

# Community Connect

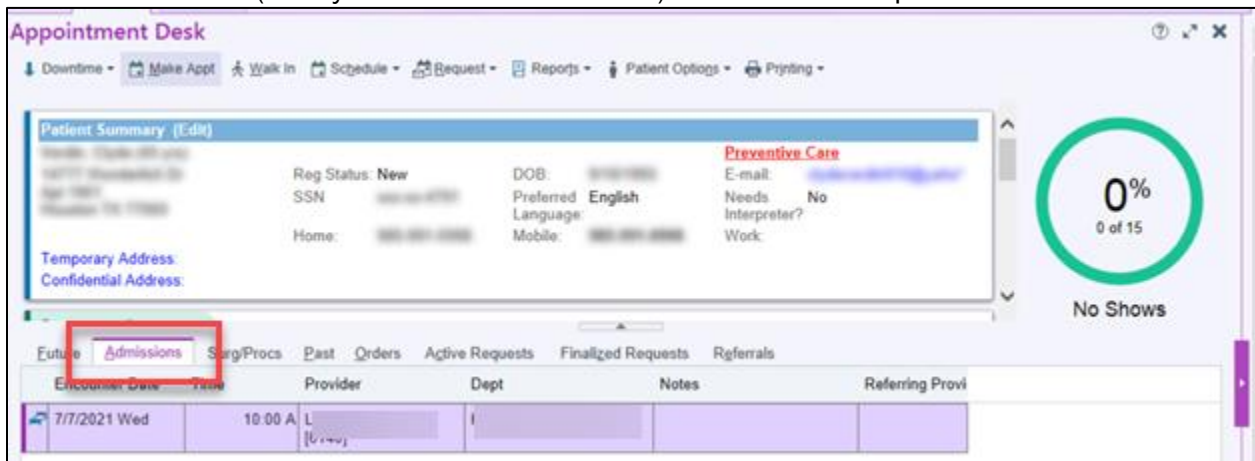
## Accessing an Admitted Patient Face Sheet

Audience: Community Connect Billing Specialists, Front Desk

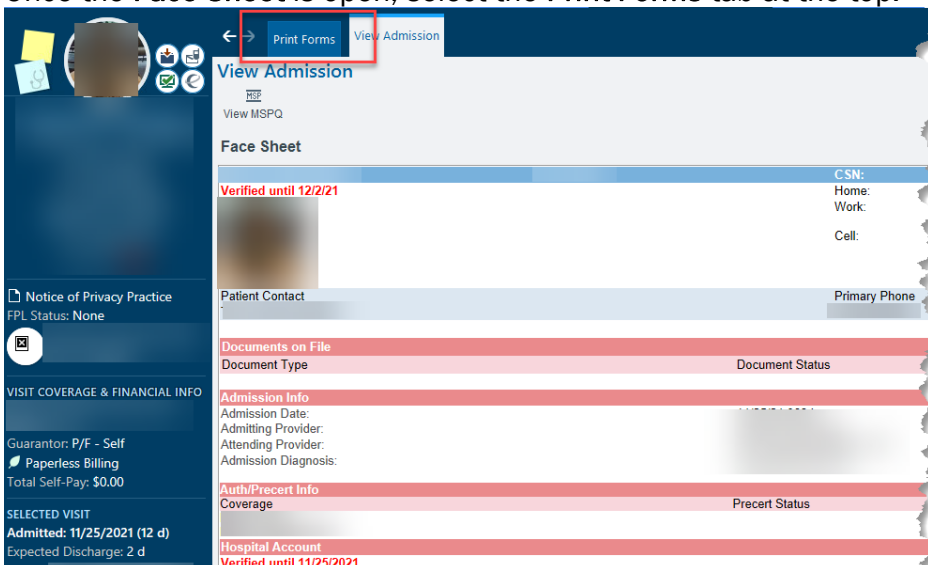
Coverage records need to be created for patients seen by your provider in a Houston Methodist hospital. If coverage isn't created, charges will be self-pay. To accurately create the coverage record, find the admission **Face Sheet**.

### Accessing an Admission Face Sheet

1. From the workqueue, click the **Go To** button and choose **Appointment Desk**. You can also go straight to **Appointment Desk** by clicking the **Appts** button and searching for the patient.
2. Go to the **Past** tab (it may be labeled **Admissions**) and find the hospital admission.



3. Right click on the **Hospital Admission** and choose **View Only Admission**.
4. Once the **Face Sheet** is open, select the **Print Forms** tab at the top.



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## Accessing an Admitted Patient Face Sheet

- Click on the **HM Reg Hospital Face Sheet**. The **Face Sheet** will be displayed at the right or bottom of the screen, depending on your monitor resolution. **Note:** While the **HM Reg Hospital Face Sheet** should default to the top position, you may need to scroll through the list of forms to locate it.

The screenshot displays the 'Print Forms' interface. On the left, there is a sidebar with navigation options and patient information. The main area shows a list of forms with columns for 'Form', 'Printer', 'Tray', and 'Copies'. The 'HM Reg Hospital Face Sheet' is selected. Below this list is a 'Print Forms History' table. On the right, the patient's face sheet is displayed, containing fields for patient information, encounter details, guarantor information, and primary insurance.

Form	Printer	Tray	Copies
<input type="checkbox"/> HM Reg Hospital Face Sheet			1
<input type="checkbox"/> HM ADT Adult Armbands			1
<input type="checkbox"/> HM ADT Newborn Armbands			1
<input type="checkbox"/> HM Hospital Patient Labels			10
<input type="checkbox"/> HM Patient Passport Report			1
<input type="checkbox"/> FREQUENTLY ASKED QUESTIONS WORK ST...			1
<input type="checkbox"/> TWCC Work Status 073			1

User	Date	Form	Printer	Tray	Copies
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- To print the **Face Sheet**, choose a printer and click the **Print** button.
- You can also leave this tab open and go back to the workqueue or another workspace.
- To register the coverage, navigate back to the **Appointment Desk** tab.
- Click the appointment.
- Click **Reg Appointment Contact** at the bottom of the screen.
- From the **Guarantor** section, click **Add Coverage**.
- Now, you can move back and forth between the **Face Sheet** tab and **Registration**, or use the document you printed to add the patient's correct coverage.