

### 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 **Rehab2Kids 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

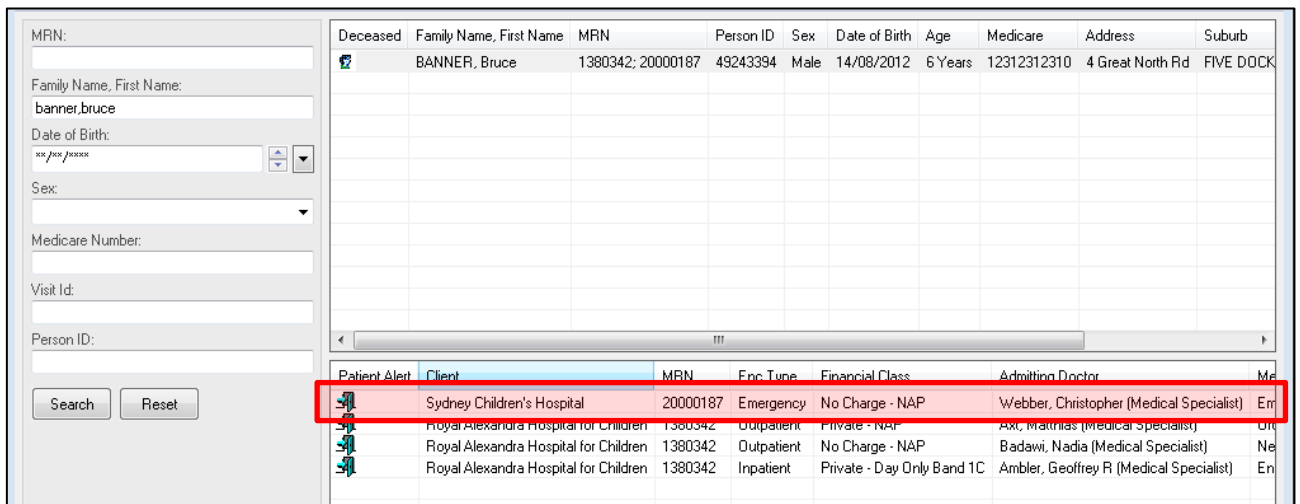
- Perform a patient search to determine if the referred patient already exists in PowerChart.
- If required, add the patient in Patient Management (PM).



**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 SCH MRN. To do this, look at the encounter list after searching for the patient. If Sydney Children's Hospital appears in the encounter list (in the client column), the patient is an existing SCH patient, with a SCH MRN.
- Please note MRN's are site specific and we cannot use the Royal Alexandria Hospital for Children (CHW) MRN's



Deceased	Family Name, First Name	MRN	Person ID	Sex	Date of Birth	Age	Medicare	Address	Suburb
	BANNER, Bruce	1380342; 20000187	49243394	Male	14/08/2012	6 Years	12312312310	4 Great North Rd	FIVE DOCK

Patient Alert	Client	MRN	Enc. Type	Financial Class	Admitting Doctor	Me
	Sydney Children's Hospital	20000187	Emergency	No Charge - NAP	Webber, Christopher (Medical Specialist)	Em
	Royal Alexandria Hospital for Children	1380342	Outpatient	Private - NAP	Axc, Matthias (Medical Specialist)	Di
	Royal Alexandria Hospital for Children	1380342	Outpatient	No Charge - NAP	Badawi, Nadia (Medical Specialist)	Ne
	Royal Alexandria Hospital for Children	1380342	Inpatient	Private - Day Only Band 1C	Ambler, Geoffrey R (Medical Specialist)	En

- Check for current and recent encounters.
  - If the patient was referred as an inpatient, find the relevant inpatient encounter and double click to open the chart on this encounter.
  - If there are no current 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

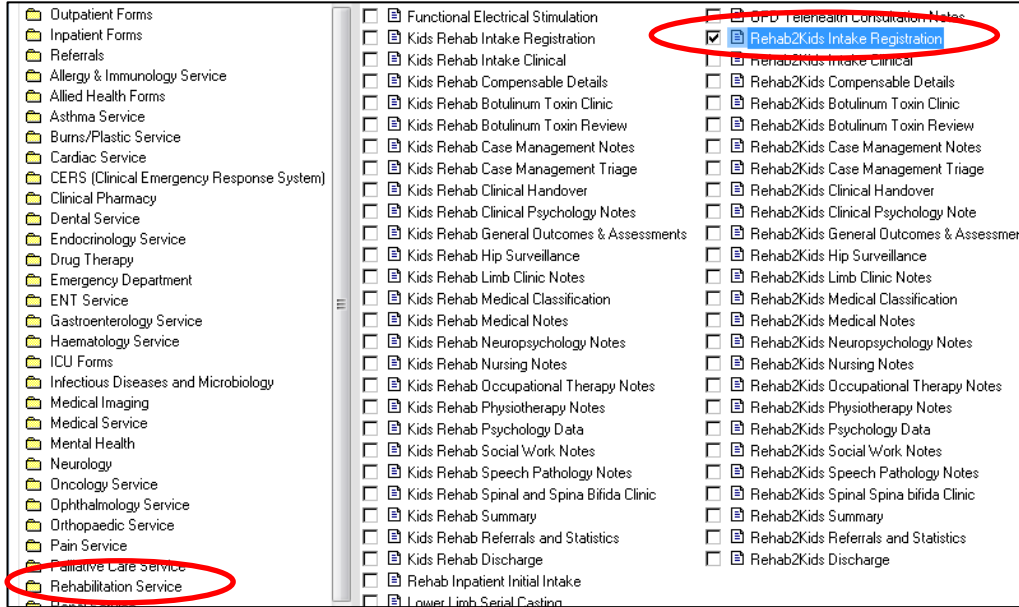


## Rehab2Kids Intake Registration Form

This form is used by Admin staff to register a patient for intake. Once completed, this form will create a task in the Rehab2Kids 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 **Rehab2Kids 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 **Rehab2Kids Intake** task list. A clinician will pick up the task from the intake list and gather more information for the intake form.