

# From the Office of Clinical Informatics Capacity Management: Patient Flow Creating a PreAdmission Encounter

August 11, 2022

Patients from another facility who have been accepted at a Northern Light Health hospital will be added to Capacity Management for bed assignment. The Integrated Transfer Center staff will use Patient Management Conversations to create the encounter.

## Patient Management Conversations

When a patient has been accepted at a NL facility, Integrated Transfer Center Staff will create the new encounter using an option from the **PM Conversation** drop down on the PreAdmit List gadget.

- > For all MOs, aside from NL MCH, use NLH Preadmission Visit.
  - Search by **Patient Name** and click **Add Encounter**.
  - Fill in the required yellow fields.
  - Enter Self Pay XX as Health Plan.
  - Do not print the documents.
  - Manually add the **Complete Registration** Patient Attribute.
- > For NL MCH, use PreAdmit.
  - Type in the **Patient Name** and click **Add Encounter**.
  - Enter the **Facility Name** and click **OK**.
  - Select the **Temporary profile** and click **OK**.

Insurance Profile Selection								-		×			
	Profile	Seq	Health Plan	Payer	Financial Class	Subscriber	Member Number	Group Number	Begin Date	End Date			
	remporary	1	SELF PAY XX	SELF PAY	Self Pay	TESTING, GRACE			11/13/2019				
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# Person Search Name Sin Mining Sin Birth Date Age Boo TESTING GRADE XXXXXX6598 1133972 Make Birth Date Age Boo TESTING GRADE XXXXXX6598 1133972 Make Birth Date Age Boo TESTING GRADE XXXXXX6598 1133972 Make Birth Date Age TESTING GRADE XXXXXX6598 1133972 Fermile 102511958 55 Yeares TESTING GRADE XXXXX659 TESTING GRADE XXXXX649 TESTING GRADE TESTING GRADE

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PreAdmit

NLH Preadmission Visit

NLH Modify Visit Register Patient

NLH Change Patient Type

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Select the facilit registered.	y and/or client to which the er	ncounter should be
Facility Name	Facility Alias	
nl maine		4
NL MAINE	COAST HOSPITAL	
Facility:		
NL MAINE COA	ST HOSPITAL	
	ОК	Cancel
	OK	Cancel

Cancel Preview Add Person Add End

#### **<u>NOTE</u>**: The PreReg Status should be Incomplete.

Complete the yellow required fields, on the Encounter Information tab. The Patient Type will be PreAdmit.

Images	*Last Name: TESTING	First Name:	Middle Name:	Preferred First Name:	
*Admin Sex:	Birth Sex:	Social Security Number:	Reason For No SSN:	*Date of Birth:	
Female	• Female	v · · ·		V 05/02/1985	
Financial Number:	Estimated Patient Responsibility:	Encounter Estimate:	Medical Necessity Status:	*PreReg Status:	
	\$0.00			✓ Incomplete ✓	
Patient Information Encounter	r Information Guarantor Information Insu	irance Primary   Insurance Secondary	Insurance Tertiary   MSP   Insurance S	ummary   Additional Contacts   Patient Tracking	
*Building:	*Nurse\Ambulatory:	*Patient Type:	*Medical Service:		
NL Maine Coast Hospital	~	¥	~	¥	
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- On the Insurance Primary tab, click Search for Health Plan. •
- If the patient's insurance does not end with an XX, it does not need to • be modified. To modify, select Search for Health Plan and then type Self Pay in the window on the By Plan Name tab. Select the option without XX included.

Find

Destination

Health plan:

SELF PAY -- SELF PAY

More Info >

self

- Click **Complete** and the FIN will be displayed. •
- Click **OK** and the patient will be seen on the ٠ PreAdmit List gadget in Capacity Management.
- Registration will receive a printout notifying them to complete the registration fields.

# Updating Reservation Destination

If a patient location is unreserved, the patient will appear on PreAdmit List gadgets for multiple facilities. Assigning the destination as a Preadmission for the appropriate facility will ensure patients only display on the list for the accepting facility.

- Click the "..." button in the **Destination** column.
- Expand the receiving facility's **Outpatient**  $\geq$ locations and select Preadmission.
  - Future selections for Preadmission can be completed by . selecting from the Recent Searches tab.

## Insurance Summary Tab

Once primary insurance is updated, navigate to the Insurance Summary tab to ensure there are no other health plans ending in XX. If there are, rightclick the insurance and select Remove Person and Plan. Do this for all additional insurances you see ending in XX.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.

Plan Information Search for Health Plan Health Plan Search By Eligible Plans By Sponsor By Plan Name By Carrier By Plan Alias

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SELF PAY PATIENT REQUEST -- SELF PAY SELF PAY XX -- SELF PAY



Preadmission (NL EASTERN MAINE MEDICAL

Main Entrance (NL EASTERN MAINE MEDICA



Search Recent Searches



Cancel

ОК