

Removing Locks Job Aid

To view or remove registration locks, complete the following steps:

1. From the Task Menu, select **Locks**. The Lock Manger dialog box is displayed.

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Search I	by I		Reports	►	🗇 Appointm	ients 🥳 Reg	gistration	C Encounters	🛃 Patient Accoun	t 👩 Charge Entr	y 🖷 👻	ZZZZVISI	ONTEST, PATIENT ONE	-
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8	4		Locks		sk Dashboard	Dashboard								
			Power Chart		0018 -	All Day Next 2 Hours Next 4 Hours Location Group / Location: Appointment State: Resource:								
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		Арр	ointment		_	MRN		Encounter	Auth	Appt. Type / Re	ason		Resource / Location	1
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2. There are two tabs, **Registration** & **Scheduling**, use the radio button on each tab to show locks. Locks will display in the table below.

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Show Schee	luling Locks for			L	Lock Types to View Booking					
Hartman	, Jessica A									
Other Us	er			G (Actions In-Progress					
Person				G,						
Lock Type	Person/Resource	Begin Date / Time	Duration	Appointment Type	Location	Grant Date / Time				
							Remove All Remove			
							Close			

- Select one or more locks (select multiple locks by pressing and holding down CTRL while clicking multiple locks) and click **Remove** to release the selected lock or locks. The **Remove All** option is only available on your own locks.
- 4. Click **Close** to close the dialog box and return to the main application.

Warnings

When you attempt to pull up and make a modification to a patient which currently has a lock in place, you receive a warning message. If you have the patient locked in another perspective, you receive the



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following message:



If another user has the patient locked, your warning message displays similar to below:

Patien	t Locked	
<u>^</u>	The system is unable to update the visit information for this patient. currently locked by Allen, Julie. Try again later.	The patient is
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