eRegistration User Manual

1b — Last update: 2019/07/12

Overview of eRegistration

e-Registration allows MN Oncology to digitally send registration forms to patients via text and/or email. Patients can digitally fill out and electronically sign required forms and attach a copy of their insurance card. Having forms completed prior to the appointment allows MN Oncology to ensure we have your most updated information and can validate insurance for financial clearance. Allowing us to prepare for appointments before patients arrive will expedite check-in at the front desk.

Patient Login Process

You will be sent a link to Pre-Register prior to your appointment:

Example:

https://checkin.MinnesotaOncology.net/pci/df4413/login

When selecting this link, you will be directed to a login screen:

You will enter your name and date of birth.

There is a two-factor authentication for added security:
A verification code is sent as a text to your cell phone or to your email address. The code may take a few minutes to receive via email depending on your email provider. Once received, enter the verification code to verify your identity. If you request multiple verification codes, please be sure to use the latest code you requested.

Identity Verification

Before proceeding, we need to verify your identity. How would you like to receive your verification code?

○ SMS +1 XXX-XXX-6349

○ Email jXXXXXXXs@relatient.net

Don't have a device?

ⓘ
Why do I need
a verification code?

Continue

Identity Verification

Please enter the verification code you received from the previous step.

VERIFICATION CODE

311294

Didn't receive a code?
Allow a few moments for the code to arrive.
Still no code? Try sending another.

Send another code ›

Verify

Patient Forms

On the screen, forms are formatted like a survey for you to complete.
Please note, information you put in is not saved on the forms. If you are not able to complete or you navigate backwards, your information could be lost.

Previous and Next buttons move back and forward through the screens.
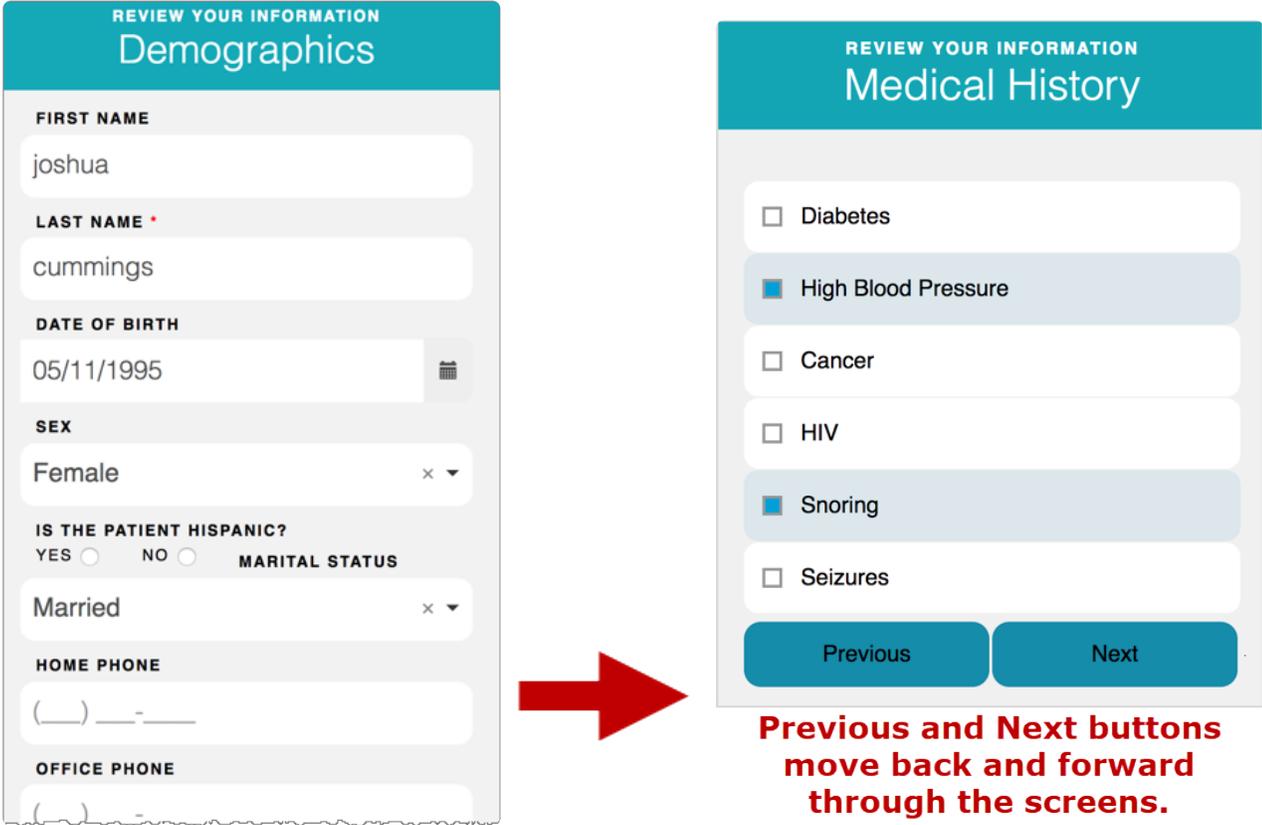
Questions can also be conditional, i.e. "Do you have a primary insurance?" If answer is "Yes," detail fields such as name of insurance company, member ID, etc. are displayed for you to fill in. If answer is "No," detail fields are skipped.

Insurance Cards and Drivers Licenses

Pictures of insurance cards (front and back) and driver's license can be uploaded during the eRegistration process. If you are using a desktop device, a .jpg file of the pictures would need to be uploaded. If you are using a smartphone device, a picture can be taken on the phone during eRegistration when prompted.

OCR Scan – Depending on the quality of the picture, the detailed information contained on the insurance card(s) will be scanned and entered into the appropriate fields on the survey. You will click on "Process Card" to begin the scanning process.

Driver's License information will have to be filled in manually.

Electronic Signature

Electronic signatures are used for patients to e-sign forms. Once the patient has filled out the survey forms and taken pictures of their insurance card and driver's license, they go to the signing portion of eRegistration.

All forms that require a signature are presented as a single PDF in this box. You may scroll through the PDF to read all of the applicable forms.

You sign by using their finger if on a mobile device, or dragging the cursor on a desktop computer.

After the e-signature is complete, click "Confirm," and then "Finish." The application uploads the completed PDFs.