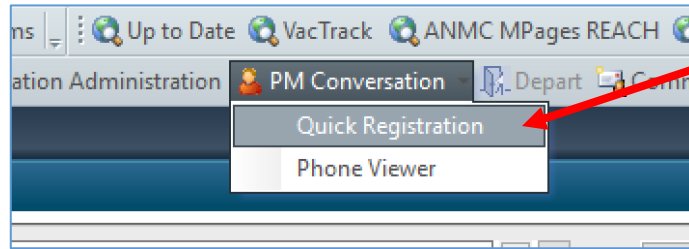


Quick Registration

1. Click on the down arrow next to **PM conversation** located at the top left of your tool bar:



2. Now search for the patient by name or DOB. Click on their name, and hit **add encounter** at bottom right:

A screenshot of the "Person Search" dialog box. It has a "Recent Persons" section on the left with fields for "MRN (or SSN)", "DOB", "Last Name", "First Name", and "Phone Number". The "DOB" field is set to "****/****/****". The right side of the dialog says "No persons found."A screenshot of a dialog box with a table at the top. The table has columns for "2/26/2019 8:42 AM" and "2/26/20". Below the table are four buttons: "OK", "Cancel", "Add Person", and "Add Encounter". A red arrow points to the "Add Encounter" button.

3. Enter "am" in the top box (as shown below) and click on magnifying glass or hit enter. Select **ambulatory services**. Then click on "ok"

A screenshot of the "Organization" dialog box. It has a "Facility Name" tab selected. The search box contains "am" and a magnifying glass icon. Below the search box, "Ambulatory Services" is selected in a list. At the bottom, the "Facility:" field also shows "Ambulatory Services". There are "OK" and "Cancel" buttons at the bottom right.

Quick Registration

4. Now you will see a large screen.
 - a. In the Nurse\Ambulatory box select **home visit**.
 - b. Enter in Chief complaint, for example “sore throat”
 - c. Enter yourself in attending physician box
 - d. In Patient Type box select **home visit**. (Registration will then change it to Telemedicine as that is not offered as a choice initially unfortunately. They check all the quick registrations for accuracy
 - e. In Medical Service box select **pandemic health**.
 - f. Now click on OK at the bottom.

Last Name: ZZTEST	First Name: ONE	Middle Name:	Date of Birth: 01/01/1945	Age: 75Y
*Community: AKIAK	Birth Sex:	*Administrative Sex: Male	Contact Phone: (907) 545-1112	Images
Location				
*Building: Ambulatory	*Nurse\Ambulatory: Home Visit			
*Chief Complaint: Patient's current concern	*Attending Physician: Carson-Strnad MD, Amy N	Professional Certification:		
*Patient Type: Home Visit	*Medical Service: Pandemic TeleHealth	POD: Silver	Medical Record Number: 00102826	Financial Number:
Registration Date: 10/23/2020	Registration Time: 09:31	User ID: JJUDY		
OK Cancel				

5. Two final prompts to open the chart:

Quick Registration

The following Ambulatory Services aliases have been assigned for ZZTEST, ONE :

FIN NBR: 002091784

OK

PowerChart

Do you want to open the chart?

Yes No