CHECKLIST FRONT DESK

On Check-in

[]   Patient checked in in PM system; Language, Race, Ethnicity entered.

[]   Photo captured in ICP (if necessary).

[]   Demographics page opened in ICP.

[]   Information confirmed in Demographics; information not transferred from PM system added. Contact Preference indicated and Referring/Primary physicians added.

[]   Practice defined document scanning done.

[]   SAVE and exit summary.

[]   Move patient to Waiting room if not automatically done by PM system.

On check-out

[]   Patient given Portal information.

[]   Summary printed if patient desires.

[]   Check on Summary for info for next appointment.

[]   Close Summary, and move patient to EXIT.

[]   Schedule next appointment in PM system.