

<b>Service Representatives</b>	Date:	June 2021
<b>Scheduling/Registration</b>	Version:	3

## Check In a Scheduled Lab Appointment

Link procedure orders to the scheduled lab appointment and check in the patient.

### Access Patient's Appointment Desk

<ol style="list-style-type: none"> <li>Do one of the following: <ul style="list-style-type: none"> <li>Click <b>Appts</b> on the Main toolbar.</li> </ul> </li> <li>OR</li> <li>Click <b>Epic &gt; Scheduling &gt; Appts.</b></li> </ol>	
<ol style="list-style-type: none"> <li>The Patient Lookup window appears.</li> <li>Type the patient's Medical Record Number (MRN) in the <b>Name/MRN</b> field.</li> <li>Click <b>Find Patient</b> or press <b>Enter</b>.</li> </ol>	
<ol style="list-style-type: none"> <li>The <b>Patient Select</b> window appears.</li> <li>Verify the patient information.</li> <li>Click <b>Accept</b>.</li> </ol>	

### Link Procedure Order(s) to Appointment and Check In Patient

<p>The Appointment Desk appears.</p> <ol style="list-style-type: none"> <li>Select the lab appointment.</li> <li>Right-click and select <b>Link Orders</b>.</li> </ol>	
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The Link Appointment to Orders window appears.

3. Click **Show all available orders** if the orders are not visible.
4. Select the appropriate procedure order(s).
5. Click **Accept**.

Linked	Procedure	Spec Source	Ordering Provider	Priority	Order Date	Schedule Instructions
<input checked="" type="checkbox"/>	CBC NO DIFFERENTIAL	BLOOD [1212]	CADENCE-AMB, PROVIDER...	Routine	03/21/2018	
<input checked="" type="checkbox"/>	CBC W AUTOMATED DIFFE...	BLOOD [1212]	CADENCE-AMB, PROVIDER...	Routine	03/21/2018	
<input checked="" type="checkbox"/>	LIPID PANEL	BLOOD [1212]	CADENCE-AMB, PROVIDER...	Routine	03/21/2018	
<input checked="" type="checkbox"/>	SPECIFIC GRAVITY, URINE...	URINE [1300]	CADENCE-AMB, PROVIDER...	Routine	03/21/2018	
<input checked="" type="checkbox"/>	GLUCOSE, 24 HR URINE	URINE [1300]	CADENCE-AMB, PROVIDER...	Routine	03/21/2018	

Show all available orders      Expand      **Accept**      Cancel

The Appointment Desk appears.  
The orders are linked to the lab appointment.

6. Verify the lab appointment is selected.
7. Click **Check In**.

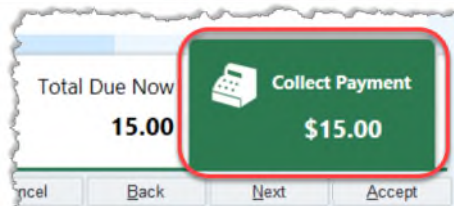
W/I	R/I	Status	Encounter Date	Appt Time	Len	Department	Provider	Visit
		Sch	7/29/2020 Wed	8:15 AM	15	A3EYE	OCEAN, DOCTOR	OFFIC FOLL MIN [9
		Sch	7/29/2020 Wed	1:10 PM	10	LNLAB	CHKLAB-EYE, TECHA	LAB
		Sch	7/30/2020 Thu	8:15 AM	15	A3EYE	OCEAN, DOCTOR	OFFIC FOLL MIN [9
		Sch	7/31/2020 Fri	8:15 AM	15	A3EYE	OCEAN, DOCTOR	OFFIC

**Check In**    Check Out    Cancel Check In    Edit Appointment Info    Edit Appointment Notes    Cancel/Reschedule    More

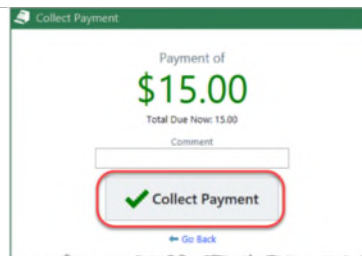
## Process Payment

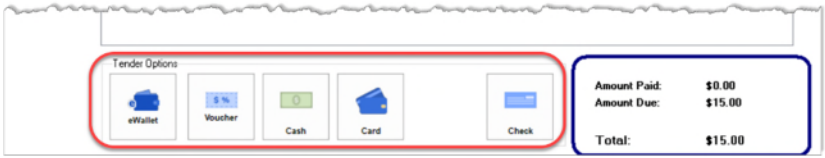
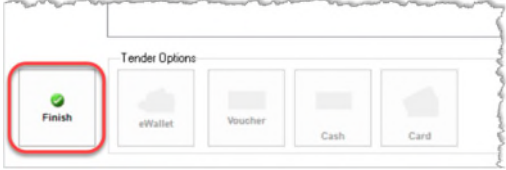
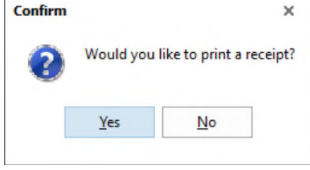
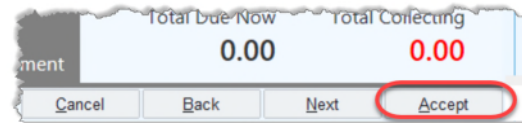

The Check In window appears.

1. Click **Collect Payment**.



2. Click **Collect Payment** again.



<p>The PaymentMate Transaction window appears.</p> <p>3. Select the form of payment in the <b>Tender Options</b> section.</p> <p>4. Follow system prompts to process the payment.</p>	
<p>The payment information appears in the PaymentMate Transaction window at the conclusion of the payment process.</p> <p>5. Click <b>Finish</b>.</p>	
<p>6. Confirm with the patient if they would like a receipt and click <b>Yes</b> or <b>No</b>.</p>	
<p>The Check In window appears.</p> <p>7. Click <b>Accept</b>.</p> <p>Complete the check in process.</p>	
<p> <b>Tip</b></p> <p>For more information on <b>processing payments</b>, go to <a href="http://myhelp.kp.org">http://myhelp.kp.org</a> and search for the following Keyword: <b>process payments</b>.</p>	