

ADT Interface & Registration Test Script

Prelude | Grand Central | EMPI | HIPAA |
TechFitFlow.com

Test Cycle:	<input type="checkbox"/> Unit <input type="checkbox"/> Integrated <input type="checkbox"/> BAT <input type="checkbox"/> Full Simulation	Encounter Type:	<input type="checkbox"/> ED <input type="checkbox"/> Inpatient <input type="checkbox"/> Outpatient <input type="checkbox"/> All
Tester:	_____	Date:	_____
Environment:	_____	Build Version:	_____

EMPI PATIENT MATCHING

ID	Test Description / Steps	Expected Result	Status	Notes / Defect Ref
PRE-001	Register test patient with exact demographic match to existing Epic record (same name, DOB, gender, MRN).	EMPI auto-links to existing record. No new record created. Registration staff confirms correct patient.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A	
PRE-002	Register test patient with near-match demographics (same name and DOB, different address). Confirm potential match routes to review queue.	EMPI routes to review queue. No auto-link. Registration staff can compare records and choose merge or new.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A	
PRE-003	Register two different patients with similar demographics (similar name, same DOB, different gender). Confirm system does NOT auto-link.	No auto-link. Different records created correctly. EMPI score falls below auto-match threshold.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A	
PRE-004	Register patient who already has a record but with no matching identifiers provided (verbal registration). Confirm new record created and appears in duplicate queue.	New record created. Potential duplicate flagged in duplicate management queue. Supervisory review required before merge.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A	
PRE-005	Attempt to merge two patient records as front-line registration staff (without supervisory role). Confirm merge blocked.	Merge blocked. Error message indicates supervisor approval required. No merge proceeds without override.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A	

REGISTRATION WORKFLOW - PRELUDE

ID	Test Description / Steps	Expected Result	Status	Notes / Defect Ref
PRE-006	Complete ED registration for walk-in patient. Verify only essential fields required (name, DOB, gender, chief complaint).	Registration completes without requiring full address, insurance, or guarantor information. ADT A04 fires after ED registration is complete.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A	
PRE-007	Complete scheduled outpatient check-in. Verify full demographics, guarantor, and coverage fields required.	Full registration required. Coverage record links to correct payer plan. Eligibility verification (270) fires automatically at check-in.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A	
PRE-008	Register patient with secondary insurance. Confirm COB order captures primary and secondary coverage correctly.	Two coverage records created with correct COB order (1 = primary, 2 = secondary). Both coverages visible in patient account for billing.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A	

PRE-009	Obtain patient consent for treatment and HIPAA NPP. Confirm consent documented with date, staff, and encounter.	Consent logged with timestamp, obtaining staff name, and encounter reference. Consent visible in patient consent history.	[] Pass [] Fail [] N/A	
PRE-010	Enter advance directive status (DNR) during registration. Confirm alert appears in clinical modules.	DNR status visible in clinical alert banner in CPOE, ClinDoc, and nursing flowsheet. Alert fires to treating provider on opening patient chart.	[] Pass [] Fail [] N/A	

ADT MESSAGE VALIDATION - ALL EVENT TYPES

ID	Test Description / Steps	Expected Result	Status	Notes / Defect Ref
ADT-001	Admit test patient to inpatient bed. Confirm ADT A01 fires to all receiving systems within 5 minutes.	A01 reaches lab, radiology, ADC (Pyxis/Omniceil), and billing systems. Patient visible in all downstream worklists. No message hold timer	[] Pass [] Fail [] N/A	
ADT-002	Transfer test patient to different unit. Confirm ADT A02 fires. ADC removes from origin, adds to destination.	A02 delivered. ADC origin cabinet: patient removed. Destination cabinet: patient added. Nursing unit worklist updated to destination unit.	[] Pass [] Fail [] N/A	
ADT-003	Discharge test patient. Confirm ADT A03 fires. Bed status changes to dirty. Billing account closes.	A03 delivered. Bed status = dirty in Grand Central. Billing account moves to discharge status. ADC discharge reconciliation task generated.	[] Pass [] Fail [] N/A	
ADT-004	Register ED patient. Confirm ADT A04 fires to lab and radiology. Patient visible in downstream systems.	A04 delivered. Patient appears in lab and radiology systems. Orders can be placed and routed correctly for this encounter.	[] Pass [] Fail [] N/A	
ADT-005	Update patient demographics (address change). Confirm ADT A08 fires to all receiving systems.	A08 delivered to all systems. Updated demographics visible in all downstream system patient records. No demographic mismatch between Epic and receiving systems.	[] Pass [] Fail [] N/A	
ADT-006	Place admit order then cancel it before bed assignment. Confirm ADT A11 fires to all systems that received A01.	A11 delivered. Patient status returns to pre-admit in all receiving systems. Bed request cancelled. No stale admission record remains in ADC or lab.	[] Pass [] Fail [] N/A	

BED MANAGEMENT AND GRAND CENTRAL

ID	Test Description / Steps	Expected Result	Status	Notes / Defect Ref
GC-001	Place inpatient admit order with isolation requirement (contact precautions). Confirm bed request appears in Grand Central with contact isolation attribute.	Bed request visible in Grand Central. Contact isolation attribute populated from order. Bed coordinator can filter available isolation beds for assignment	[] Pass [] Fail [] N/A	
GC-002	Assign isolation bed to test patient. Confirm ADT A01 fires and ADC cabinet updates to assigned bed location.	Bed assigned. ADT A01 fires with correct unit and bed number in PV1 segment. ADC cabinet updates with patient in correct isolation room.	[] Pass [] Fail [] N/A	
GC-003	Discharge test patient from isolation bed. Confirm bed status changes to dirty. Housekeeping notified. Bed not available until cleaned.	Bed status = dirty immediately after discharge. Grand Central capacity dashboard updates. Housekeeping notification fires (to EVS system or Grand Central task). Bed unavailable until clean marked.	[] Pass [] Fail [] N/A	

GC-004	Mark isolation bed clean in housekeeping system. Confirm Grand Central bed status updates to available.	Bed status = available after housekeeping clean confirmation. Bed coordinator can assign bed to next patient. Capacity dashboard reflects available bed.	[] Pass [] Fail [] N/A	
GC-005	Verify Grand Central capacity dashboard shows correct totals for occupied, available, dirty, and pending beds.	All bed status categories sum correctly to total licensed bed count. Dashboard refreshes in real time without manual refresh. Nursing admin confirms data accuracy.	[] Pass [] Fail [] N/A	

HIPAA PRIVACY AND ELIGIBILITY VERIFICATION

ID	Test Description / Steps	Expected Result	Status	Notes / Defect Ref
PRE-01 1	Register patient who opts out of the patient directory. Attempt to look up patient status via hospital directory.	Patient record flagged as opted-out. Alert fires when staff searches for patient. Staff cannot confirm or deny patient presence to caller per HIPAA opt-out configuration.	[] Pass [] Fail [] N/A	
PRE-01 2	Register behavioral health patient with sensitive patient flag. Attempt access from staff without BH role.	Access restricted. Staff without behavioral health access role receives restriction message. Access attempt logged in audit trail.	[] Pass [] Fail [] N/A	
PRE-01 3	Invoke break-the-glass access to restricted patient record. Confirm reason required and access logged.	Override reason mandatory before record opens. Access logged with user, timestamp, reason. Privacy officer notification fires per configured workflow.	[] Pass [] Fail [] N/A	
PRE-01 4	Trigger real-time eligibility (270) for scheduled outpatient. Confirm 271 response populates coverage.	271 received within SLA. Coverage status, effective dates, and benefit information populate in patient account. Inactive coverage produces correct inactive-member response.	[] Pass [] Fail [] N/A	
PRE-01 5	Validate data conversion sample: select 10 converted patient records and compare to legacy source.	All 10 records match legacy source: name, DOB, gender, address, MRN. Coverage records point to correct Epic payer plan. No field truncation or encoding errors.	[] Pass [] Fail [] N/A	

QA Lead Sign-off: _____	Registration Ops Sign-off: _____	Date: _____	Cycle #: _____
-----------------------------------	--	--------------------	-----------------------