

Accepting Pre-registration Edits in ACUTE Module

Audience: Registration and Booking Clerks

Date: July 26, 2022

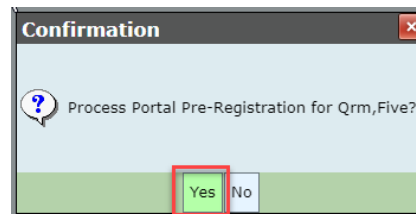
Overview

When a portal user has completed a “pre-registration” via the portal and the information has not yet been accepted into Expanse, the Registration Clerk will need to accept the edits during the registration process.

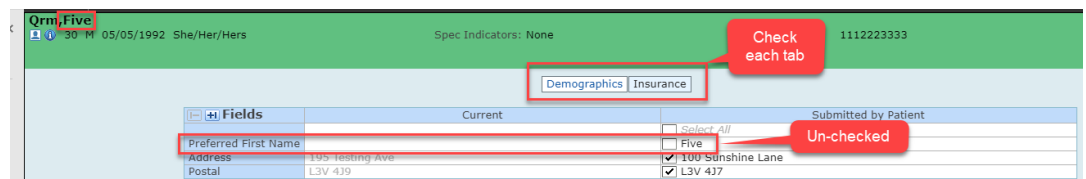
To **accept pre-registration edits** done in the portal:

If the patient has done the pre-registration via the portal a pop-up box will appear asking you to “Process Portal Pre-Registration for (patient name)”

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



- View changes in each tab.
Un-check any edits that you do not want to accept*.



- Click **Save** to accept the changes in Expanse

*NOTE:

- If Preferred First Name is the same as the first name on the patient’s MPI/Health Card, un-check the edit to avoid consuming it. Accepting a Preferred First Name that is the same as the first name on the MPI/Health Card will create a duplicate name in Expanse – which then must be deleted to proceed with the registration.
- If the patient has updated their Contacts verify that they haven’t put themselves as the Primary Contact. If they have, un-check those fields before Saving.
- If the patient has updated their Pronouns, un-check before Saving.