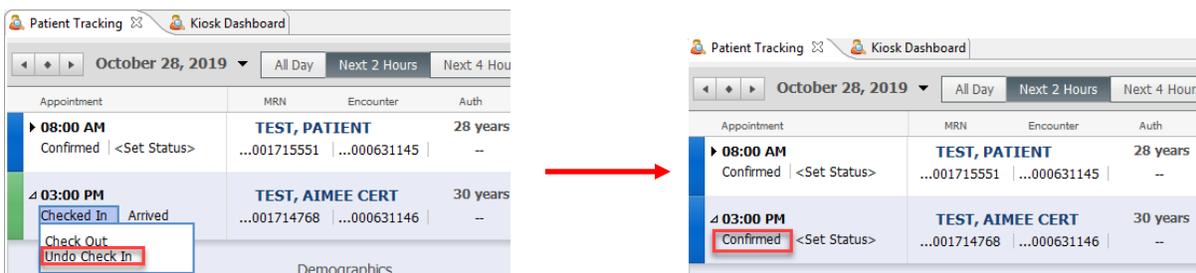


Monday December 16th, 2019

REVENUE CYCLE: CHECKED OUT APPOINTMENTS

In Revenue Cycle, if you accidentally Check In a patient that is not present it is important to immediately undo this action. To correct this, you must right click on the patient's appointment status and select Undo Check In. This will set the appointment back to a Confirmed state.

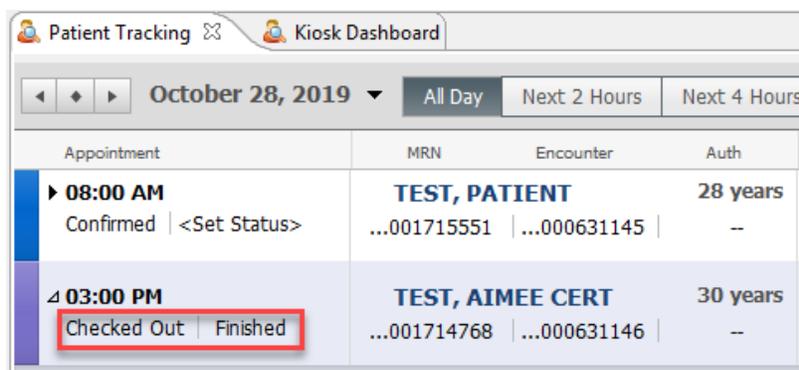


The screenshot shows two side-by-side views of the Patient Tracking interface. A red arrow points from the left view to the right view, indicating a change in the appointment status.

Appointment	MRN	Encounter	Auth
08:00 AM Confirmed <Set Status>	TEST, PATIENT ...001715551	28 years ...000631145	--
03:00 PM Checked In Arrived Check Out Undo Check In	TEST, AIMEE CERT ...001714768	30 years ...000631146	--

Appointment	MRN	Encounter	Auth
08:00 AM Confirmed <Set Status>	TEST, PATIENT ...001715551	28 years ...000631145	--
03:00 PM Confirmed <Set Status>	TEST, AIMEE CERT ...001714768	30 years ...000631146	--

Once a patient's appointment is Check Out **this action cannot be undone**. This means the appointment will remain with an appointment status of Checked Out and the patient status will display as Finished.



The screenshot shows the Patient Tracking interface with the appointment status updated to 'Checked Out' and 'Finished'.

Appointment	MRN	Encounter	Auth
08:00 AM Confirmed <Set Status>	TEST, PATIENT ...001715551	28 years ...000631145	--
03:00 PM Checked Out Finished	TEST, AIMEE CERT ...001714768	30 years ...000631146	--