my **health care**

Accepting Edits – Prior to the Patient's Appointment

Date created: April 8, 2022 Audience: Portal Coordinators, Registration Clerks

Overview

To accept edits that are added/changed by the portal user prior to their appointment:

• Open the **MPI Desktop** by following the path below:

Clinical Administrative Administrative Ancillary Healti Ancillary Healti Ambulatory Message/Task System RVH Reports Change Your User's PIN	unity Wide Scheduling Information Management Records Management anagement	MPI Desktop Incomplete Records Desktop Provider Management Desktop Release of Information Desktop Analyst Desktop Echart Desktop Scanning Desktop Reports Custom Reports Miscellaneous	
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• Click **Home** on the sidebar

- 田	List	Last Accessed/Saved	Status		
-	General Worklists				
	MPI Records				
	Manual Worklist				Home
	Recently Accessed				Msg/Task
	Sealed Records				Single
	Duplicate Records				Worklist
	Health Portal Records	01/04/2022 11:49	3 Records		WORKIGE
	My Saved Worklists			-	

- Click Health Portal Records under the General Worklist; all information to be consumed will be listed
- Click the box next to the item you would like to consume and a checkmark will appear
- Click **Edit** on the right-side menu

MPI Desktop (ROV TEST - TEST)	•						
Health Portal Records							
All Records [Viewed/Worked] Selected	1						
	Home Msg/Task Single						
Adulta Se 13 Center of Y Age/Bith Se 37 F Phone Confidential Y	Edit						
	View Print History Rec Inquiry						



• Click **Yes** to process the pre-registration

Health Portal Records								
0 of 2 Colortod (All Ree	cords Viewed	l/Worked	Selected			
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V000000453	E00000459	QRM,Five	05/05/1992	M				Pre-Reg
Address 113 Costco Way Age/Birth Sex 37 F Phone Confidential Y Process Portal Pre-Registration for Amb,Three? Yes No								

• Review the changes submitted by the patient by clicking on the health portal edits (example: Contacts, Demographics, insurance etc.)

Health Portal Edits Demographics Contacts						
🖃 🕂 Fields	Current	Submitted by Patient				
		✓ Select All				
Marital Status Divorced		 Married 				

- The first column is the current information on file, and the second column is the changes the patient has submitted via portal.
- Uncheck any changes you do not want to accept (example: name changes) **Note:** the name <u>**MUST**</u> match the name on the health card.
- Click Save

A green check mark will appear once completed. The completed edits will fall off the list once you exit the screen.

Return To	\$	Close	2
All Racords Viewed/Worked Selection All Racords Viewed/Worked Selection All Racords Viewed/Worked Selection Med Rec Num (20), 1 of 2 Viewed (20), 1 of 2 Worked (20), Med Rec Num Birthdase Birth Sex Mother's Name Expired VIP Portal Edit Source Pre-Reg Address 113 Contro Way Applicit Sax 113 Contro Way Applicit Sax 113 Contro Way Confidential Y	Home Mag/Task Single Worklist Edit Verify Print History Rec Inquir EMR Reports Chart	y	
List Criteria Compile Print List Save All to to Item List New List	?⊘⊜€	i⊠∆	