

Quick Reference Guide




** Cancel a Preadmission **



There is a 4-hour window to make changes on preadmission/ admission and discharge.

1 Search / Register for the patient (see separate QRG).

2 Click on the patient's name. This will open the patient's information page. Once patient identification is confirmed, select **Patient Admin**.

3 The preadmission booking will be displayed on the screen. Click on the "I" /  icon for the desired preadmission date.

4 To cancel, select **Cancel Preadmission**. complete the form and select **Confirm**.