

Quick Reference Guide

Admit a Patient to UTC (Expects list)



1 Select **Expects** from the top headings.

2 Set **Expected Date** to **Today**.
Set **Ward** to **Ed Urgent Treatment Centre**.

3 Select the magnifying glass icon to search.
On the right, set your **Profile** to **ED Expects** or **Expects Profile**.

4 From the appearing list, select the grey "i" / ⓘ icon beside the name of the patient you wish to admit.

5 Select **Admit**.

6 The **Attend ED** form will appear by default. Change this by selecting on the drop-down arrow and select **Admit to UTC**.

7 Fill in the form.
Once done, select **Admit to UTC**.

8 Select **Patient Detail** at the top to access patient's relevant pages.