

Quick Reference Guide

Record "Did Not Attend (DNA)" Preadmission



1

Select **Patient Detail** from the top tabs. **Search / Register** a patient (see separate QRG)


2

Select patient from the search results. Patient' information page then displays (ensure all details are correct before continuing)

3

Select **Patient Admin** from the top bar.

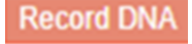
4

Click preadmit on the left hand-side. Locate the **Pending Preadmissions** section. Click on the "i" /  icon on the appropriate preadmission episode.

5

Select reason and type in comments in the box.
Select **Continue** to submit.

6

Select to indicate the patient has not attended this  preadmission.

7

Click outside the box to return to the previous screen.
The preadmission status and history are now updated.