

Patient Registration Home Phone Requirement for Clinical and Clerical Staff

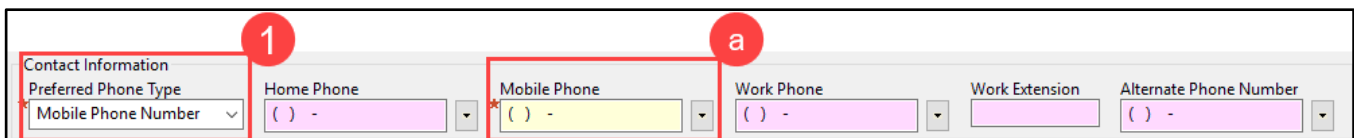
Cerner Revenue Cycle Ambulatory EDUCATION

During a patient's registration in Revenue Cycle, clerical staff enter the patient's Preferred Phone Type for the best contact method. The Preferred Phone Type selected will become a required field, and the other phone fields will be optional. When using Medical Record Request (MRR) in PowerChart to fax orders, a phone number **must** be entered into the patient's Home Phone field to populate on the fax. Without the Home Phone number, the order being faxed in MRR will **not** include a contact number for the patient.

Patient Registration Home Phone Field

In the Demographics tab of the patient's registration in Revenue Cycle, navigate to the Patient Contact Information section:

1. Select a Preferred Phone Type.
 - a. The selected phone type will become a **required** field.



Contact Information

Preferred Phone Type: Mobile Phone Number

Home Phone: () -

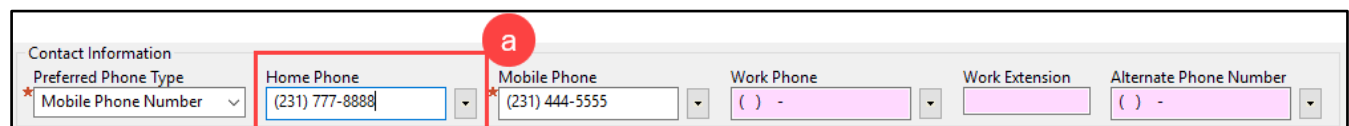
Mobile Phone: () -

Work Phone: () -

Work Extension:

Alternate Phone Number: () -

2. If Home Phone is **not** the Preferred Phone Type selected:
 - a. Ask the patient for their Home Phone number, if appropriate.



Contact Information

Preferred Phone Type: Mobile Phone Number

Home Phone: (231) 777-8888

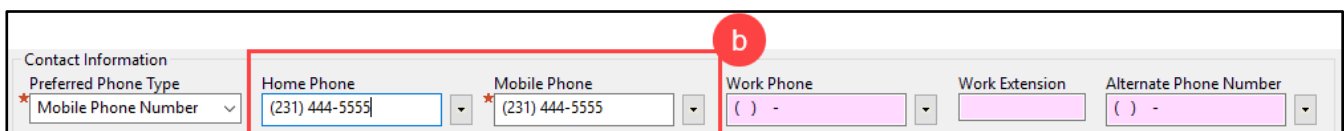
Mobile Phone: (231) 444-5555

Work Phone: () -

Work Extension:

Alternate Phone Number: () -

- b. If the patient does not have a Home Phone number, enter the **same** Preferred Phone Type number into the Home Phone field.



Contact Information

Preferred Phone Type: Mobile Phone Number

Home Phone: (231) 444-5555

Mobile Phone: (231) 444-5555

Work Phone: () -

Work Extension:

Alternate Phone Number: () -

3. Click Save.