



Med Software LLC
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Page: 1 of 5
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Sign In Kiosk

User & Admin Instruction



The Sign In Kiosk (SI Kiosk) is an individual touchscreen workstation for patients to sign themselves in. This is to expedite the process for those patients who are familiar with a practice's office visit workflow.

This instruction is to familiarize the staff with navigating through the screens in order to assist patients upon their initial use of the workstation.

Main (Home) Screen

This initial screen allows a patient to sign into RESource with the following steps:

1. Last Name: Patients will enter their last name in this field through the touchscreen keyboard (or hard keyboard if one is available). This field is not case sensitive and will take all lower or capitalized letters if entered.
2. DOB – Patients will enter their date of birth in the format dd/mm/yyyy.
3. After these fields are entered correctly, a security field will display where patients will enter the last four digits of their social security.

NOTE: The Social Security field is the default security setting for patients to sign in. After the initial sign in (or any period thereafter), patients may choose to change the method of security. Other methods available are: registering a fingerprint **OR** creating a security question. Upon their next office visit, patients will be prompted this security method in place of entering the last four digits of the Social Security. If a temporary SSN is assigned, staff will need to provide this number to patient

Other Fields on Home Screen

Monitoring MD and Monitoring RN (Today's Coverage)

These customizable fields inform patients of staff coverage for certain procedures. For example, a facility can have a Monitoring MD, Monitoring RN, Retrieval MD, Embryo Transfer MD, Triage RN, Clinical Assistant and/or phlebotomy staff listed.

Wait Times

Average Wait Time for Blood Work: Displays the average wait time a person will be called to clinical area for appointment.

Average Wait for Ultrasound: Displays the average wait time a person will be called to clinical area for an ultrasound.

TIP: The fields for Today's Coverage and Wait times have the option of being turned on or off at the discretion of the facility.

Announcements

This is a customizable message area where general information can be displayed for patient's to view. For example, an announcement of a new doctor or hours of operation for an upcoming holiday.

Message Board

After signing in through the Home screen, the message board screen will appear with the following details for patient:

- Last Visit Info: Date, time, and reason for last office visit. This information is generated from the patient's last Sign In information as well as the lab order indicated in the stim sheet.
- Current Days Orders (if any): Any lab orders such as ultrasound, blood work, urine, etc. entered either under the patient or the stim sheet for today's date will display in the message board.
- Current Days Procedures (if any): Any medical procedures such as a retrieval, transfer, endometrial biopsy, etc. entered in the stim sheet (in the Proc column) for today's date will display in the message board.
- Current Address: Patient's address will display at the bottom of the message board area right above the 'Notes' Section.

Notes section of the message board

The Notes area will display the most current 'Sign In Note' entered in a patient's Progress Notes. When creating a standard progress note, a user can select '**Sign In Note**' in the Procedure dropdown list.

TIP: Templates can be created for progress notes. For example, instructions for the next steps in cycle, medications, etc. could be created in a template for the **'Sign In Note'** procedure. The work instruction for creating progress note templates is located in the SharePoint Assistance (SPA) under Knowledge Base. Titled: **ProgressNotes.User**

[Click to view Progress Note Instruction](#)

Other Screen Buttons Displayed

Edit Security Question

Patients can click this button to enter a security question into the system. This option will automatically replace the SSN field on the Home screen. Upon their next office visit, patients will be prompted to enter a security answer in place of the last four digits of their social security number.

OR

Enroll Fingerprint

Patients can click this button to enroll a selected fingerprint into the system. This option will automatically replace the SSN field on the Home screen. Upon their next office visit, patients will be prompted to enter their fingerprint in place of the last four digits of their social security number.

Security Question

Upon clicking the Security Question button in the message board screen, a patient will be brought to the 'Security Question' screen.

This screen has two fields that require patient entry:

Your Question – patients will create a question that they will be asked upon sign in. This field is not case sensitive and any letters, numbers, symbols can be used.

Your Answer – patients enter the answer to the newly created security question. This field is not case sensitive and any letters, numbers, symbols can be used.

Other Screen Buttons Displayed

Save: After a security question/answer is entered into their respective fields, click **'Save'** for the system to save this response and return patient to the home screen.

Clear: Brings you back to the Message Board screen.

Edit Security Question: This button is an extension of the message board. Therefore, it is 'grayed' out and non-functional on the current screen.


Enroll Fingerprint: This button is an extension of the message board. Therefore, it is 'grayed' out and non-functional on the current screen.

Enroll Fingerprint

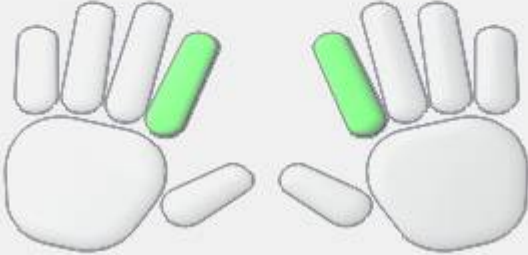
Upon clicking the 'Enroll Fingerprint' button in the message board screen, patients will be brought to the 'Enroll Fingerprint screen'.

Enroll a Fingerprint

You may enroll your fingerprints



To enroll a fingerprint, click a finger on the hands below. It is recommended that you enroll your index finger. Enrolled fingers are highlighted. You may also delete an enrolled fingerprint by clicking a highlighted finger.



1. Select a finger to enroll by clicking on that finger in the image display. You may only choose one finger to enroll. Later, if patients decide that they would like a different finger, they can choose to change the finger upon sign in.
2. Enroll finger by placing on biometric reader. (Image of the biometric reader is displayed below)



3. Hold finger on the reader until number 1 turns blue. (see image below)

Register a Fingerprint



You must successfully scan your fingerprint four times in order to register left pinky finger.



The scan was successful. Place your finger on the fingerprint reader again.



4. Repeat this four times following instructions on the screen.
5. Once all 4 entries are successful and complete, a patient is enrolled.
6. Click 'Clear' button and the user will be returned to the message board.