



EARLY REGISTRATION PATIENT GUIDELINES

Thursday at approximately 4:00 p.m., **colored/numbered wristbands** will be given out to the **first 100 patients** in line.

- Patients will be sent down ramp to registration area and bands will be verified at the door.
- Paperwork completed in registration area, name tag attached to paperwork and given to patient to take through triage.
- Patients escorted to medical triage.
- Patients escorted to x-ray.
- Patients escorted to routing.
- Patients escorted to **East** exit and all paperwork collected at registration desk located in this area and filed numerically.
- Patient informed to return to the **East** entrance on Friday morning at _____.
Stress that if not in line at assigned time they will have to return to the end of other line!
- Friday morning at 5:30 a.m. door security will have patients form a line outside the **East** entrance and check wristbands to verify correct time, 1-100 only and correct color.
- Patients will line up in the order they arrive.
- At appointed time security will send in first 50 patients.
- Patients will stop at the **East** registration table and get their paperwork and put on name tag and be seated.
- Patients will be escorted in number order – 10 per escort.
- Repeat procedure for next 50 patients.

Saturday Returning Patients

On Friday returning patients will be instructed to return to the **East** entrance on Saturday morning at **5:30 a.m.** *Stress that if not at the door at this time they will lose their appointment and will go to the end of the other line.*

- Patient will be escorted to **East** entrance direct from txt area (No exit interview).
- Paperwork will be collected at the **East** entrance registration desk and filed alphabetically.
- Patient will be given return slip with appointed return time and be instructed to return to the East entrance.
- Saturday the door security at **East** entrance will check patients in with return slips and they will be seated in **East** registration area.
- Paperwork will be pulled and given to patient with new name tag.
- Patients will be escorted to correct treatment area as indicated on return slip.