

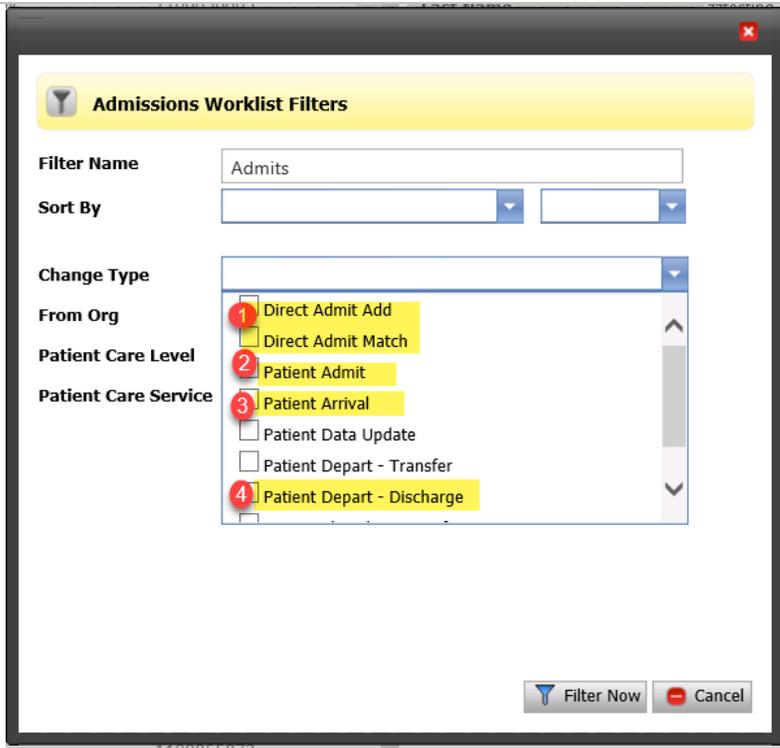
Patient Flow - Admissions Worklist

The screenshot shows the 'Admissions Worklist' interface. On the left, there is a navigation menu with 'Admissions Worklist' highlighted (1). The main area displays a table of tasks with columns for Type, Patient, Gender-Age, and Acct #. A task is highlighted in yellow (2). On the right, a 'Patient Depart - Discharge' task details are shown (3), including fields for Last Name, First Name, Middle Initial, Gender, Age, MRN, Acct #, Location, Discharge Type, Discharge Date/Time, Transaction Time, and Notes. At the top right, there is a search bar and a refresh button (4). At the bottom right of the task details, there are 'Patient Details' and 'Complete' buttons (5).

Basic Navigation	1	Admissions Worklist	Displays the task list that notifies Admitting/Registration when actions are performed in APF that also need updating in Sunrise Registration
	2	Change Type(s)	These are the list of task types that populate onto the Admissions Worklist and include Admits (when an admit order is entered), Direct Admits, Patient Arrivals (when the Unit Secretary arrives patients on the unit) and Patient Departs – Discharges (when Unit Secretaries discharge patients from the units)
	3	Task Details	The right-hand section of the worklist displays the details of the task that needs to be updated to Sunrise Registration
	4	Patient Search	Patients can be searched for by last name or MRN
	5	Refresh Button	The screen refreshes any time a task is completed but does not auto-refresh. To see any new tasks, click on the refresh button

The screenshot displays the 'Admissions Worklist' interface. At the top, there is a search bar with 'SMC' entered and navigation tabs for 'All', 'Admits', 'Direct Admits', 'Arrivals', and 'Discharges'. A table lists patient arrivals with columns for 'Patient', 'Gender-Age', and 'Acct #'. To the right, a 'Patient Arrival' details panel shows fields for 'Last Name', 'First Name', 'Middle Initial', 'Gender', 'Age', and 'DOB'. A red '4' callout points to a funnel icon in the top right corner. A red '1' callout points to a '+' button and a red '2' callout points to a '-' button in the top left. A red '3' callout points to an 'Add Tab' popup dialog box in the center, which has a 'Tab Name' field containing 'Arrivals' and 'OK'/'Cancel' buttons.

Filter Tabs			
	1	Add Filter Tab	The green '+' button starts the process of creating a new filter tab
	2	Delete Filter Tab	The red '-' button deletes the filter tab that is currently highlighted except the 'All' Tab.
	3	Add Tab popup	When the add filter tab button is clicked it brings up the Add Tab popup which helps name the filter being created
	4	Edit Filter Tab	Click on the filter tab that needs to be edited and then click on the funnel icon on the top far right corner of the page to bring up the filters to edit.



Change Types for Filter Tabs	1	Direct Admit Add, Direct Admit Match	Use these change types to create a filter tab for direct admits. The Direct Admit Add notifies Admitting/Registration that the Bed Board has entered a new Direct Admit and an account needs to be created with the details. The Direct Admit Match will be used to tie the Direct Admit to the MRN/Account created through Sunrise Reg.
	2	Patient Admit	This is the notification that an admit order has been placed on the patient.
	3	Patient Arrival	This is the task/notification for when the Unit Secretaries arrive patients on the units.
	4	Patient Depart - Discharge	This is the task/notification for when the Unit Secretaries discharge patients from the units

Admissions Worklist

SMC

+ - All Admits Direct Admits Arrivals Discharges

Type	Patient	Gender-Age	Acct #
Direct Admit Match	zztesting, bishop p.		
Direct Admit Add	tst, tst p.		
Direct Admit Match	Test, Willie J.	A-68y	
Direct Admit Add	Test, Oscar D.	M-1m	
Direct Admit Match 1	TESTPATIENT, AMBER K.	F-26y	
Direct Admit Add	test, patient		

Direct Admit Add

Last Name Test

First Name Oscar

Middle Initial D.

Gender Male

Age 1m **DOB** 3/9/2021

MRN

Admit D/T 3/24 15:07

Admit Source Physician Office

Diagnosis cell

Admitting Physician

Attending Physician

Referring Physician

Patient Type Observation **2**

Care Level Med/Surg

Care Service Not Applicable

Patient Location

Contact Name

Contact's Number

Insurance Company

Insurance Auth Num

Reserved Location

Notes

Entered By Campbell, Deidre

Entered Date 3/24 15:08 **3**

Patient Details Complete

Admissions Worklist

SMC

+ - All Admits Direct Admits Arrivals Discharges

Type	Patient	Gender-Age	Acct #
Direct Admit Match	zztesting, bishop p.		
Direct Admit Add	tst, tst p.		
Direct Admit Match	Test, Willie J.	A-68y	
Direct Admit Match 4	Test, Oscar D.	M-1m	
Direct Admit Match	TESTPATIENT, AMBER K.	F-26y	
Direct Admit Add	test, patient		

Direct Admit Match

Last Name Test

First Name Oscar

Middle Initial D.

Gender Male

Age 1m **DOB** 3/9/2021

Admit D/T 3/24 15:07

Reserved Location

Patient	DOB	MRN/Acct	Current Location
TEST, PATIENT A.	M - 73y	5/24/1947	0000633788/ 1100858713 SMC- OROR 5

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Search Patient Details Match

Direct Admit Add/Match	1	Direct Admit Add	This record populates when Bed Board/House Supervisor enters the details for a Direct Admission and the account needs to be created for the patient in Sunrise Registration
	2	Patient Details	The details of the patient recorded by Bed Board
	3	Complete Add	Complete the 'Add' patient registration task once the patient registration in Sunrise has been completed
	4	Add turns to Match	The Add record will convert to a Match record to tie the MRN/Account from Sunrise to the Bed Request record in Patient Flow
	5	Registration with Account and MRN	Once the registration is complete, the patient with the MRN and Account should be displayed in the patient area of the Match. This might take a minute as the details are sent to APF.
	6	Match	Select the Direct Admit match from the left-hand side and the patient registration record from the right hand side and Match them up. Patient Flow will now have the MRN and Account of the patient