QUICKSTART

A series of helpful guides provided by the Information Technology Department

Patient Registration – Admin Staff

IT/eMR Training & Support

Patient Intake/Registration

After receiving a referral from a doctor, the patient needs to be registered for intake into the Rehab program. The first step in the process is to complete the **Kids Rehab Intake Registration** form in PowerChart. This will begin the information collection process to allow for a clinician to assess the patient's suitability for the rehab program.

Patient Registration and Encounter

- Perform a patient search to determine if the referred patient already exists in PowerChart.
- If required, add the patient in Patient Management (PM).

> **Information:** For detailed instructions on how to add a person via Patient Management and how to add an encounter, please refer to the Quickstarts on Learning.kids.

If the patient already exists in PowerChart:
- Check the patient has a SCHN MRN. To do this, look at the encounter list after searching for the patient. If Royal Alexandra Hospital for Children appears in the encounter list, the patient is an existing SCHN patient, with a SCHN MRN.

- Check for current or recent encounters.
  - If the patient was referred as an inpatient, find the relevant inpatient encounter and double click to enter this encounter.
  - Click on the **Ad Hoc** charting button to begin the Intake Registration form in this encounter.
- If there are no current or recent encounters, double click the most recent encounter in the list. After the patient's chart has opened, click on the **Ad Hoc** charting button to begin the Intake Registration form
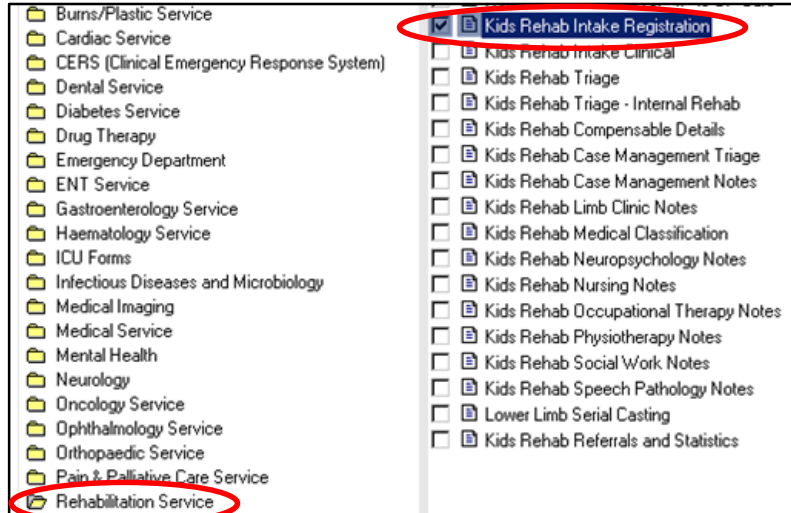
Kids Rehab Intake Registration Form

This form is used by Admin staff to register a patient for intake. Once completed, this form will create a task in the **Kids Rehab Intake** task list.

- In a current encounter for the patient, click the **Ad Hoc** button in the toolbar.
- Click on the **Rehabilitation Service** folder.
- In the list of forms on the right, double click on **Kids Rehab Intake Registration**. Alternatively, click in the box so that it is ticked, and click the **Chart** button in the bottom right corner of the window.

The **Intake Registration** form will open.

1. Ensure you have the correct patient by checking the details in the patient demographics bar at the top of the form.
2. Fill in the form as required.
3. When completing the **Referrer Service Suburb**, please enter the address in the format: **Suburb State Postcode** (with NO commas). This field is used to create letters. To ensure the address appears correctly on the letters, the above formatting is required.
4. Sign the form by clicking on the green tick in the top left corner.
5. Enter your password and click **OK** to sign the form.

Once signed, the form will close and a task will be created in the **Kids Rehab Intake** task list. A clinician will pick up the task from the intake list and gather more information for the intake form.