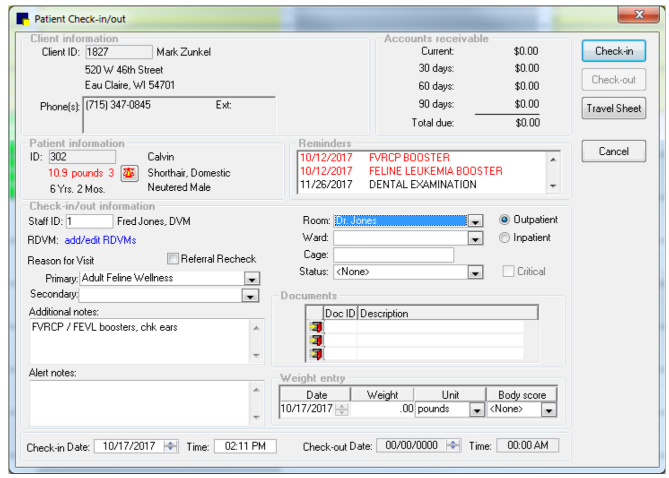
Check-in and Census List

When you check in a patient, the Cornerstone* Software adds the patient to the Census List and allows you to view basic client and patient information, as well as add notes and alerts.

Open the Patient Check-in/out window

You can access the Patient Check-in/out window in the following ways:

- **Patient Clipboard***—With the client's account open in the Patient Clipboard, right-click the patient in the **Patient list** area and select **Check-in**.
- **Appointment Scheduler**—On the Schedule for Today window, right-click the appointment and select **Check-in**.
- **Census List**—Press **F3** to quickly open the Census List or open it from the menu (**Lists > Census**). With the patient selected, click **Check-in**.
- **Toolbar**—Click the **Check-in/out** button .



Check in a patient

Note: Depending on how you access the window, some information may already be displayed.

1. Open the Patient Check-in/out window (see above).
2. In the **Client ID** and the patient **ID** boxes, type the IDs or press F2 to search.
3. Verify that the **Staff ID** box displays the staff member seeing the patient. If it does not, type the ID (or press F2 to search).
4. Under **Reason for Visit**, select a reason from the **Primary** drop-down list. You can also add a secondary reason.
5. From the **Room** drop-down list, select the room where the patient will be seen. If applicable, include the ward and cage information.
6. From the **Status** drop-down list, select a status for the appointment.
7. Select **Outpatient** or **Inpatient**. Inpatients are automatically added to the Electronic Whiteboard. If you select **Inpatient** and the patient is critical, select the **Critical** check box to display the critical icon for the patient on the Check-in/out window, the Census List, and the Electronic Whiteboard window.
8. In the **Additional notes** box, type any notes to be printed on the Check-in Report.
9. If you want an alert to be displayed when this patient's record is accessed during the visit, type the alert in the **Alert notes** text box. For inpatients, the alert is displayed on the Electronic Whiteboard. This alert is not part of the patient's permanent history and will be deleted when the patient is checked out.
10. In the **Documents** area, specify any documents to be printed upon check-in (in addition to the Check-in Report).

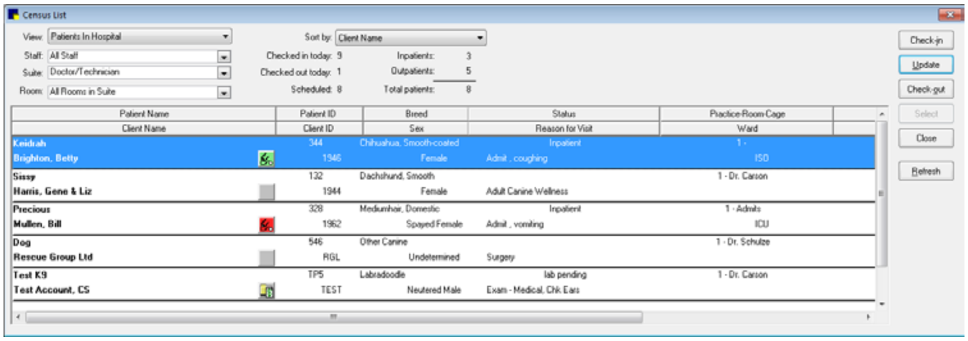
Update check-in information

To update check-in information, open the Patient Check-in/out window (see above) and click **Update**.

Census List

Use the Census List to view all the patients checked into your practice, as well as the staff member assigned to see them, the room they are located in, and the reason for their visit. The Census List displays how many patients have checked into and out of the practice for the day.

To view the Census List, press **F3**.



Census List actions

To…	Do this…
Refresh the list	Click the **Refresh** button.
Change the view	Use the **View** and **Sort by** drop-down lists to change which patients are displayed and how they are sorted. You can also view by staff, suite, and room. Tip: For Multi-Location/Single-Database practices, the Census List will have a **Practice** drop down list as well.
Check out	Select the appointment and click **Check-out**. At the prompt, click **Yes**. **Note:** You must manually remove an inpatient from the Electronic Whiteboard or check the patient out through invoicing.

Keyboard shortcuts

F1	Display onscreen Help for the current window.
F2	Look up values for a list, such as with ID fields.
F3	Open the Census List.
Tab	Move the cursor to the next field.
Shift+Tab	Move the cursor to the previous field.
Ctrl+U	Update the selected record.
Ctrl+Enter	Move the cursor to the next line in note areas.

Right-click menus

Use right-click menus for quick access to many scheduling tools.

Tip: Double-click in ID fields to search for an item.

For more information

For Patient Check-in/out and Census List setup and detailed instructions, see the Cornerstone Help.

Go to idexxlearningcenter.com to view snippet videos about many features in the Cornerstone features.
Find this document at **idexx.com/cornerstoneresources**