

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:

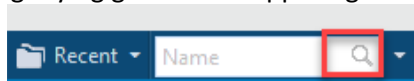
2. PreAdmit FINs are used for surgeries where the patient will be **admitted to the hospital after their procedure and/or for Inpatient only procedures**. Hospital admittances are defined as any patient who Is **admitted after surgery for 24 hours or more** or is designated as **"Inpatient Only"**.

Important Note:

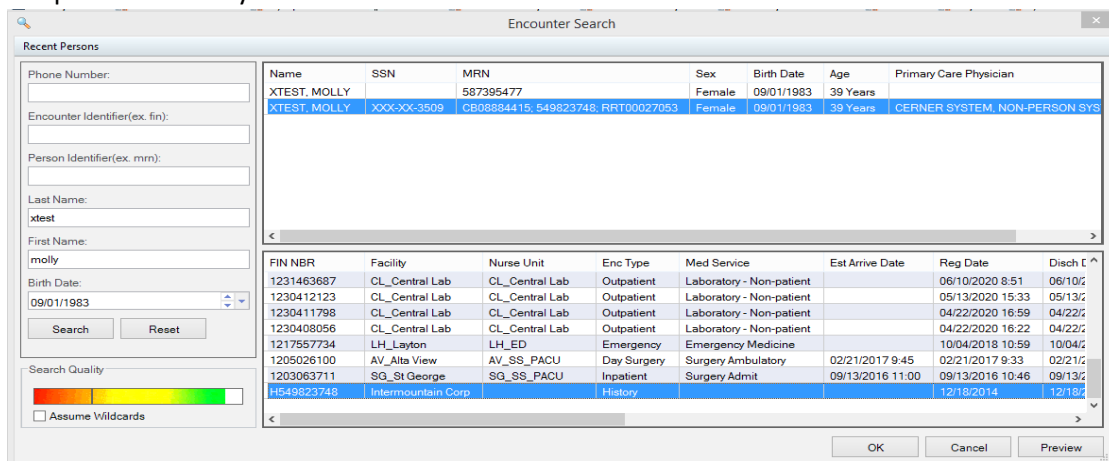
The exception to this is any PreAdmit FIN for Labor & Delivery procedures. Those procedures (C-Sections and inductions) which are performed in the Labor & Delivery department of the hospital are scheduled through a different process.

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.



Encounter Search

Recent Persons

Phone Number:

Encounter Identifier(ex. fin):

Person Identifier(ex. mrm):

Last Name:

First Name:

Birth Date:

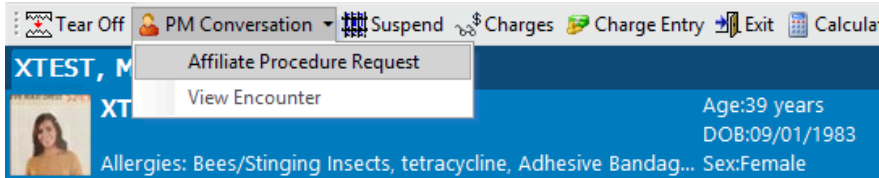
Search Quality Assume Wildcards

Name	SSN	MRN	Sex	Birth Date	Age	Primary Care Physician
XTEST, MOLLY		587395477	Female	09/01/1983	39 Years	
XTEST, MOLLY	XXX-XX-3509	CB08884415; 549823748; RRT00027053	Female	09/01/1983	39 Years	CERNER SYSTEM, NON-PERSON SYS

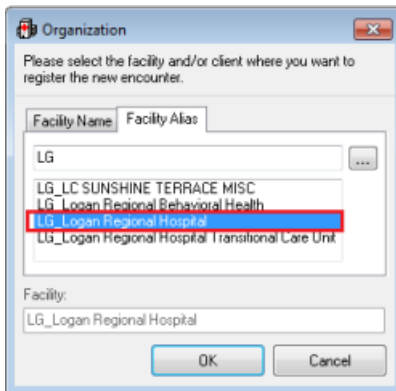
FIN NBR	Facility	Nurse Unit	Enc Type	Med Service	Est Arrive Date	Reg Date	Disch
1231463687	CL_Central Lab	CL_Central Lab	Outpatient	Laboratory - Non-patient		06/10/2020 8:51	06/10/2020
1230412123	CL_Central Lab	CL_Central Lab	Outpatient	Laboratory - Non-patient		05/13/2020 15:33	05/13/2020
1230411798	CL_Central Lab	CL_Central Lab	Outpatient	Laboratory - Non-patient		04/22/2020 16:59	04/22/2020
1230408056	CL_Central Lab	CL_Central Lab	Outpatient	Laboratory - Non-patient		04/22/2020 16:22	04/22/2020
1217557734	LH_Layton	LH_ED	Emergency	Emergency Medicine		10/04/2018 10:59	10/04/2018
1205026100	AV_Alta View	AV_SS_PACU	Day Surgery	Surgery Ambulatory	02/21/2017 9:45	02/21/2017 9:33	02/21/2017
1203063711	SG_St George	SG_SS_PACU	Inpatient	Surgery Admit	09/13/2016 11:00	09/13/2016 10:46	09/13/2016
H549823748	Intermountain Corp		History			12/18/2014	12/18/2014

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.*

Phones

*Preferred Phone: 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: 08/04/2023 Pre-Reg Time: 15:19 Pre-Reg User ID: AJEROM1 *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.**

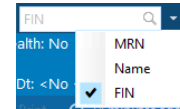
Important Notes

- 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.

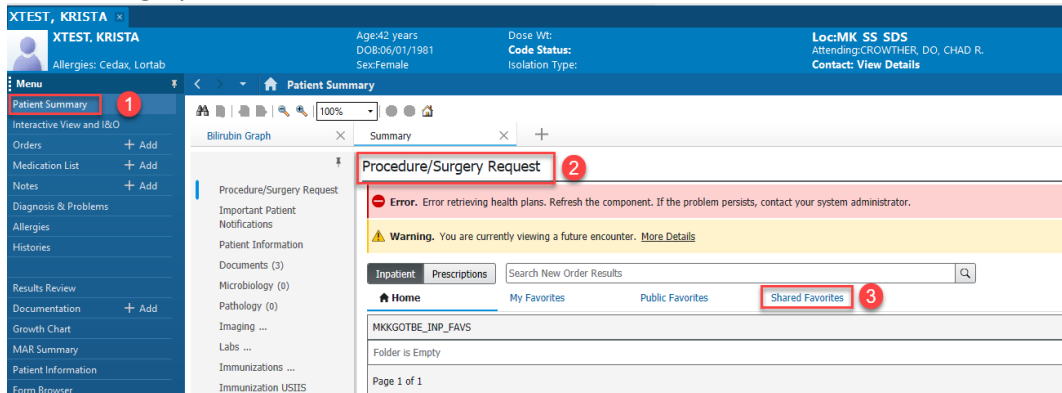
Proposing Surgical powerplans in iCentra:

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

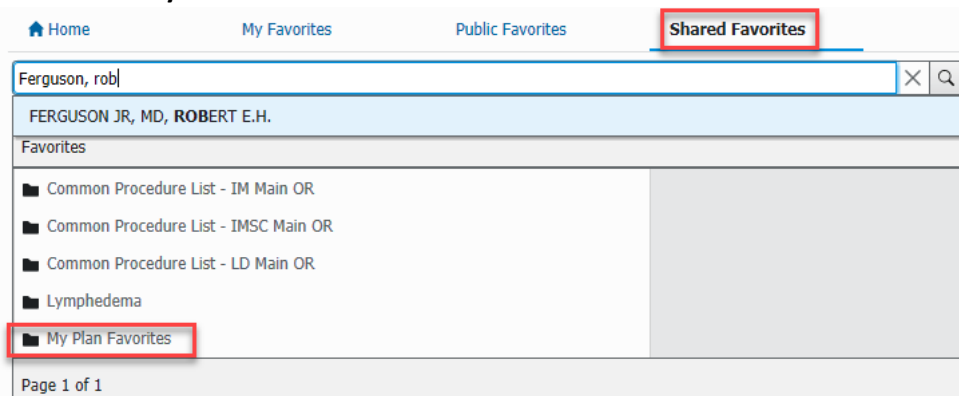
Tip: You may need to click on the small drop-down arrow on the right side of the search box to change the search from “Name” to “FIN”.



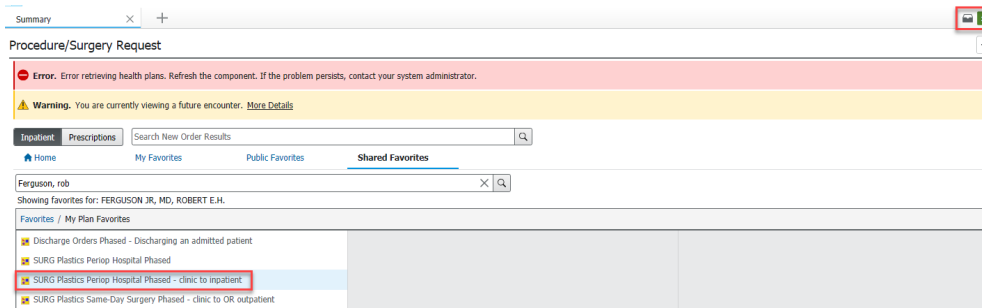
- Confirm that you have selected the correct patient and FIN by viewing in banner bar at top of chart.
- Find provider favorited powerplan
 1. Select **Patient Summary** in dark menu
 2. Open **Procedure/Surgery Request** section.
 3. Select **Shared Favorites** and enter the Last Name and First Name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



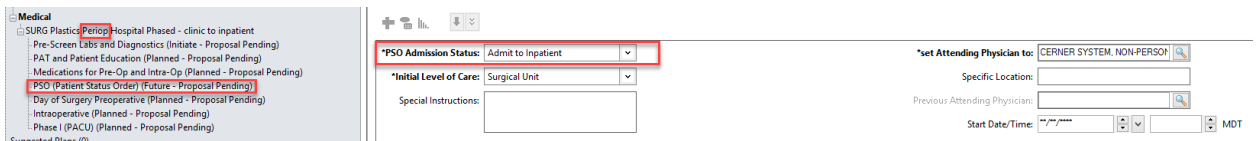
4. Select “My Plan Favorites” folder.



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**.



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



- 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:



- 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”**:

