

Creating FIN

PreReg FIN:

- **1.** PreReg FINs are used for outpatient surgeries, which are defined as any patient stay that is **23 hours or less in length**.
 - If discharging thru Same day surgery, Choose Surgery Ambulatory for medical service type.
 - If patient will go need an bed on an inpatient unit for <23 hrs, choose Surgery Extended Recovery for medical service type.

PreAdmit FIN:

 PreAdmit FINs are used for surgeries where the patient will be admitted to the hospital after their procedure and/or for Inpatient only procedures. Hospital admittances are defined as any patient who Is admitted after surgery for 24 hours or more or is designated as "Inpatient Only".

Important Note:

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.

۹		-	Encounter Sea	arch					×
Recent Persons									
Phone Number:	Name	SSN	MRN		Sex	Birth Date	Age Pr	rimary Care Physician	
	XTEST, MOLLY		587395477		Female	09/01/1983	39 Years		
Encounter Identifier(ex. fin):	XTEST, MOLLY	XXX-XX-3509	CB08884415; 54982374	8: RRT00027053	Female	09/01/1983	39 Years Cl	ERNER SYSTEM, NON-F	PERSON SYS
Person Identifier(ex. mrn):									
Last Name:									
xtest									
First Name:	<								>
molly	FIN NBR	Facility	Nurse Unit	Enc Type	Med Service	e	Est Arrive Date	e Reg Date	Disch [^
Birth Date:	1231463687	CL_Central Lab	CL_Central Lab	Outpatient	Laboratory -	Non-patient		06/10/2020 8:51	06/10/2
00/01/1083	1230412123	CL_Central Lab	CL_Central Lab	Outpatient	Laboratory -	Non-patient		05/13/2020 15:33	05/13/2
•	1230411798	CL_Central Lab	CL_Central Lab	Outpatient	Laboratory -	Non-patient		04/22/2020 16:59	04/22/2
Search Reset	1230408056	CL_Central Lab	CL_Central Lab	Outpatient	Laboratory -	Non-patient		04/22/2020 16:22	04/22/2
	1217557734	LH_Layton	LH_ED	Emergency	Emergency	Medicine		10/04/2018 10:59	10/04/2
	1205026100	AV_Alta View	AV_SS_PACU	Day Surgery	Surgery Am	bulatory	02/21/2017 9:4	45 02/21/2017 9:33	02/21/2
Search Quality	1203063711	SG_St George	SG_SS_PACU	Inpatient	Surgery Adr	nit	09/13/2016 11	:00 09/13/2016 10:46	09/13/2
	H549823748	Intermountain Co	rp .	History				12/18/2014	12/18/2
Assume Wildcards	<								>
							ОК	Cancel	Preview



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.

🔀 Tear Off	🍰 PM Conversation 🝷 🏭 Suspend 👦	🖁 Charges 🦻 Charge Entry 州 Exit 🟢 Calcula
XTEST, M	Affiliate Procedure Request	
XT	View Encounter	Age:39 years
		DOB:09/01/1983
Alle	rgies: Bees/Stinging Insects, tetracyc	line, Adhesive Bandag Sex:Female

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**.

🔁 Organization
Please select the facility and/or client where you want to register the new encounter.
Facility Name Facility Alias
LG
LG_LC SUNSHINE TERRACE MISC LG_Locan Regional Behavioral Health LG_Locan Regional Respirat LG_Locan Regional Hospital Transitional Care Unit
Facility:
LG_Logan Regional Hospital
OK Cancel

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

*Preferred Phone: Home Phone Number	*Home Phone Number: (801)442-5255	Mobile Phone Number:	Alternate Phone Number:	Email Address:	Reason for No Home Email:
Location					
*Building:	*Nurse\Ambulatory:	*Patient Type:	*Medical Service:	*Reason for Visit:	
— Physicians —					
*Attending/Rendering Physician:					
— Account Data —					
Pre-Reg Date:	Pre-Reg Time:	Pre-Reg User ID: AJJEROM1	*Estimated Arrive Date:	*Estimated Arrive 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.
 - If a patient does not exist in iCentra please call 801-442-8818, option 1.



Proposing Surgical powerplans in iCentra:

 Open patient chart on correct FIN number (new if registering thru SDS or current inpatient) using search menu in top right.

Tip: You may need to click on the small drop-down arrow on the right side of the search box to change the search from "Name" to "FIN".



- Confirm that you have selected the correct patient and FIN by viewing in banner bar at top of chart.
- Find provider favorited powerplan
 - 1. Select **Patient Summary** in dark menu
 - 2. Open Procedure/Surgery Request section.
 - 3. Select **Shared Favorites** and enter the Last Name and First Name of the surgeon performing the surgery in this search box.



4. Select "My Plan Favorites" folder.

🕈 Home	My Favorites	Public Favorites	Shared Favorites	
Ferguson, rob				ХQ
FERGUSON JR, MD,	ROBERT E.H.			
Favorites				
Common Procedu	ıre List - IM Main OR			
Common Procedu	ıre List - IMSC Main OR			
Common Procedu	ıre List - LD Main OR			
Lymphedema				
🖿 My Plan Favorites	5			
Page 1 of 1				

- 5. Find the appropriate powerplan for procedure being performed
 - Powerplans with PSO order for patient to be in inpatient unit bed will generally have **Hospital Phased** in the plan name
- Once you click on the surgical powerplan you'd like to propose to your provider it'll then be listed in the **green** outbox to the **upper left-hand corner.**



FIN Creation and Powerplan for Affiliated Clinics

Summary × +	
Procedure/Surgery Request	+
Error. Error retrieving health plans. Refresh the component. If the problem persists,	, contact your system administrator.
A Warning. You are currently viewing a future encounter. More Details	
Inpatient Prescriptions Search New Order Results	Q
A Home My Favorites Public Favorites	Shared Favorites
Ferguson, rob	XQ
Showing favorites for: FERGUSON JR, MD, ROBERT E.H.	
Favorites / My Plan Favorites	
Discharge Orders Phased - Discharging an admitted patient	
SURG Plastics Periop Hospital Phased	
SURG Plastics Periop Hospital Phased - clinic to inpatient	
SURG Plastics Same-Day Surgery Phased - clinic to OR outpatient	

Important: For Inpatient and Inpatient Only procedures the surgical Powerplan must have a PSO with the correct details attached listed within it.

Medical SURG Plastics Periop Hospital Phased - clinic to inpatient	+ % In. ↓ ×				
Pre-Screen Labs and Diagnostics (Initiate - Proposal Pending)	*PSO Admission Status: Ad	dmit to Inpatient 👻	*set Attending Physician to:	CERNER SYSTEM, NON-PERSON	
Medications for Pre-Op and Intra-Op (Planned - Proposal Pending) PSO (Patient Status Order) (Future - Proposal Pendino)	*Initial Level of Care: Su	urgical Unit 🗸	Specific Location:		
Day of Surgery Preoperative (Planned - Proposal Pending)	Special Instructions:		Previous Attending Physician:	A	
Intraoperative (Planned - Proposal Pending) Phase I (PACU) (Planned - Proposal Pending) Scienceted Discr (II)			Start Date/Time:	**/***	MDT

• Click on the green orders box and confirm the orders you selected are there and correct, then click the "Modify Details" button.

Tip: If you see a "Plan Favorite Notification" pop-up box appear, make sure to select the **"Continue"** button at the bottom. You should let your provider know that they need to go into iCentra and update their PowerPlan and re-save it, so their PowerPlan is as up to date as possible. Once they've re-saved their PowerPlan, this pop-up notification won't continue to occur:

P	Plan Favorit	e Notification	
Select	Continue and resave you toperative CSI_MFT to no	r plan favorite ORTHO Ha longer receive this notifi	nd/Wrist cation.
The change created An- choices. Re-	z below have been made to the additional message may follow view the plan in its entirety.	he standard plan since this law to provide notifications speci	ronite swas fic to your plan
Notifications			
12/09/2021 Replaced B Retention C urinary cath	I 13.29 MST he Bladder Scan and/or Straig are ADULT 18+ order. This ry eter infection prevention.	ph Catheter orders with update ew order was created as part of	ed Urinary al
Please selec	ct 'Continue' to load your favo	nite and then RESAVE your fa	vorite plan.
If you select and will not	"Load standard catalog plan' relicad.	your favorite will be removed	
			4
5			3

- Enter your provider's name and Click "Ok".
- Select the "Orders for Signature" button in the lower right corner of the screen, then click "Sign":

