Quick Registration is completed for patients presenting to the labor and delivery unit when registration has not been completed. This occurs from the tracking board and is used as clinically necessary.

Quick Registration (not pre-registered)

STEP 1: Locate an empty room on the tracking board.

- Click the empty row to highlight.

STEP 2: Select the **lightning bolt** icon (quick reg) within the toolbar.

STEP 3: Enter the patient's name in the **Person Search Window** and select **Search**.

STEP 4: Find the correct patient and select **Add Encounter**.

STEP 5: After completing the required fields highlighted in yellow, click **OK**.

STEP 6: A pop-up window displays the patient's name and FIN; click **OK**.

STEP 7: The patient will display on the tracking board with the associated FIN.

Quick Registration for Pre-Registered Patients

STEP 1: Locate an empty room on the tracking board.

- Click the empty row to highlight.

STEP 2: Select the **lightning bolt** icon (quick reg) within the toolbar.

STEP 3: Enter the patient's name in the **Person Search Window** and select **Search**.

STEP 4: Select the **Preadmit** encounter (found at the bottom of the encounter); click **OK**.
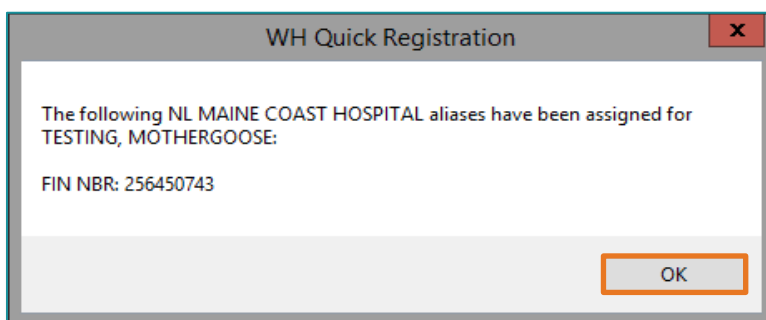
STEP 5:   Select the appropriate conversation and click **OK**.
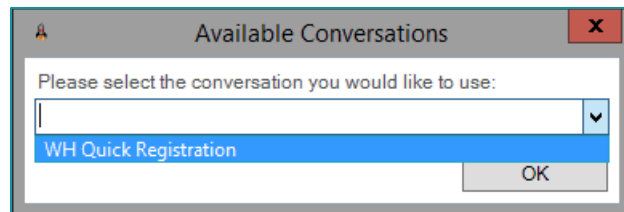
STEP 6:   Complete the required fields, highlighted in yellow, and click **Complete**.

STEP 7:   A pop-up window displays the patient's name and FIN; click **OK**.

STEP 8:   The patient will display on the tracking board in the room selected.