medent

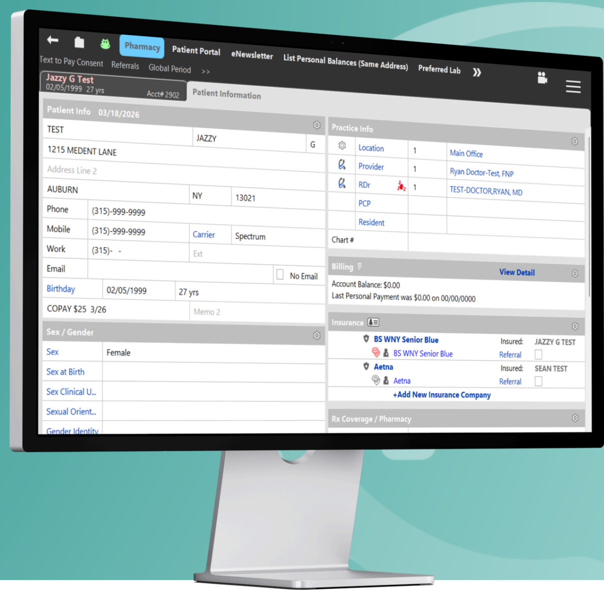
So you need to check in a patient in medent.

What's next?

The Check-In process for new and existing patients is completed from Chart Central.

Medical Records > Chart Central > **Switch Views**

Switch Locations **Switch Doctors** Switch to Admin View (F7)



Change Status

- In Chart Central, in Admin View, click and type a patient name or do a partial name search.
- Change the Status to Arrived .

Patient Info

- Click Pt Patient Information .
- Verify Patient Demographics: Name, Address, Phone, Email, DOB, Sex, Race, Ethnicity and Language.
- Enter a Preferred Name if the patient prefers a nickname rather than their legal name.

Additional Personal Information may be required by the practice.

Practice Info

- Add **Location** where the patient is being seen.
- Add **Provider** who the patient is seeing.
- If applicable, enter the **Referring Doctor** (RDr).
- If applicable, enter the **Primary Care Physician** (PCP).

Questions? Submit a support request at medent.com.

Insurance

- Verify insurance information.
  - If Insurance is expired, add Expiration Date.
  - Scan Insurance Card and add New Insurance information.
- Verify Eligibility.

NOTE: A Secondary Address is required for patients under 18 years of age. Click **2nd Address** at the bottom of the screen and enter the responsible party's name and address for the patient's balance. The end date will auto-calculate based on the child's birthday. For a Permanent Billing Address, check the box next to Infinite End Date .

Rx Coverage/Pharmacy

- Verify the Primary, Secondary and Mail Order Pharmacy.
- Add Rx Coverage Info.

Patient Portal

- Click **Patient Portal** .
- Click Print Activation Letter to print the letter.
  - Check the box next to Code given verbally if the letter has not been printed. Code given verbally
  - Click Patient Declined if the patient declines.

If the patient does not have an active Portal Account, some practices offer a letter at each visit.