

Cerner Millennium Patient Registration

1. PURPOSE:

- 1.1. Patients at Northwell facilities are registered using Epic by admitting or in the Emergency Department. This procedure provides instructions for registering patients in Northwell Hospital Laboratories during a registration downtime to ensure laboratory orders are processed in a timely manner and billed accordingly.

2. POLICY:

- 2.1. The laboratory only performs registrations through Cerner Millennium during a scheduled or unscheduled Epic downtime.

3. PROCEDURE:

3.1. *Ordering (instructions for the provider):*

- 3.1.1. During an Epic downtime, orders will be placed using the paper Hospital Laboratory Requisition Form available on Forms on Demand.
- 3.1.2. All patient demographic fields must be completely filled for the lab to register the patient.

3.2. *Registering the Patient in Cerner Millennium (instructions for laboratory staff):*

Action	
1	Launch Cerner Millennium and logon with your credentials.
2	Select Department Order Entry (DOE) on the Millennium App Bar. 

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- 3 Enter the MRN in the Medical Record Number field and click the magnifying glass to search for the patient.

Department Order Entry - Order Entry

Task Edit View Order Customize Help

Client: (none) Medical record number: 000000

Demographics

Name:	MRN:	FIN NBR:	Allergies:
SSN:	Age:	Admitted:	Discharged:
Sex:		DOB:	Attending:

- 4 In the Encounter Search box, select the patient.

Encounter Search

Name:

MRN: 000000

SSN:

Birth Date: xxx / xxx / xxxxx

Sex:

FIN NBR:

Search Reset

No persons found.

No encounters found.

- 5 If the patient has no history with Northwell, Click the “Add Person” button.

Preview... Add Person Add Encounter

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- 6 Select your organization's "Client Name" and "Facility Name" to register the patient. Click "OK".

The screenshot shows the 'Organization' dialog box. The 'Client Name' and 'Facility Name' sections both have 'Northwell Lenox Hill-75000' selected in their respective dropdown menus. The 'OK' button is highlighted.

- 6 Registration Date/Time, Last Name/First Name and MRN will populate into the form. Complete all required fields:
- Sex/DOB- enter *M* or *F* or *U* and any date
 - **Financial Number – Enter patient MRN into this field**
 - Encounter Type – Select the visit type – EMR, Inpatient etc...
 - Nurse/Ambulatory – Select the floor that the patient is on – EMR, LHH 7UR etc..
 - Admitting Physician – Enter the ordering physician's name. If this is unavailable select – Doctor, Unknown

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	Click “OK” to save the registration
3	Proceed to order the tests necessary.
4	Save all requisitions received and processed in this manner during the downtime and deliver them to a supervisor. If supervisor is not present, please call the registration office to inform them that you will be faxing them the requisitions so that the account can be merged to a correct financial number.
5	In the event that both MRN and FIN are unavailable, deliver the sample to the technologist to be run offline. Deliver the results via pneumatic tube or fax and deliver the requisition to a supervisor. If supervisor is not present, please call the registration office to inform them that you will be faxing them the requisitions so that the account can be properly set up. Once the correct information is received, the tests should be ordered in LIS and Technologists informed so that the results can be transferred from the instrument into the LIS and verified.

3.3. *Deliver the specimen to the performing section of the laboratory.*

4. REFERENCES:

4.1. Regulatory Agencies: CAP, NYSDOH, AABB, FDA

5. RELATED DOCUMENTS:

5.1. EPIC Rover Protocol - PPID

5.2. Cerner ORV

5.3. Test Cancellation Protocol

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6. DISTRIBUTION LIST:

6.1. Laboratory Staff

7. REVISION/VERSION HISTORY:

Revision No.	Date	Additions/Amendments
<i>1</i>	<i>12/23/24</i>	<i>New.</i>