The Registration component of MEDITECH’s Health Information Management solution provides a central source for registering and admitting patients, assigning them to beds, and tracking their locations. A central, access-driven Registration Management Desktop provides users with access to important routines to manage a single account or a worklist accounts. A Bed Management Desktop similarly streamlines access to all bed management functions, while an Environmental Services desktop provides housekeeping staff with specialized routines from a single screen. Your organization can also define patient registration types as well as an unlimited number of associated questionnaires to easily accommodate all patients and data collection needs. A statistical desktop and standard reports provide tools for advanced patient management and optimized user productivity. Seamless integration across MEDITECH Expanse ensures real-time patient data is automatically communicated to staff throughout your organization, and that necessary information is collected to facilitate patient care and to reinforce proper reimbursement.

Centralize Registration Management

The Registration Management Desktop includes all of the tools and patient account information users need from a single screen. Using the desktop, staff can:

- Pre-register, register, admit, discharge, check-in, and transfer patients.
- Assign patients to locations and/or beds.
- Roll accounts from one patient type to another (e.g., observation to inpatient), automatically carrying forward demographic and insurance data.
- Undo or cancel patient events and adjust statistics accordingly.
- Enter or edit revisit and automatic discharge dates for recurring patients.
- Manage client-referred patients and generate bills.
- Link a newborn record to their mother and automatically populate shared information.
- Flag VIP patients for special treatment and differentiation in lookups and reports.
- Shield the identity of confidential patients individually or by location.

Customize Patient Types, Questionnaires, and Workflow

Registration provides the ability to create an unlimited number of organization-defined patient types in addition to MEDITECH’s standard patient types (e.g., inpatient, emergency department, clinical, etc.). Similarly, you can customize an unlimited number of registration questionnaires to accompany the standard ones delivered with the system (e.g., short form inpatient questionnaire). This offers the freedom to tailor the information you capture for various patient types and to determine which fields are required within each questionnaire.

You can further personalize workflow through flexible desksops and worklists. User-defined preferences dictate the default display of the desktop as well as worklist appearance. You can define standard routines,
account lookup filters, facility-specific defaults, default questionnaires, and billing note preferences. Finally, you can also create worklists relevant to your own job responsibilities by selecting the appropriate criteria (e.g., pending discharge, accounts, bed management) and modifying the worklists display.

**Accurately Identify Patients**

Registration simplifies patient identification with a system-wide Master Patient Index (MPI) search. Staff can use the patient information at hand (e.g., name, social security number, date of birth, or insurance number) to perform a multi-level Soundex search of the MPI. The system performs the initial search based on the first piece of data entered; once a user clicks on a patient for more detail, the system then allows them to view basic data to ensure correct identification prior to record selection. Users can also browse a list of recently accessed accounts and can also view a digital patient photograph for an added layer of confirmation.

**Capture Accurate Data to Ensure Timely Reimbursement**

Upfront data capture and conflict checks help your organization to remain proactive in ensuring accurate reimbursement without disrupting user workflow. Registration specifically enables you to:

- Automatically pull in another person’s shared information through a “same as patient” option.
- Collect details of providers and record professional contacts (e.g., attorney) for each visit.
- View historical patient insurances and select which one(s) to apply to a visit.
- Apply effective dates to insurance policies and condition codes.
- Verify insurance through integrated ANSI 270/271 interfaces and pull in details.
- Automatically perform medical necessity checking.
- See flags that notify users of accounts in bad debt status.
- Review a patient’s outstanding balance during registration.

**Manage Your Patient Population Through Interactive Bed Management**

Staff can use MEDITECH's interactive bed management capabilities to quickly and efficiently reserve rooms, check bed occupancy and readiness, and improve bed turnaround time. A centralized, color-coded display refreshes automatically, helping users — including nurses, registration staff, and housekeeping personnel — identify bed statuses at a glance. They can view rooms and beds according to location or service, resort according to current needs (e.g., alphabetically or by provider or location), and determine the level of detail displayed. Additional benefits include tools to:

- Use an interactive floor plan layout to see a visual representation of location information, such as proximity to a nurse’s station or overview of bed capacity.
- Perform a single or multi-transfer using drag-and-drop or cut-and-paste functionality.
- Restrict user access to specific locations and services.
- Tailor displays to highlight relevant information, such as location, service, or room.
- Drill down from the Bed Board to view additional patient and room-specific data.
- Use integrated routines for bed reservation, request, and hold as well as transport and pending discharge.
- Communicate with housekeeping staff using an Environmental Services Desktop.
- Access real-time statistics for occupancy, bed turnover, and housekeeping productivity.
Communicate via System-Wide Messaging

Use integrated messaging to correspond with other EHR users across your organization. In addition to supporting user-to-user messaging, messaging functionality also supports the ability to trigger system messages based on events, (e.g., notifications of patient admission, scheduled appointments, and insurance verifications). Capabilities include:

- Personalized display and sort settings
- Creation of recipient groups, including personal and organization-defined groups
- Robust message search capabilities, including the ability to filter searches of all messages or of patient-specific messages
- Attachment features, including the option to act on an attachment directly from the message.

Interpret Data via Standard Reports, Statistics, and Analytics

Registration helps you identify and address areas in need of improvement across your organization through standard reports, a graphical Statistical Desktop, and business intelligence dashboards. Standard and user-defined reports are access driven and are available directly from the Registration Management Desktop. Examples include:

- Admission, discharge and transfer registers
- Alpha, nursing unit, date range, and other census reports
- Account activity reports
- Billing reports, including cash drawer and account charge lists
- Bed management occupancy reports
- A History function that displays activity associated with users, data fields, or queries.

The Statistical Desktop allows you to analyze data at a moment’s notice based on five categories: inpatient,
outpatient, observation, origin, and productivity. You can click on the display to narrow your focus, instantly add patients to the selected category and recompile, or even print or download a display.

**Analyze Key Census Data Via Business and Clinical Analytics Dashboards**

To further advance registration reporting, MEDITECH’s Business and Clinical Analytics solution includes standard Census dashboard views to provide your organization’s stakeholders with easy access to high-level registration data. The dashboard content includes census data based on key performance indicators, trends, and visualizations that allow you to gauge patient volumes, monitor patient trends, manage occupancy levels, and analyze lengths of stay. Summary and detail formats of data in tabular or graphical modes provide the flexibility for executives — from CEOs and CFOs to Admission and Quality Directors — to view data in a way that is meaningful to their role. Additional dashboards can be created using the self-service analytics tool, Visual Insight, included with Business and Clinical Analytics.

**Leverage System-Wide Integration**

Registration pushes updated patient information throughout MEDITECH Expanse, thereby eliminating the need for staff to re-enter data for patients presenting in different departments. Further benefits include the ability to:

- Electronically capture forms and patient signatures through integration with Scanning and Archiving’s Enterprise Content Management interface.
- Record diagnosis and procedure codes to support concurrent coding and Present on Admission (POA) reporting.
- Send and receive updates of daily charges and bad debt account status via integration with Revenue Cycle.
- Receive insurance eligibility and authorization for treatment information from Authorization and Referral Management.
- Automatically carry forward account data from appointments scheduled in Community-Wide Scheduling.
- Confirm updates to demographics and contact information made by patients on the Patient and Consumer Health Portal.
- Directly admit patients through Emergency Department Management.
- Communicate with other users through system-wide messaging.
- Collect pre-payments, copayments, and/or deductibles using a Cash Drawer routine integrated with Revenue Cycle.

For more information, contact a MEDITECH Marketing Consultant.