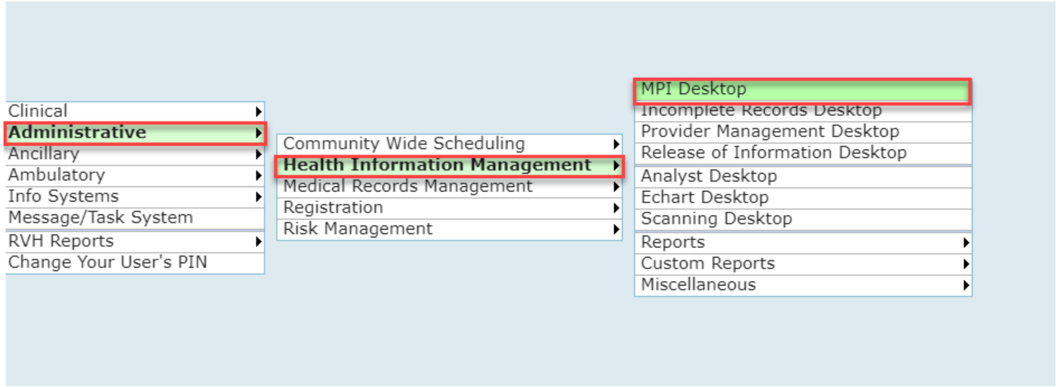
Accepting Edits – Prior to the Patient’s Appointment

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

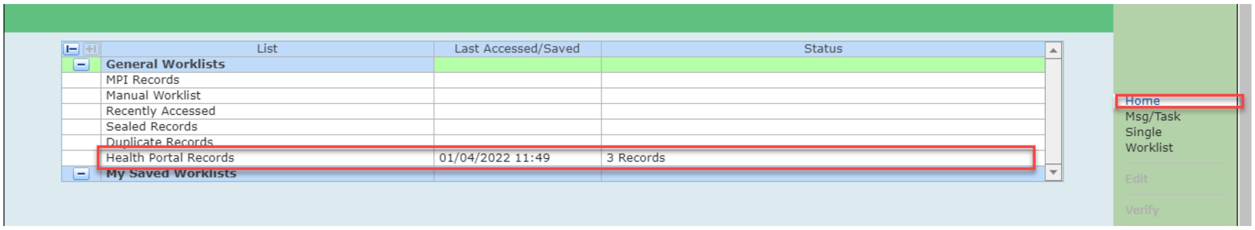
Overview

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

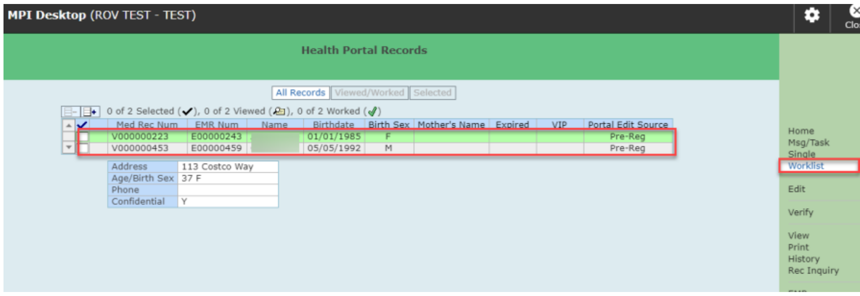
- Open the **MPI Desktop** by following the path below:



- Click **Home** on the sidebar

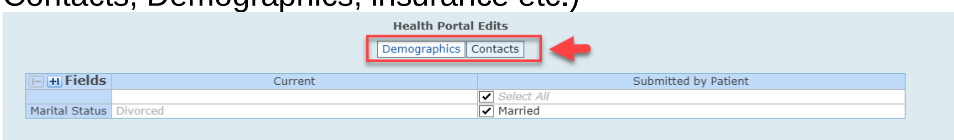


- Click **Health Portal Records** under the General Worklist; all information to be consumed will be listed
- Click the box next to the item you would like to consume and a checkmark will appear
- Click **Edit** on the right-side menu



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

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



- 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 **MUST** 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.