

### PreReg FIN

PreReg FINs are used for same-day surgeries, which is defined as any patient stay for a surgery that is less than 23 hours in length (procedure and observation time).

Clinic Staff have the ability to create PreReg FINs in the clinic, as needed, using the process shown below.

### PreAdmit FIN

PreAdmit FINs are used for surgeries where the patient will be admitted to the hospital afterward. This is defined as any patient stay for a surgery that is 24 hours or more (observation time is included in this time calculation).

Clinic Staff have the ability to create PreAdmit FINs in the clinic\* using the same process as a PreReg FIN, but instead selecting **Pre-Admit** on the **Patient Type** drop-down of the **Encounter** tab in the PM Conversation (process shown below).

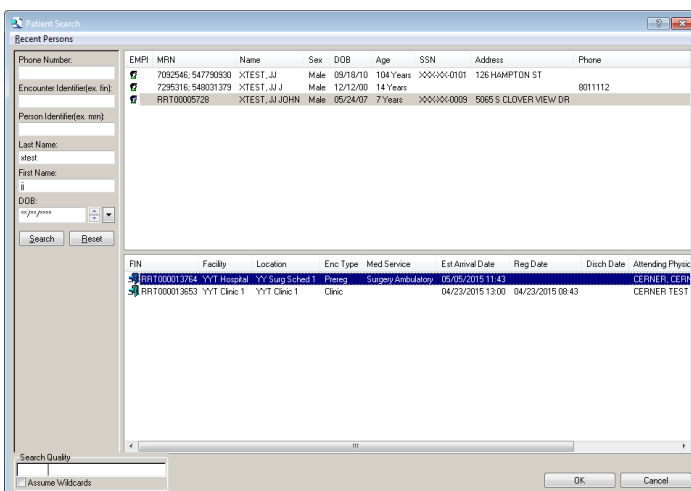
*\*The exception to this is any PreAdmit FIN for Labor & Delivery Procedures. Those procedures (C-Sections and inductions) which are performed in the Labor & Delivery department of the Hospital are scheduled through a different process.*

### Search for Patient in PowerChart

1. Click the magnifying glass in the upper right corner of the screen to open a Patient Search dialog box.



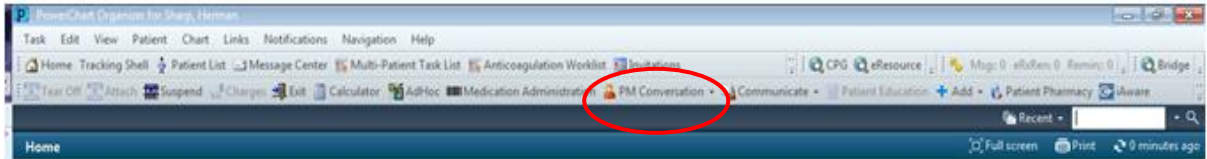
2. Using at least two patient identifiers (i.e. Name, DOB, Phone Number and/or MRN), search for the patient. Select the correct patient from the search results in the top half of the box; Select the patient's **History** encounter in the bottom half of the box and click **OK**.



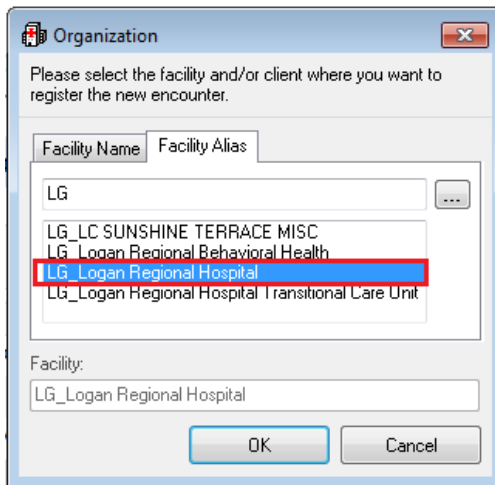
*Please take a moment to check if a Pre-Reg/Pre-Admit FIN has already been generated for your patient. If there is already a Pre-Reg/Pre-Admit FIN, select it and proceed with the Surgery Scheduling Process.*

## Creating a Surgical Encounter FIN (Financial Identification Number)

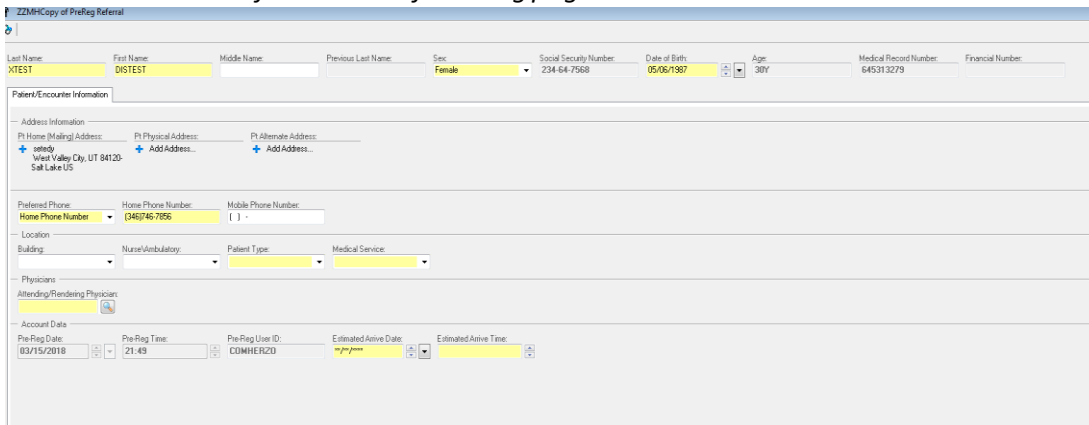
1. With the patient selected, click the **PM Conversation** (Patient Management Conversation) button in the tool bar and select the **Affiliate Procedure Request** option.



2. Click to choose the tab for **Facility Alias** and select the desired facility (e.g. LG Logan, MK McKay, CA Cassia, BR Bear River, etc. -- the full site list is available on the following page) and click **OK**.



3. Complete the registration information in the yellow-highlighted fields. *A reference list of location abbreviations can be found on the following page.*

A screenshot of the 'PreReg Referral' form. The form is titled 'ZZZMHC Copy of PreReg Referral'. It contains several sections: 'Patient/Encounter Information', 'Address Information', 'Preferred Phone', 'Location', 'Physicians', and 'Account Data'. The 'Patient/Encounter Information' section has fields for Last Name (DISTEST), First Name (DISTEST), Middle Name, Previous Last Name, Sex (Female), Social Security Number (234-64-7568), Date of Birth (05/05/1987), Age (38Y), Medical Record Number (645313279), and Financial Number. The 'Address Information' section has fields for Home (Mailing) Address, Physical Address, and Alternate Address. The 'Preferred Phone' section has fields for Home Phone Number (345/746-7856) and Mobile Phone Number. The 'Location' section has fields for Building, Nurse/Wendatory, Patient Type, and Medical Service. The 'Physicians' section has a field for Attending/Referring Physician. The 'Account Data' section has fields for Pre-Reg Date (03/15/2018), Pre-Reg Time (21:49), Pre-Reg User ID (COMMERCO), Estimated Active Date (YYYY), and Estimated Active Time.

4. Click **COMPLETE** in the bottom right hand corner. A screen with the new FIN number will appear. The new FIN will be used for the surgery orders. **In PowerChart, be sure to change to the new PreReg or PreAdmit FIN before adding any procedure/surgery orders.**

### Important Notes

- Please take care to not generate duplicate FINs for a patient's surgery. Consistent generation of duplicate FINs will result in removal of iCentra access.
- If a patient has a registration flag (such as for a bad address or bad debt) an alert will pop up with instruction to call Intermountain Registration for assistance with registration and FIN generation. For these flags or any other difficulty with using the PM Conversation Tool to generate a Pre-Reg or Pre-Admit FIN, please call 801-442-8818, option 1.