



CHECKING IN AN APPOINTMENT

HOSPITAL INFORMATION SYSTEM (HIS)

ALL SCHEDULING ROLES

USING THE SCHEDULING APPOINTMENT BOOK APP TO CHECK IN AN APPOINTMENT:

1. Open the Scheduling Appointment Book from the App Bar
2. Right-Click on the appointment and select "**Actions.**"
3. From the "**Actions**" menu, select "**Check In.**" The check-in window opens with the patient details.
4. Verify the information and click "**OK.**" (Note: Verify the patient's location.)
5. The "**Available Conversations**" window opens.
6. Select the **conversation type** from the drop-down menu.
7. Complete the **required information** in the Registration form window.
8. In the "**Document Selection**" window, click "**OK**" to print the wristband.
9. The patient's appointment is now **checked in.**

Note: there are more ways available to check in an appointment through the Check-In icon , the appointment Inquiry icon 



TO CHECK IN AN

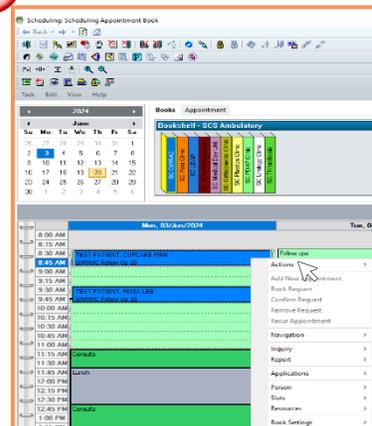
1

App Bar



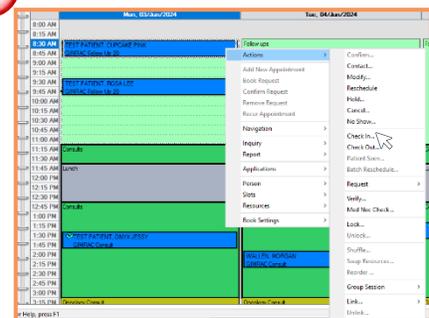
Select Appointment Book

2



Right-click on the appointment to select Actions

3



Select Check In



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4 Check In window with patient details

Verify information and click OK

8

Document	Printer	Copies
<input checked="" type="checkbox"/> Wristband	f1ah001	1

Click OK to print the Wristband

5

Available Conversations window opens

9

Mon, 03/June/2024	
8:00 AM	
8:15 AM	
8:30 AM	TEST PATIENT, CUPCAKE PINK GIMRAC Follow Up 20
8:45 AM	

The appointment is Checked in and turns green

6

Select the Conversation Type

7

Complete the Registration required fields and click OK

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CHECKING IN A PATIENT USING THE APPOINTMENT INQUIRY ICON  STEPS:

1. Select the Icon "**Appointment Inquiry**" icon from the toolbar menu.
2. The Scheduling Inquiry window opens. Click "**Find**" to see **confirmed** appointments. Note: The date ranges can be changed to find an appointment.
3. Right-click and select "**Check-In**," then **follow steps 4-9** above to complete the check-in process.

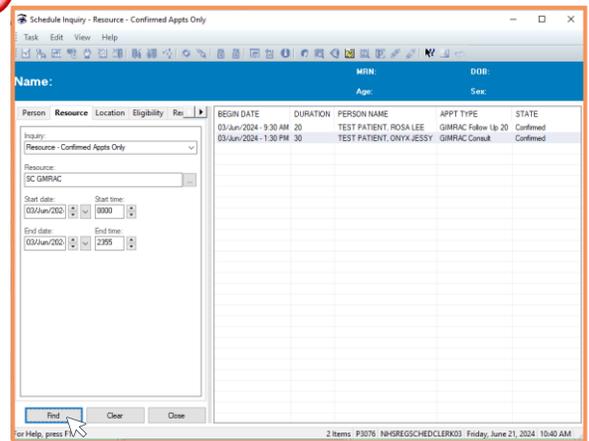
Note: Clicking on the "**Person**" tab in the appointment window will allow you to find all appointment by looking up the patient.

1



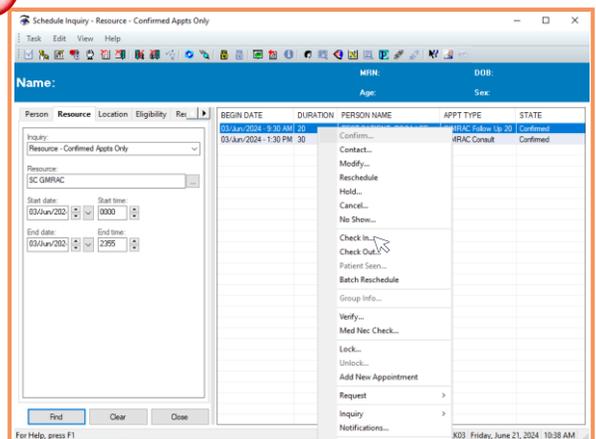
Select Appointment Inquiry Icon

2



Click Find

3



Right-click and select Check In

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CHECKING IN PATIENTS THROUGH THE ACCESS MANAGEMENT APP:

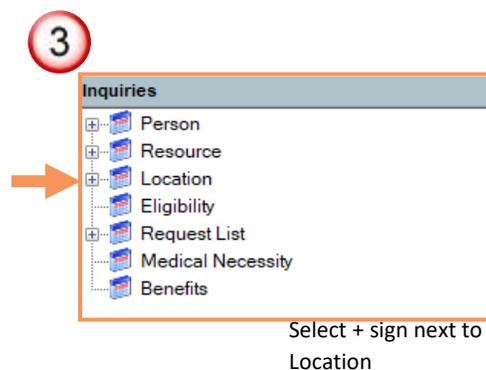
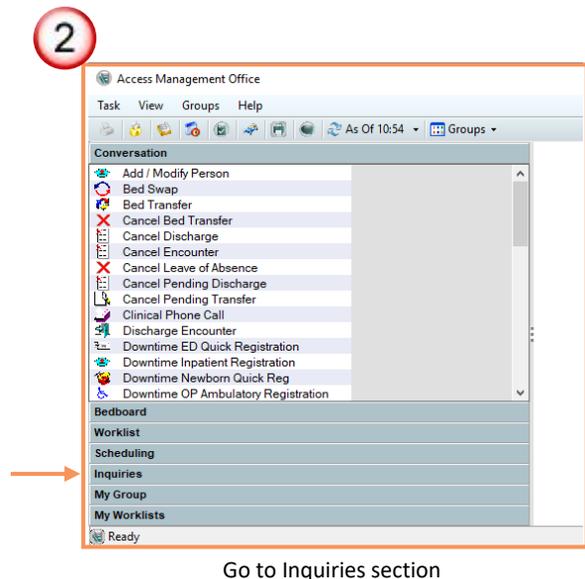
Steps to Check in a Patient:

1. Select the Access Management App  from the App Bar.
2. Go to the **Inquiries** section.
3. Select the "+" sign on the left next to "**Location**."
4. Double-click on "**Appt Check-in by location**" from the location menu.
5. Adjust the "**dates**" using the **calendar**.
6. Select the Location Type and Location for your workflow (ex. Location Type: Ambulatory, Location: SC GMRAC), and click "**OK**."

The Appt **Check-In by location** window opens.

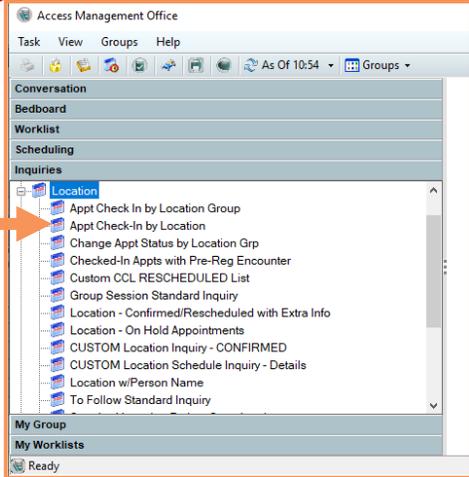
7. Right-click on the patient appointment and select "**Check-In**."

Follow Steps 4-9 from the "**(SCHED) Checking in an Appointment**" section to complete the check-in process.



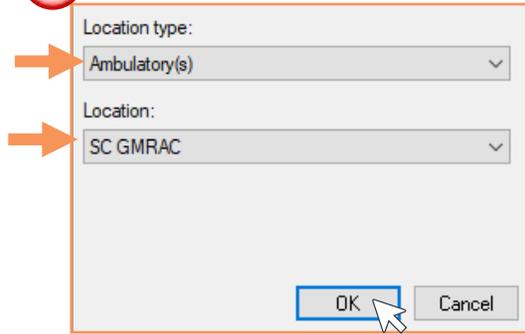
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4



Double-click Appt Check-In by Location

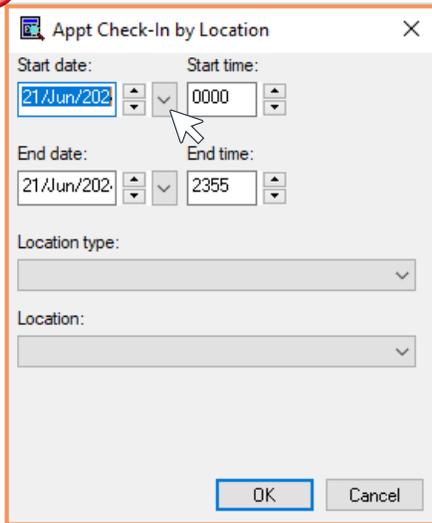
6



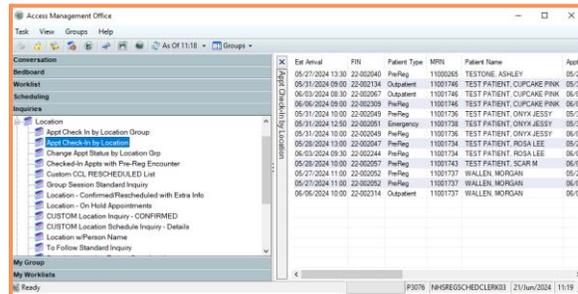
Select Location Type and Location for your workflow

Click OK

5

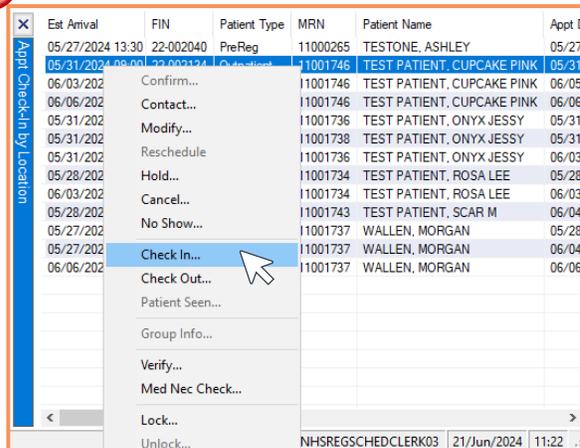


Adjust the dates



Application window opens

7



Select Check In