

# Quick Reference Guide



Admit a Preadmitted Patient to ED from the Expects list

1 Select **Expects** from the top headings.

2 Click on the box under the **Expected Date** and select an option.

3 Click on the box under **Preadmit** and select **Preadmit**.

4 Click on the box under **Ward** and select the desired **Ed** area.  
Use the search bar with the magnifying glass to type in the name of the area.

5 Leave the **Patient Name** blank to see a full list of expected patients.  
Otherwise, you can type in the patients name in this box.

6 On the far right, click on the drop-down arrow to select **ED Expects** as your profile. Profile:

7 Click on the magnifying glass icon

8 From the appearing list, select the "i" / icon next to the patient's name, then select the **Admit** icon to proceed.