



## New ED LaunchPoint Return to Registration Icon

**WHEN:** Effective Immediately

**WHERE:** The change will affect the following venue:

- ED Only

**At the following NLH Member Organization:**

- NL Mayo Hospital

**WHO:** The change will affect the following staff at the above noted location:

- ED Nurses
- ED Registration

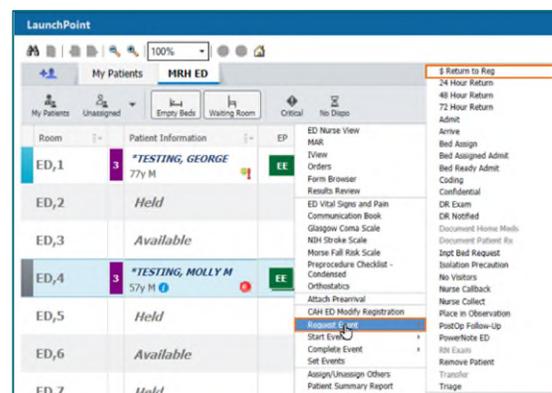
**WHAT:** A new event has been created to inform nursing staff of patients that need to return to Registration to set up payment for checkout.

**WHY:** The new icon will support PSR workflow estimates by guiding patients directly to registration upon discharge to discuss payment options for outstanding balances.

**HOW:** ED Registration will follow the **Request and Complete Events** process for patients who are discharged from the Emergency Department.

### Requesting \$ Return to Reg Event from ED LaunchPoint

- Right-click within the **Patient Information** column under the patient's name.
- Hover over **Request Event**.
- Select **\$ Return to Reg**.



- The **\$ Return to Reg** icon  will appear within the icon field under the patient's name.

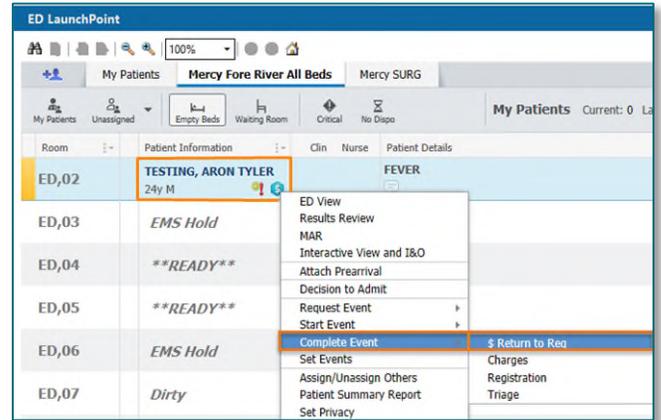
## Completing \$ Return to Reg Event from ED LaunchPoint

- Right-click within the **Patient Information** column under the patient's name.
- Hover over **Complete Event**.



- Select **\$ Return to Reg**.

**NOTE:** If four or more alerts are present, hover over the arrow to view additional alerts.



**\*\*PLEASE NOTE: This mailbox is not monitored.\*\***

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