

# Quick Reference Guide

## Cancel an Admission



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

1

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


2

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

3

This will automatically open a page of the patient's information. Once patient identification is confirmed, select **Patient Admin** from the subheadings.

4

The admission booking will be displayed on the screen. Click on the "i" /  for the desired date.

5

To cancel, select **Cancel Admission**. Enter a reason and select **Save**.

6

Select **Cancel Admission**.