

## Single Visit Accounts or Repetitive Service Accounts with NO 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**.

The screenshot shows a software window titled "Appointment Search" with a close button (X) in the top right corner. The window is divided into two main sections: "Patient" and "Appointment".

**Patient Section:**

- Fields: Last name, First, Birth date, Enterprise person number, Mid, SSN.
- Buttons: "Find Patient..." (next to Last name), "Search..." (on the right), "Clear", "Cancel", "Help" (on the right).

**Appointment Section:**

- Fields: Confirmation number, Set Conf. #, First date (07/27/07), Last date (12/31/07), Duration.
- Fields with search icons: Resource unit (UPMG), Facility (CLINIC), Prim. practitioner, Prim. procedure, Ordering, Referring, Attending.
- Checkbox:  "Appt with closed visits".

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

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Appointment Search Results						
	Patient Name	Proc. Abbr.	Status	Date	Time	Unit
1		RETURNPT	SCHEDULE	12/11/07	10:45	UPMG
2		NEWPAT	SCHEDULE	11/19/07	09:00	UPMG
3		RETURNPT	SCHEDULE	11/15/07	10:45	UPMG
4		RETURNPT	SCHEDULE	11/13/07	14:30	UPMG
5		RETURNPT	SCHEDULE	11/09/07	10:45	UPMG
6		RETURNPT	SCHEDULE	11/06/07	09:05	UPMG
7		ANNUALRT	SCHEDULE	11/05/07	14:00	UPMG
8		RETURNPT	SCHEDULE	11/05/07	11:00	UPMG
9		RETURNPT	SCHEDULE	10/30/07	12:45	UPMG
10		NEWPAT	SCHEDULE	10/26/07	08:30	UPMG
11		RETURNPT	SCHEDULE	10/25/07	10:30	UPMG
12		RETURNPT	SCHEDULE	10/22/07	14:00	UPMG
13		RETURNPT	SCHEDULE	10/22/07	13:00	UPMG
14		RETURNPT	SCHEDULE	10/22/07	10:30	UPMG
15		RETURNPT	SCHEDULE	10/19/07	10:00	UPMG
16		NEWPAT	SCHEDULE	10/18/07	14:00	UPMG
17		RETURNPT	SCHEDULE	10/18/07	10:15	UPMG
18		RETURNPT	SCHEDULE	10/17/07	10:30	UPMG
19		RETURNPT	SCHEDULE	10/16/07	12:45	UPMG
20		RETURNPT	SCHEDULE	10/15/07	15:15	UPMG
21		RETURNPT	SCHEDULE	10/15/07	10:15	UPMG
22		RETURNPT	SCHEDULE	10/12/07	14:00	UPMG
23		RETURNPT	SCHEDULE	10/10/07	13:15	UPMG
24		RETURNPT	SCHEDULE	10/10/07	11:00	UPMG
25		RETURNPT	SCHEDULE	09/28/07	09:00	UPMG

- 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					
<b>Patient</b>					OK
Last name:	█	First:	█	Mid:	█
Sex:	M	Birth date:	█	Age:	64 Years
SSN:	█	EPN:	█	Find Visit...	
<b>Visit: HQ (HEALTHQUEST)</b>					Edit Visit...
Reason:	RETURN	Visit start:	07/25/07	Help	
Patient type:	F	MRN:	█	Visit stop:	07/25/07
Acct no:	█ 7206	Exp visit start:	07/30/07		

- Visits for patient are displayed.

9. Click on **New**.

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Visits for Patient 'WESSON, BRUCE E'						
	ADT System	Visit Start	Visit Stop	Exp Visit Start	Pat. Type	
1	HQ	07/25/07	07/25/07	07/30/07	F	0042
2	HQ	07/23/07	_/_/_	07/25/07	RS	0042
3	HQ	07/19/07	_/_/_	07/19/07	HA	0042
4	HQ	07/19/07	07/19/07	07/19/07	AG	0042
5	HQ	07/19/07	_/_/_	_/_/_	V	0042
6	HQ	07/11/07	07/11/07	07/11/07	F	0042
7	HQ	06/27/07	06/27/07	06/27/07	F	0042
8	HQ	06/27/07	06/27/07	06/27/07	H	0042
9	HQ	06/21/07	06/21/07	06/21/07	AG	0042
10	HQ	06/19/07	_/_/_	07/23/07	RS	0042
11	HQ	05/09/07	05/09/07	_/_/_	F	0042

Buttons: OK, Cancel, **New...**, Edit..., Help

10. Enter the appropriate Admit reason and Patient type.
11. Click **OK**.

**MGR Edit Visit for Patient (WESSON, BRUCE E)**

ADT system:  HEALTHQUEST

Admit reason:

Patient type:  Acct. number:

Visit start:  Visit stop:

Exp visit start:  Exp visit stop:

Buttons: OK, Cancel, Save, Int. Parties...

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- The appropriate Reason and Patient type are listed.
- The Acct no is a T number which means there is now a booking record to select from in Registration Workstation.

12. Click on **OK**.

**Visit Information**

**Patient**

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

Birth date: [REDACTED] Age: 64 Years SSN: [REDACTED] EPN: [REDACTED]

**Visit: HQ (HEALTHQUEST)**

Reason: RETURN Visit start: [REDACTED]

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

Acct no: T0138099 Exp visit start: 07/30/07

OK

Find Visit...

Edit Visit...

Help