Guidelines for Admissions Travel Voucher (ATV) Requests

STEP 1: Entering an Initial ATV Request

- Log onto the ATV website
- A statement regarding the use of a government computer pops up. Read statement and click *OK*.
- Type in the first 3 letters of the patient's first and last name on the screen in the spaces provided then select *Search*
    - If patient is not found, select *New Patient* – see below for additional information – choose "Patient will be seen at the NIH Clinical Center" or "Patient will be seen at an External Location", then click "Create New Patient"
    - If the patient is found:
        - Select *New Request*
        - Ensure that it is the correct patient
        - Ensure that all previously entered information is correct; If any information needs to be changed, correct as needed

For New Patients

Select if patient will be seen at NIH clinical Center or at External Location

- Enter the following information in the fields provided (* = mandatory):
    - Last name * (use Legal Name)
    - First name * (use Legal Name)
    - Middle name (If patient does not have a middle name, leave it blank)
    - Social Security Number (required if patient is receiving any travel reimbursement or government arranged air/train travel)
    - Gender *
    - Birth Date *
    - Preferred Language for Healthcare *
    - Street: Enter address * (use Address Line 2 if you need to include more information, i.e., apartment/unit number)
    - City *
    - State/Province *
    - Zip/Postal Code *
    - Country *
    - Phone number * (include country code if applicable, include cell number if applicable)
        - Must be entered in the format: xxx-xxx-xxxx

- Enter the source of Referral
  - If physician referred:
    - Complete the referring physician's information (note: no fields are mandatory; provide what information you have)
    - If the Referring Physician will be receiving information from NIH, select the box beside the statement Click here if the Referring Physician is also a Physician who will receive Patient reports from NIH
  - If self-referred, select *Self*
- Select *Create* and the next screen will have all of the demographic information posted
- Double check to make sure all information is correct
- If information is not correct, click *Demographics* and make changes accordingly
- Click *Save*
  If patient is coming to the Clinical Center, an outpatient admission ATV must be entered in order for a MRN to be assigned.
- If ext loc is being completed, do not enter outpatient admission ATV until a visit needs to be scheduled

STEP 2: Admission Visit Entry

In order to admit a patient for an inpatient admission or first outpatient registration, the following process is followed:

- Select *Admissions* button below the header demographic information
- Select the Institute from the drop-down menu: Select *NCI*
- Select the Branch using these steps:
  - Select the "*" below the space to search for Branch
- Select the Protocol using these steps:
  - Select the "*" beside the space to search for protocol
  - Type in the first two numbers of the protocol in the space at the top of the pop-up box
- Select the Attending Physician:
  - Click on the "*" under the First Name space to search for names
  - Click on the first letter of the Attending's last name using the pop-up box
  - Scroll down until you see the Attending's Name
  - Click on the Attending's Name
- Select the Primary Provider using these steps:
  - Click on the "*" under the First Name space
  - Click on the first initial of the Providers last name in the pop-up box and scroll down to select the correct provider
- Select Patient's Diagnosis from the drop-down menu or type in the patient's diagnosis
- Outpatient Visit Date: Enter the date the Patient is scheduled to come in for their first visit using the MM/DD/YYYY format

- Outpatient Visit Time: Enter the time the Patient is scheduled to come in for their first visit using the HH:MM AM/PM format
- Outpatient Care Unit: Select appropriate clinic (e.g., OP3, OP12, OP13) from the drop- down list
- Contact/Submitter Information: The Contact/Submitter Information will default to the individual entering in the information. If this information needs to be changed, enter the appropriate information. (* = mandatory)
  - Submitter Last Name,
  - Submitter First Name,
  - Submitter Pager (if applicable),
  - Submitter Phone,
  - Submitter Mobile (if applicable), and
  - Submitter Location (Building Number and Room Number)
- Ensure all information entered is correct
- Click *Submit*
- Once submitted, the computer will give a Request Number at the top of the screen and will forward you to the next screen, the *Welcome Letter*
- The *Welcome Letter* should be sent to all new patients and can be included in the Welcome Packet sent by the PCC, Research or Referral Nurses
  - If the *Welcome Letter* is not going to be used, scroll to the bottom of the page and select *Cancel*
  - Note: If the letter is cancelled, use the following steps to retrieve:
    - Hit the *Find Request* tab
    - Insert patient's last name, first name
    - Select the desired patient
    - Look for the ADM type of ATV request
    - Under the Action type, click replace letter
  - When the *Welcome Letter* is used:
    - Enter any changes or modifications that need to be made in the spaces provided
      - Text in pink shaded areas are REQUIRED
      - Text in blue shaded areas should be cleared
- Click the *Save the content of this letter and preview* tab
- Print letter if desired
- The letter will pop up after you click, *Save the content of this letter and preview*

Note: Once the letter has been saved, modifications can be made to it by logging back into the ATV system and making the needed changes. To find the letter, use the Request Number as a reference.

  - Options for *Welcome Letter*: Letter can be generated in English, Spanish, and Large Print

- The ATV Request may be printed out and placed in the research chart if desired. When printing out the request:
  - Click on the Request Number
  - The form will pop up
  - Click the *PRINT* Icon
- Click *Logout* when finished using the ATV system

STEP 3: Editing Demographic Information
- Log onto the ATV website
- Enter Patient's last and first name in the spaces provided; select *Search*
- Confirm it is the correct patient; select *Change*
- Change the patient's demographic information
- Select *Save Changes*
- A new request number will appear at the top of the page
- Click Logout when finished accessing the ATV system.
- You will receive an e-mail notification once the change has been processed (can take up to 24 hours)
- Once change is processed, it will be reflected in CRIS

Note: The following edits/requests must be entered in CRIS:
- Change Protocol Assignment
- Change Physician Assignment
- Change MD to Receive Reports
- Change Chief Complaint

STEP 4: Modify ATV Admission Request
- Modifications can be made by selecting the *Modify* button under actions
- "Unconfirmed" requests can be modified to remove the "unconfirmed" message that pops up when you log in
- You can only modify admissions ATVs
- Fields that can be modified:
  - Date of admission
  - Care unit of admission
  - Cancel admission