

## Repetitive Service Accounts WITH a Visit

1. Open the Appointment Book.
2. Click on Find.
3. Enter **First date**, **Last date**, and **Resource Unit**.
4. Click on **Appt with closed visits**.
5. Click on **Search**.

**Appointment Search**

**Patient**

Last name:  Find Patient...

First:  Mid:

Birth date:  SSN:

Enterprise person number:

**Appointment**

Confirmation number:  Set Conf. #:

First date:  Last date:  Duration:

Resource unit:  Facility:

Prim. practitioner:  Prim. procedure:

Ordering:  Referring:

Attending:   Appt with closed visits

Search... Clear Cancel Help

- Search results are displayed.
6. Highlight an appointment by clicking once.
  7. Click on **Visit Information**.

**Appointment Search Results**

	Patient Name	Proc. Abbr.	Status	Date	Time	Unit
1		RETURNPT	SCHEDULE	10/22/07	13:15	MONC
2		RETURNPT	SCHEDULE	10/04/07	13:10	MONC
3		RETURNPT	SCHEDULE	09/26/07	16:15	MONC
4		BLOODDRAW	SCHEDULE	09/26/07	14:45	MONC
5		RETURNPT	SCHEDULE	09/26/07	13:00	MONC
6		RETURNPT	SCHEDULE	09/26/07	13:00	MONC
7		RETURNPT	SCHEDULE	09/25/07	13:15	MONC
8		BLOODDRAW	SCHEDULE	09/25/07	11:45	MONC
9		RETURNPT	SCHEDULE	09/19/07	11:00	MONC
10		RETURNPT	SCHEDULE	09/06/07	13:00	MONC
11		BLOODDRAW	SCHEDULE	09/06/07	10:00	MONC
12		RETURNPT	SCHEDULE	08/20/07	13:45	MONC
13		RETURNPT	SCHEDULE	08/20/07	13:30	MONC
14		BLOODDRAW	SCHEDULE	08/20/07	12:45	MONC
15		BLOODDRAW	SCHEDULE	08/20/07	12:30	MONC
16		RETURNPT	SCHEDULE	08/15/07	15:30	MONC
17		RETURNPT	SCHEDULE	08/15/07	13:40	MONC
18		RETURNPT	SCHEDULE	08/06/07	14:30	MONC
19		RETURNPT	SCHEDULE	08/03/07	13:30	MONC
20		RETURNPT	SCHEDULE	08/03/07	09:30	MONC
21		RETURNPT	SCHEDULE	08/02/07	14:50	MONC
22		RETURNPT	SCHEDULE	08/02/07	14:00	MONC
23		BL	SCHEDULE	08/01/07	13:55	MONC
24		RETURNPT	SCHEDULE	07/31/07	13:00	MONC
25		RETURNPT	SCHEDULE	07/31/07	11:20	MONC

OK  
Appt. Detail...  
Reschedule Appt...  
Cancel Appt...  
New Appt...  
Request Conf...  
Copy Appt...  
Copy Set...  
Go To Appt...  
Print Itinerary  
Appt ICD9  
View/Edit Answers...  
Visit Information  
View Cancel Info...  
View Resched Info...  
Appt. Tracking...  
Medical Nec Check...  
Eligibility...  
Audit Log...  
Help

## Repetitive Service Accounts WITH a Visit

- Visit Information is displayed.
- NOTE: The Reason, Patient Type, Visit start, and Visit stop date are attached to a registration that is NOT appropriate for the appointment

8. Click on **Find Visit**.

**Visit Information**

**Patient**

Last name: [REDACTED] First: [REDACTED] Mid: [REDACTED] Sex: M

Birth date: [REDACTED] Age: 61 Years SSN: [REDACTED] EPN: [REDACTED]

**Visit: HQ (HEALTHQUEST)**

Reason: COLON CANCER Visit start: 07/25/07

Patient type: AI MRN: [REDACTED] Visit stop: 07/25/07

Acct no: [REDACTED] 7206 Exp visit start: 07/30/07

OK  
Find Visit...  
Edit Visit...  
Help

- Visits for patient are displayed.

9. Find the appropriate RSA visit.  
10. Highlight the visit by clicking once on it.  
11. Click **OK**.

**Visits for Patient 'COOPER, RONALD R'**

	Visit Start	Visit Stop	Exp Visit Start	Pat. Type	Account Number
1	07/17/07	___/___/___	07/03/07	CR	0078404707869
2	07/12/07	07/12/07	07/31/07	AP	0078404707194
3	07/12/07	07/12/07	07/12/07	AP	0078404707193
4	06/19/07	___/___/___	07/03/07	CR	0078404707889
5	06/05/07	___/___/___	___/___/___		0078404707909
6	04/24/07	___/___/___	___/___/___		0078404707929
7	03/27/07	___/___/___	___/___/___		0078404707951
8	___/___/___	___/___/___	___/___/___	AP	0078404707166
9	___/___/___	___/___/___	09/06/07	AP	T0104385
10	___/___/___	___/___/___	09/06/07	AL	T0125767

OK  
Cancel  
New...  
Edit...  
Help

## Repetitive Service Accounts WITH a Visit

- The appropriate Reason and Patient type are listed.
- The Acct no is either a T number which means there is now a booking record to select from in Registration Workstation.
- Or, (as below) it has the current month's RSA suffix.

12. Click on **OK**.

**Visit Information**

**Patient**

Last name: [REDACTED] First: [REDACTED] Mid: [REDACTED] Sex: M

Birth date: [REDACTED] Age: [REDACTED] SSN: [REDACTED] EPN: [REDACTED]

**Visit: HQ (HEALTHQUEST)**

Reason: RETURN IN 2 MONTHS FROM 7/12/07 Visit start: 07/17/07

Patient type: CR MRN: [REDACTED] Visit stop: [REDACTED]

Acct no: [REDACTED] 7869 Exp visit start: 07/03/07

Buttons: OK, Find Visit..., Edit Visit..., Help