ONE McLaren

Cerner Flash

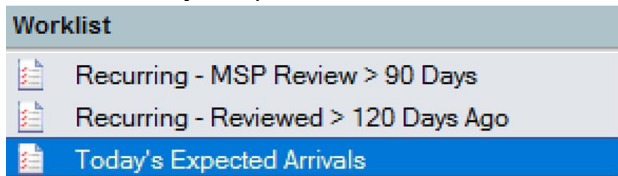## ***Attention 10/3/2022***

Education Reminder: Surgery Appointment Registration

When a patient arrives for a surgical appointment, the workflow is to register the patient through Today's Expected Arrivals in PMOffice/AMOffice/WIN32 (or any other verbiage you are using to identify this application). **It is very important that surgery patients are NOT checked in/registered through Schapptbooks.** Checking in a patient through that application can cause work stoppage issues for the surgery team at each site. Continue to register other modalities such as radiology through Schapptbooks. Please see the correct steps below.
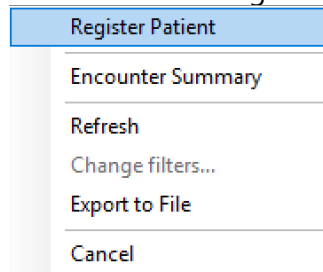
1. Log into PMOffice / AMOffice / WIN32

2. Navigate to the Today's Expected Arrivals Worklist

   Worklist
   - Recurring - MSP Review > 90 Days
   - Recurring - Reviewed > 120 Days Ago
   - Today's Expected Arrivals

3. Find the patient that needs to be registered. You may either double click on the encounter, or right click and select "Register Patient".

   - Register Patient
   - Encounter Summary
   - Refresh
   - Change filters...
   - Export to File
   - Cancel

4. Complete the registration as appropriate.

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