

PATIENT REGISTRATION PACKET GENERATION

- ✓ Speeds turnaround times
- ✓ Increases efficiency
- ✓ Improves patient satisfaction by reducing the amount of duplicate paperwork
- ✓ Prepopulates form packets with document type and patient information, enabling consistent classification and indexing

Simplify the creation and management of patient registration packets with OnBase

REDUCE TURNAROUND TIMES, INCREASE EFFICIENCY AND IMPROVE PATIENT SATISFACTION

OnBase Patient Registration Packet Generation automates the creation and management of patient registration forms, reducing turnaround time, increasing efficiency and improving patient satisfaction. When a scheduled appointment is created for a patient, the solution receives the information and automatically creates a packet of electronic forms based on the type of visit that will be given to or signed by the patient upon their arrival. When appointments are rescheduled or canceled, the corresponding packets are automatically moved or deleted.

Clinical prep clerks or other staff can easily search and review the packets prior to the patient visit and add or remove forms. The forms are pre-populated with document type and patient identifiers allowing forms scanned back in after signature to bypass manual processing, thereby reducing time and cost and ensuring classification and indexing consistency.

Available in OnBase 18, the Patient Registration Packet Generation solution helps streamline the patient registration process at your healthcare organization.

STREAMLINE PROCESSING USING THE PATIENT REGISTRATION PACKET GENERATION SOLUTION



1

Appointment is scheduled



2

OnBase receives appointment and creates document packets



3

Clinical prep clerks can search and view upcoming appointments and modify packets



4

Patient signs forms



5

Documents are scanned and attached to EMR



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Speed turnaround times and improve patient satisfaction while freeing your registration staff for higher-value work with OnBase Patient Registration Packet Generation.

Speeds turnaround times; increases efficiency

Registration staff no longer needs to spend valuable time assembling, filing and managing paper registration packets. OnBase automatically generates the appropriate forms and assembles them into packets based on the appointment type received. Clinical prep clerks can easily review the packets and add or remove documents as needed. When appointments are rescheduled or canceled, the corresponding packets are automatically moved or deleted. OnBase Patient Registration Packet Generation helps ensure the correct documents are packaged and ready to present when patients arrive for their visits.

Enables consistent classification and indexing

Once forms are signed, they need to be captured and saved to the correct place in the patient record. The forms created by OnBase contain embedded document type and patient information barcodes. This enables them to be systematically classified and indexed so they are added to your EHR faster with the least possible amount of touches. The automated process also ensures more consistency and accuracy removing the subjectivity of manual classification and indexing.

Improves patient satisfaction by reducing the amount of duplicate paperwork

Patient satisfaction is a critical success factor, and one way OnBase Patient Registration Packet Generation gives your organization an edge is by reducing the amount of duplicate paperwork patients receive and have to fill out. The solution identifies documents already present in the patient record, so the only additional required information is incorporated in the registration packets.

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