

Quick Registration is completed for patients presenting to the labor and delivery unit when registration has not been completed. This occurs from the tracking board and is used as clinically necessary.

Quick Registration (not pre-registered)

STEP 1: Locate an empty room on the tracking board.


- Click the empty row to highlight.

S	Bed	MFTI	Name
	OB1,01		TESTING, JESSMCH
	OB2,01		
	OB3,01		

STEP 2: Select the lightning bolt icon (quick reg) within the toolbar.

STEP 3: Enter the patient's name in the Person Search Window and select Search.

Patient:



STEP 4: Find the correct patient and select Add Encounter.

STEP 5: After completing the required fields highlighted in yellow, click OK.

STEP 6: A pop-up window displays the patient's name and FIN; click OK.

Name: testing.jessmch

MRN: [REDACTED]

FIN NBR: [REDACTED]

Search Reset

NLH After Hours Reg

The following NL EASTERN MAINE MEDICAL CENTER aliases have been assigned for TESTING, BELLA:

FIN NBR: 256450750

OK

STEP 7: The patient will display on the tracking board with the associated FIN.

GOF7,02	GOF7,02	TESTING, BELLA
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Quick Registration for Pre-Registered Patients

STEP 1: Locate an empty room on the tracking board.


- Click the empty row to highlight.

S	Bed	MFTI	Name
	OB1,01		TESTING, JESSMCH
	OB2,01		
	OB3,01		

STEP 2: Select the lightning bolt icon (quick reg) within the toolbar.

STEP 3: Enter the patient's name in the Person Search Window and select Search.

Patient:



STEP 4: Select the Preadmit encounter (found at the bottom of the encounter); click OK.

515838649	Preadmit	Obstetrics/Gynecology	NL MAINE COAST HOSPITAL
314862871	Prereg	Imaging Services	NL MAINE COAST HOSPITAL

OK Cancel Add Person Add Encounter

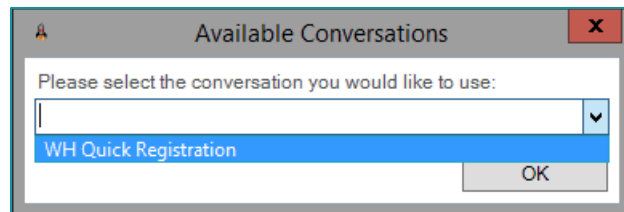
Name: testing.jessmch

MRN: [REDACTED]

FIN NBR: [REDACTED]

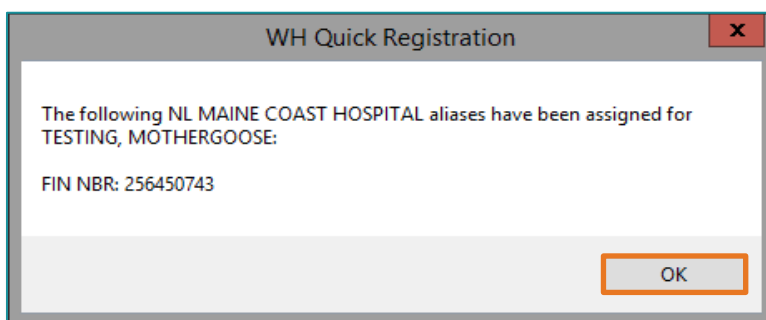
Search Reset

STEP 5: Select the appropriate conversation and click **OK**.



STEP 6: Complete the required fields, highlighted in yellow, and click **Complete**.

STEP 7: A pop-up window displays the patient's name and FIN; click **OK**.



STEP 8: The patient will display on the tracking board in the room selected.

