



**FUTENMA BRANCH MEDICAL CLINIC  
CONSOLIDATED CHECK IN PROCESS  
DESK TOP PROCEDURES  
(UPDATED: 11/17/08)**

**THE PATIENT REPORTS**

Step 1; Checking the patient in.

**HEALTH RECORDS FUNCTION**

- Have them sign up for an appt and take their record.
- **DO NOT SIGN THEIR CHECK IN SHEET**
- Update their mini registration in CHCS
  - Log on
  - MCP
  - "R"
  - MRG
  - Type in the patients entire name
    - Add as a new patient
    - AD code for USMC is "M11"
    - Must include unit, rank and phone on MRG
    - In comments type "updated MM/YY"
    - Create electronic record "YES"
    - Update DEERS "NO"

Step 2: Print 5 Labels (Front Desk does this while making appointment)

**HEALTH RECORDS FUNCTION**

- Log into CHCS
- MCP
- "R"
- ROUT
- 3-reprint MRT
- enter patient name
- Select the record when prompted.
- (Do this 5 times. "Shift – enter" will automatically enter the last name you used into the field)
- Put labels in the record.

Step 3. Enroll the patient in TRICARE prime

- If the patient is new to Okinawa, give them a TRICARE enrollment form for them to complete.
- If they are transferring from another unit on OKINAWA, give them a PCM change request.
- Place it in the record with the labels.

**THE APPOINTMENT**

Step 4. The patient reports for the appointment

- Sign the patient check in sheet
- Book patient in CHCS as a Walk in "USV" to BHBW, **GAY,James**, \$WELL for "New Check in"
- Update **FULL REGISTRATION**. Same screen accesses as for MRG above.
- Ensure that the patients Primary Care Manager's name is entered in the PCM field
- Verify genetic testing on page 3 of DEER in Booking Menu and order if needed.

Step 5 ; Have the patient begin taking the HEAR Survey.



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Step 6; Make a new record cover if needed

**REVIEWER FUNCTION**

- Make a cover if the old record jacket is worn
- Make a cover if the jacket is the old "2 sided" type
- Place a label on the jacket

Step 7; Verify the record

**REVIEWER FUNCTION**

- Affix label to "Pink card" over remarks section.
  - In section 3, stamp clinic name and incoming date onto the "Abstract of Service"
  - Enter last command onto the pink card with an incoming date.
  - File pink card over section 3.
- Erase any pencil entries inside section one. Will need to be filled out again by the member during the interview.
- If missing, place a label on an "adult preventive and chronic care flow sheet" and place in section 1.
- Place a label on the intake "SF-600" and place over section 2.
- If missing, place a label on a new "Medical Surveillance Questionnaire" and file as the last form in section 1. Will need to be updated or completed by the member during check in.
- Check section 3 for a "Special Duty Abstract". If present OR the patient stated that they are in a flight status, place a "CLEARANCE NOTICE (Aeromedical)" in the record.

Step 8. Screen the record and update the SF-600 and PPIP.

- On PPIP Sheet
  - Height, Weight, date
  - Counseling, I, C, S, To, A, W (Advance Directive)
  - Section 4, right column write:
    - "Barriers to Care:"
    - "Tobacco Use:"
    - "Alcohol Use"

Step 9; Interview the patient and evaluate the results of the HEAR Survey

- Review SF-600, HEAR Survey and PPIP sheet with the patient.
- File the completed HEAR Survey on top of the DD-2766, but behind the cover sheet.

**IF NEEDED:**

- Order any needed LABS under "ORE". Assign to Newman,K
- Send the patient to IMM
- Send the patient to Lab
- Send the patient to AVR
- Book any needed appointment or send the patient to appointments
- Sign the patients check in sheet and release.

Step 10; Send the record to the PCM

- Put the record in the units box in the check in room.

Step 11. Update SAMS

Step 12: File the record.