

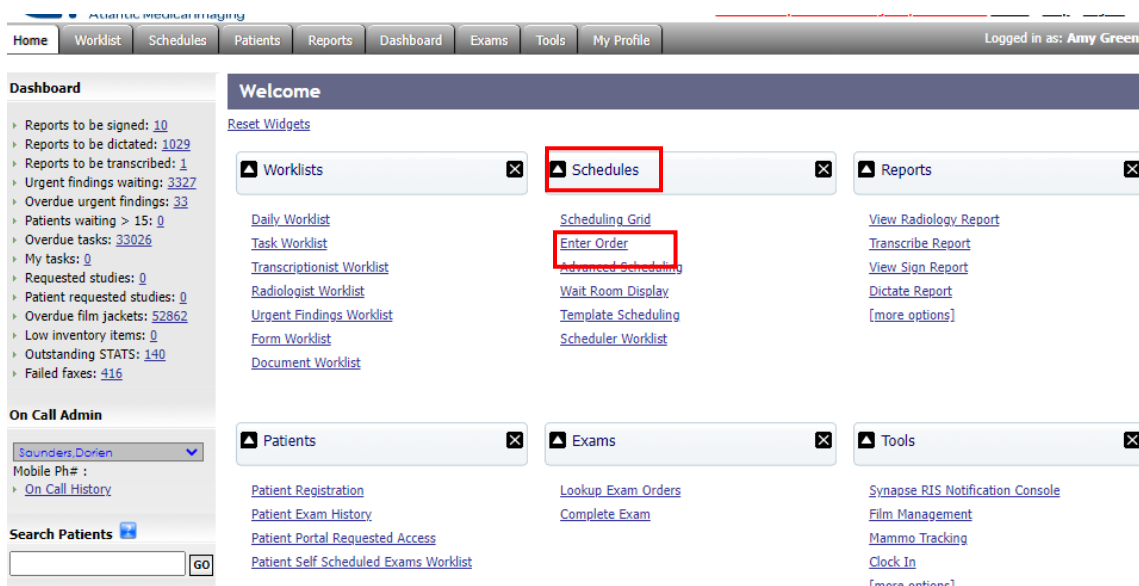
Quick Reg Process

[Quick Reg Process Video.mp4](#)

- **Confirmed New Patient (Please make sure you confirm by performing a DOB search)**

Note: Confirm that we accept the patient's insurance [OP Guide Insurance Not accepted.pdf](#)

- From the Home Screen, select Enter Order underneath the Schedules header



The screenshot shows the AMI Inspira Health dashboard. The top navigation bar includes links for Home, Worklist, Schedules, Patients, Reports, Dashboard, Exams, Tools, and My Profile. The user is logged in as Amy Green. The dashboard features a 'Welcome' section with a 'Reset Widgets' link. Below this, there are three main widget categories: Worklists, Schedules, and Reports. The 'Schedules' widget is highlighted with a red box, and the 'Enter Order' link within it is also highlighted with a red box. Other links in the 'Schedules' widget include Scheduling Grid, Assign ID, Wait Room Display, Template Scheduling, and Scheduler Worklist. The 'Reports' widget includes links for View Radiology Report, Transcribe Report, View Sign Report, Dictate Report, and [more options]. The 'Worklists' widget lists various worklists like Daily, Task, Transcriptionist, Radiologist, Urgent Findings, Form, and Document. On the left side, there is a 'Dashboard' section with various statistics and an 'On Call Admin' section with a dropdown menu for 'Sounders, Dorian' and a 'Search Patients' field.

- Click Assign ID
- Enter information into * fields; First Name, Last Name, DOB, Gender, Referring Physician, Site, Modality, Exam, Resource, and type Walk-In into the History field
- Enter Insurance Information
- Enter the Diagnosis Code
- Click Enter Order

Enter Order

Patient Information

Patient Search:

* Patient ID:

Search Archive

Secondary ID:

Linked Mammo:

* First Name:

* Last Name:

Alerts:

* DOB:

Home Phone:

* Gender:

Additional Information

* Referring Physician:

15-01 BROADWAY SUITE 4, FAIR LAWN , NJ - 07410

cc:

cc:

Insurance Carrier:

Policy Number:

* History:

Characters left: 993

Comments:

Notes 1:

Exam Details

Assigned Radiologist:

* Site:

* Modality:

* Exam:

* Resource:

Pt Status:

Transport:

Ordered For:

Ordered Time:

Stat: ☐

CDS Score:

Decision Support Number:

HCPCS Code:

HCPCS Modifier:

Date of Request:

Allow Appointment Reminders: ☒

Diagnosis Code 1:

Diagnosis Code 2:

Diagnosis Code 3:

Diagnosis Code 4:

[\[More Reasons\]](#)

☐ Arrive Patient

Note: You will need to enter any required information into the appropriate fields (including patient demographics and insurance information in their entirety) and scan insurance information and photo ID, if time is an issue, make a copy of the ID and both

sides of the insurance card and **complete prior to the end of your shift.** [Updating Entering Patient Information.pdf](#)

Inspira UC Special Billing Code: SP067

- Select the patient from your Recent Patients list on the Home Screen
- Click Exam History and locate the order

Recent Patients....

▶ Test, Amy2

▶ Spearstest

▶ TEST, AMY

▶ TEST, AJM

Test, Amy2

Date of Birth: 4/9/1982 (41Y 1M)

Home Phone:

Mobile Phone:

Primary Ins:

[Registration](#)

[Insurance](#)

[Exam History](#)

[Enter Order](#)

[Template Scheduling](#)

[Close](#)

Quick Links


▶ Downloads









▶ Email Supp

▶ Synapse H

▶ Bulletin Bo

Favorite Pa

- Register Patient by clicking on the Arrive Patient icon (Click 3 times) 

PatientID	Sec. PID	Exam	Account	Added Charges	Site	Acc#	Sec. Acc#	Mam Cat.	Schedule Date / Time	Completed	Status	Arrive	Conf	Report	Order	Image	Film Status	Radiologist	Resource	Referrer	ABN
930374464	930374464	CR Ankle 3 Views LT L 73610			Galloway	2072630766	2072630766		5/17/2023 12:27 PM		Cancelled								RA GALL 1	JOHN SMITH	
930374464	930374464	CR Ankle 3 Views RT L 73610			Glassboro	2072630935	2072630935		5/17/2023 1:07 PM		Ordered								RA Glassboro	JOHN SMITH	

• Previous Patient

- From the Home Screen, select Enter Order underneath the Schedules header
- Search by DOB to find the patient account, and click on patient

Patient Information

Patient Search: 04/09/19782

* Patient ID:

Search Archive

Assign ID

Secondary ID:

Assign 2nd ID

Linked Mammo:

* First Name:

* Last Name:

Alerts:

* DOB:

MM/dd/yyyy

Home Phone:

* Gender:

Unknown

Exam Details

Assigned Radiologist:

Start typing an Assigned Rai

* Site:

Start typing to filter.

* Modality:

Start typing to filter.

* Exam:

* Resource:

Pt Status:

--- select item ---

Transport:

Ordered For:

MM/dd/yyyy

Action	Patient ID	Secondary ID	Last Name	First Name	MI	DOB	Home Phone	Mobile Phone	Address	Email
	930374464	930374464	Test	Amy2		4/9/1962				

- Enter the Referring Physician, Site, Modality, Exam, Resource, Diagnosis Code and type Walk-In into the History field
- Click Enter Order
- Select the patient from your Recent Patients list on the Home Screen
- Click Exam History and locate the order



- Register Patient by clicking on the Arrive Patient icon (Click 3 times) 