhaustively using the CIS and EMPI search criteria
4. Select the active inpatient encounter for the corresponding patient
5. Click on **OK**
6. Use the following information to complete the patient's record

Last name	Apple
First name	Matthew
Preferred Name	Matt
Date of birth	01 Jan 2001
Gender	M
Discharged Disposition	Deceased
Discharge to Location	Leave Blank
Discharge Date	Today's Date
Discharge Time	Now
Deceased?	Yes
Deceased Date	Same as Discharge Date
Deceased Time	Same as Discharge Time

7. Click on **Complete**



Deceased Residential clients may be discharged directly to a Funeral home rather than a morgue. The deceased resident may have the field "Discharge to Location" as "Funeral Home". A resident's deceased registration may not need to be completed as the body will not be transferred to a morgue.

Exercise 18b – Instructor demo and users follow

Deceased Inpatient: Deceased Registration

The patient has passed away during their inpatient admission. The unit clerk has completed a discharge for the inpatient encounter and needs to register a deceased encounter.

1. In **PMOffice** application, click on **Quick Reg** conversation
2. **Search** for the patient exhaustively using the CIS and EMPI search criteria
3. Select the corresponding patient record
4. Click on **Add Encounter**
5. Use the following information to complete the patient's record

Last name	Apple
First name	Matthew
Preferred Name	Matt
Date of birth	01 Jan 2001
Gender	M
Encounter Type	Deceased
Medical Service	Deceased
Facility/Building	LGH Lions Gate
Unit/Clinic	LGH Endoscopy
Room	Endoscopy Wait
Bed	27
Primary Insurance	Guarantor/Relationship to Patient: Mother Name: Mary Apple Address: Same address Mobile Phone: 604 290 1234
	Search for Health Plan: Non-Resident of Canada--SELF
	Jurisdiction Form Signed?: Yes

6. Click on **OK**

Exercise 18c – Instructor demo and users follow

Deceased Inpatient: Transfer to Morgue

The patient has passed away during their inpatient admission. The unit clerk has registered a deceased encounter and the body needs to be transferred to the morgue.

1. Click on **Bed Transfer** conversation
2. **Search** for the patient exhaustively using the CIS and EMPI search criteria
3. Select the corresponding patient record and encounter
4. Use the following information to complete the patient's record

Last name	Apple
First name	Matthew
Preferred Name	Matt
Date of birth	01 Jan 2001
Gender	M
Medical Service	Deceased
Building	LGH Lions Gate
Unit/Clinic	LGH Morgue
Attending Provider	Train, General Medicine-Physician5
Transfer Date	Today's Date
Transfer Time	Now

5. Click on **Complete**

Exercise 18d – Instructor demo and users follow

Deceased Inpatient: Discharge Body

The patient has passed away during their inpatient admission. The unit clerk has registered a deceased encounter that has been transferred to the morgue and is to be discharged to the funeral home.

1. Click on **Discharge Encounter** conversation
2. **Search** for the patient exhaustively using the CIS and EMPI search criteria
3. Select the corresponding patient record and encounter
4. Click on **OK**
5. Click on **Yes** to the message *“This patient has not been fully registered. Are you sure you want to discharge?”*
6. Use the following information to complete the patient’s record

Last name	Apple
First name	Matthew
Preferred Name	Matt
Date of birth	01 Jan 2001
Gender	M
Discharge Disposition	Discharged to Funeral Home or Autopsy
Discharge to Location	Funeral Home
Funeral Home	Delta Funeral Home
Discharge Date	Today’s Date
Discharge Time	Now

7. Click on **Complete**

Exercise 19a – Users only exercise

External Cadaveric Donor: Register Inpatient Encounter

The patient has passed away prior to arriving to the facility as a cadaveric donor. The unit clerk will register the body to a bed in the Intensive Care Unit (ICU).

****Please Note:** Due to bed limitations the cadaveric donors in this exercise will be registered as specified******

1. Click on **Register Patient To A Bed**
2. **Search** for the patient exhaustively using the CIS and EMPI search criteria
3. Select the corresponding patient record from *Person Search* window
4. Click on **Add Encounter**
5. Use the following information to complete the patient's record

BC PHN	9876394173
Last name	Reg-IP
First name	Gerald
Preferred Name	Jerry
Date of birth	01-Jan-1960
Gender	M
Permanent Address	1234 Main St, Vancouver, BC V6A 2W8, Canada
Preferred Phone	Mobile Phone Number
Mobile Phone Number	604 201 1234
Indigenous Identity	Non Indigenous
Encounter Type	Inpatient
Medical Service	Cadaveric Donor
Reason for Visit	Cadaveric Donor
Admit Category	Elective
Admit Source	Direct
Arrival by Ambulance	No Ambulance
Source of ID	None
Facility/Building	LGH Lions Gate
Unit/Clinic	LGH Endoscopy
Room	Endoscopy Wait
Bed	27
Patient Accom Requested	Not applicable

Accom Form Signed	No
Admitting Provider	Train, General Medicine-Physician5
Attending Provider	Train, General Medicine-Physician5
Primary Care Provider (PCP)	Train, General Medicine-Physician8
PCP Verified?	Yes
Patient Admit Date	Same as Registration Date
Patient Admit Time	Same as Registration Time
Accident Related Visit?	No
Primary Insurance	Guarantor/Relationship to Patient: Self
	Search for Health Plan: BC Resident MSP PHN--MSP
Emergency Contact	Relationship to Patient: Son Name: Andrew Smithston Address: 1234 Main St, Vancouver, BC V6A 2W8 Preferred Phone: 604 875 2323
Next of Kin	Relationship to Patient: Son Name: Andrew Smithston Address: 1234 Main St, Vancouver, BC V6A 2W8 Preferred Phone: 604 875 2323

6. Click on **Complete**

Exercise 19b – Users only exercise

External Cadaveric Donor: Discharge Inpatient Encounter

The organ procurement has been performed on the body and is complete. The OR nurse calls the unit clerk or patient placement to discharge the inpatient encounter and create the deceased encounter.

1. Click on **Discharge Encounter** conversation
2. **Search** for the patient exhaustively using the CIS and EMPI search criteria
3. Select the corresponding patient record from *Person Search* window
4. Use the following information to complete the patient's record

Last name	Reg-IP
First name	Gerald
Preferred Name	Jerry
Date of birth	01-Jan-1960
Gender	M
Discharged Disposition	Externally Referred in Cadaveric Donor
Discharge to Location	Leave Blank
Discharge Date	Today's Date
Discharge Time	Now
Deceased?	Yes
Deceased Date	Leave Blank
Deceased Time	Leave Blank

5. Click on **Complete**



After the Deceased Inpatient encounter has been discharged for the External Cadaveric Donor a Deceased Registration and Discharge of the body will be required.

Exercise 20 – Instructor Demo and users follow

Run a Discharge Report

Run a list of patients that were discharged from the unit.

1. Open **Discern Reporting Portal**
2. Click on the arrow next to *Categories*
3. Click to mark the checkbox next to **Registration – Census**
4. Select **Discharge Report**
5. Click on **Run Report**
6. Use the following information to view/print an inpatient discharge list

Output Type	Printable (PDF)
Encounter Type	Inpatient
Health Organization	Vancouver Coastal Health Authority
Site	Lions Gate Hospital
Facility	LGH Lions Gate Hospital
Unit/Clinic	LGH Endoscopy
Begin Discharge Date	Yesterday
End Discharge Date	Today
Discharge Disposition	All Dispositions

7. Click on **Execute**