Feature Summary

Patient Kiosk

Introduction

Patient Kiosk is a feature that allows patients to check in for appointments at point of care, and for staff to manage those appointments. For more information, see “Work with Patient Kiosk” in the user’s manual.

Set up Patient Kiosk

Enable Patient Kiosk on clients

Administrators must make Patient Kiosk available on clients. Contact your Konica Minolta support representative for assistance.

Enable Patient Kiosk at facilities

Clinical staff must make Patient Kiosk available at facilities by following these steps:

1. Select **Setup** > [full caps menu] > **Office** > **FACILITY**.
2. In the list of facilities, double-click a facility on which to enable Patient Kiosk.
3. Clear the **Exclude from all Portals** checkbox, and then select **SAVE**.
4. Repeat for all facilities that will use Patient Kiosk.

Use Patient Kiosk as a patient

When you arrive at the healthcare facility, a staff member will give you a device that you can use to check in.

1. On the screen, if asked, select your facility.

2. On the screen below do one of the following:
   a. If this is your first time to visit this facility, select **NEW PATIENT**, and continue to <u>New patient</u> in these instructions.
   b. Select **EXISTING PATIENT** and continue to <u>Existing patient</u> in these instructions.

New patient

1. On the **Demographics** page, enter information about the patient, and then select **NEXT**.
2. On the **Contact information** page, enter information about the patient, and then select **NEXT**.
3. On the **Responsible party** page:
   a. Select the relationship of the patient's guarantor to the patient.
   b. Enter information about the guarantor, and then select **NEXT**.
4. On the **Primary insurance** page:
   a. Select the relationship of the insurance subscriber to the patient.
   b. Enter information about the subscriber, and then select **NEXT**.
   c. If the patient has secondary insurance and wants to use it, select **Yes**, and then enter information as prompted.

Existing patient

1. On the **Check-in** page, use one of the following ways to check in.
   a. Select **PATIENT PORTAL CREDENTIALS**, and then enter your user name and password.
   b. Select **CHECK-IN CODE**, and then enter your check-in code.
2. Select the HIPAA PRIVACY NOTICE link to view the notice.
3. If you agree, select the **I AGREE TO THE HIPAA PRIVACY NOTICE** checkbox.
4. Select **CHECK-IN**.

Use Patient Kiosk as clinical staff

To use Patient Kiosk, select **Patient Arrivals Worklist** > **Facility** > **[your facility]**. For each patient on Patient Arrival Worklist, you can perform the following tasks.

New patients

Find a patient chart
Create a patient chart

Existing patients

Schedule an appointment
Schedule a walk-in appointment
Check in a patient for an appointment

Find a patient chart

You can use the patient demographics entered by the patient to find the patient's chart in Exa PACS/RIS, and update it if necessary.

1. In **Patient Arrival Worklist**, select the new patient, and then select **Patient Search**. If no patient chart is found, skip to "Create a patient chart."
2. In **Patient Arrival Worklist**, do one of the following:
   a. Select **Accept All Changes** to update the patient chart with information entered at the patient kiosk.
   b. Select **Reject All Changes** to use the patient chart in Exa PACS/RIS.
3. Continue to "Schedule an appointment" or "Schedule a walk-in appointment."

Create a patient chart

You can use the patient demographics entered by the patient to create a patient chart in Exa PACS/RIS.

1. In **Patient Arrival Worklist**, select the new patient, and then select **Create New Patient**.
   Result: A new patient chart is automatically created in Exa PACS/RIS.
2. Continue to "Schedule an appointment" or "Schedule a walk-in appointment."

Schedule an appointment

If an arrival does not have a scheduled appointment, you can schedule one by following the steps below. To schedule an appointment without adding it to the schedule book, skip to "Schedule a walk-in appointment."

1. In **Patient Arrival Worklist**, select a patient with a status of *No study scheduled*, and then select **Edit Patient Information** to open the patient chart.
2. On the **STUDIES** tab, select **NEW STUDY** and then create an order (see "Create an order" in the user's manual).
3. Refresh Patient Arrival Worklist.

Schedule a walk-in appointment

Schedule a walk-in appointment if you do not want the appointment to appear on the schedule book.

1. In **Patient Arrival Worklist**, select the unscheduled walk-in patient, and then select **Walk-in appointment**.
2. In the **New Appointment** screen, create an order (see "Create an order" in the user's manual).

Check in a patient for an appointment

When a patient has a patient chart and a scheduled or walk-in appointment:

1. In **Patient Arrival Worklist**, select the patient, and then select **Check-in All**.
   Result: The patient is checked in removed from Patient Arrival Worklist.