

# Quick Reference Guide



Admit a Preadmitted Patient to ED 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 double-clicking. The patient's information page opens. Once the patient identification is confirmed, select **Patient Admin** from the subheadings.

3

Locate the preadmission booking from the screen.

Click the "i" /  icon then select **Admit**.

4

Fill in the pop-up **Attend ED** form.

5

Fill in the form. Once done, select **Arrive Patient**.