

Quick Reference Guide



Preadmit a Patient in an Existing Episode

1 Select **Patient Detail** from the top tabs.

2 Select **Search / Register** for the patient (see separate QRG) from the subheadings. Select patient from the search results.

3 The patient information page opens by default. Once positive patient information check is done, select **Patient Admin** from the subheadings.

4 Select **Preadmit** and select **New Preadmission in Existing Episode**.

New Preadmission in Existing Episode

5 Select appropriate preadmission type.

6 Fill in fields. Mandatory fields are indicated by ●.

Once finished, select **Create Preadmission**.

The preadmission details will now be displayed on the screen under **Pending Preadmissions**.