

Quick Reference Guide



Admit a Preadmitted Patient to UTC by Searching

1

Search for the patient using **Search / Register** function from the **Patient Detail** page. [Search/Register](#)

2

Select patient from the list of search results by clicking. The Patient's information page opens. Once patient identification is confirmed, select **Patient Admin** from the subheadings.

3

Locate the preadmission booking from the screen. Click on the "i" / ⓘ icon then select **Admit**.

4

The pop-up form defaults to **Attend ED**. Select the drop-down arrow to change to **Admit to UTC**. Select **Leave page, losing changes** to proceed.

5

Once the form is completed, select **Admit to UTC**.