

Quick Reference Guide

Edit Preadmission Details



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


1

Search / Register for the patient (see separate QRG)

2

Click on the patient's name, this will open the patient's information page. Once patient identification is confirmed, select **Patient admin.**

3

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

4

To edit details, select **Edit Preadmission.**
once done, select **Update.**