

Quick Reference Guide



Admit a Preadmitted Patient to SDEC 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 **SDEC** 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 patient's name in this box.


6

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

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.