

Quick Reference Guide

Canceling an Admission



1

Locate the patient by using the **Search / Register** function
(see separate QRG)

OR


2

Click the patient's name from the **Patient List** (ensure you have
clicked on the correct area and profile on the right side)

3

Once the patient is selected, this opens to their **Clinical** page.
Select **Patient Admin**.

4

The patient's pathway is displayed in the middle of the screen.
select the "i" /  icon.

5

Select **Cancel Admission**. Enter your reason and select
Cancel Admission.