

# Quick Reference Guide

## Preadmit from ED to SDEC



1

Select the correct patient from the **Patient List**. By default, this takes you to their **Clinical** page. Select **Patient Admin** from the subheadings.


2

Select **Preadmit** from the left side.  
Select **New Preadmission in Existing Episode**.  
Select **Same Day Emergency Care (SDEC)** and the date of the current visit.

3

Fill in the **Preadmit to SDEC** form.  
Click on **Create Preadmission** once done.

4

This preadmission will now show in the **Pending Preadmissions** box. Click on the "i"/  icon to make changes.

5

Once preadmitted to SDEC, the patient can be departed from ED (see separate QRG) to remove them from the UEC Dashboard list.