



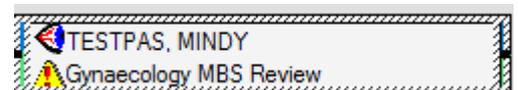
5. Click **OK** on the Check In window.

6. Validate the encounter details and populate any mandatory fields as required. Click **Complete**.

7. Patient has now been checked in, and falls off the Appointment Check In by Location Group list.

Method 2 - Appointment Check In via Scheduling Grid

1. Navigate to the correct bookshelf and locate the patient on the grid
2. Right click on patient, select Actions > Check In





- Click **OK** on the Check In window

Check In

Name: TESTPAS, MINDY Home Phone: Language: English Person Comments: NOK Last No Show: 28...

MRN: 7100004 DOB: 14/08/1987 F: 35 years Mobile Phone: 047... Interpreter Require... Home Address: 123... GP: Gronow, Michael # of No Shows: 3

*** Allergies *** Alert(s) Email: Indigenous Status: ... Medicare Status: EL... # of Cancellations: 2

TESTPAS, MINDY Gynaecology MBS R

General Offer Summary Details Orders Guidelines Notification Conversation Summaries Itineraries Locks Eligibility Book

Date: 13/06/2023 Time: 1221

Tracking location: <None>

Comments:

Person Name	Enc Type
TESTPAS, MINDY	PreReg

Request Information
Medical record requested: No
Status of medical record request:

OK Cancel

- Validate the encounter details and populate any mandatory fields as required. Click **Complete**.

Registration - Non-Admitted

UR Number: 7100004

Last Name: TESTPAS First Name: MINDY Middle Name: Title: Miss Sex: Female Date of Birth: 14/08/1987 Age: 35Y Medicare Status: Eligible

Medicare Number: 2736.82763 7-2 Medicare Expiry Date: 19/04/2025

FIN (Visit #): 21001029C002 Referral ID: VSPEC0061 Encounter Data Set: VINAH 17 (2022-2023) Episode Type (Program): Specialist Clinics (OP) Referral Encounter ID: 51463259 Arrival Comment:

Encounter Information Patient Information Referral Information Portal Authorised Representatives Notes and Alerts

Address/Phone Information
Residential Home Address: 123 Main Street, Melbourne, Victoria 3000, Australia
Mailing Address: Add Address...

Phone Number: Mobile Phone Number: 0476226543 Work Phone Number: Email Address:

Personal Data
Preferred Language: English Interpreter Required: No Advanced Care Directive: ATSI Status: NOT Aboriginal or TSJ Marital Status: De facto Maiden Name: Religion: Catholic, nec DVA Number:

DVA Card Colour: Individual Health Identifier: Confidentiality Level: RoutClinical

General Practitioner (GP)
General Practitioner (GP): Gronow, Michael - SMO

GP Details
Business Address: Sunshine Hospital, Furlong Road, St Albans, Victoria 3021, Australia (Includes External Territories)
Business Phone: 03 8345 1339 Email: Medicare Provider #: 10122

HealthLife Portal
Access Offered: Patient Declined

Person Comments
Person Comments:

Complete Cancel

- Patient has now been checked in, and colour of the appointment changes on the grid.

