

Quick Reference Guide



Admit a Preadmitted Patient to SDEC 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 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

Fill in the pop-up **Admit to SDEC** form.

5

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