Patient Check In

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Overview

How to check in a patient

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1. Open Calendar
2. Right click on the appointment and select “Check In.”
3. Click the button next to “Mark patient as In.”
4. Click OK on the time box (can change time here if necessary.)
5. Appointment is highlighted in yellow on calendar.
6. Ask for any xrays or a referral slip to scan into chart.
7. Open up patient on tablet in Infograbber.
8. Have patient fill in all required information and sign electronically.
9. Take patient picture and acquire into chart.
10. Make sure patient has completed all information (from website or infograbber).
11. Send a message to the assistant that patient is ready.

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