

# Quick Reference Guide

## Preadmit and Depart from UTC back to ED



1

Select the correct patient from the **Patient List**. By default, this takes you to their **Clinical** page. Select **Patient Admin** from the subheadings.


2

Select **Preadmit** from the left side.  
Select **New Preadmission in Existing Episode**.  
Select **Preadmit to ED from UTC** and the date of the current visit.


3

Fill in the **Preadmit to ED** form.  
Click on **Create Preadmission** once done.

4

This preadmission will now show in the **Pending Preadmissions** box. Click on the "i"/  icon to make changes.

5

Once preadmitted back to ED, the patient can be departed.  
Select **Depart from ED** on the left side.  
Select the drop-down arrow  on the form heading to select **Depart / stream**.

6

Complete the **Depart / Stream** form. For the **Discharge status**, select **Streamed at Assessment > Streamed to Emergency Department**.  
Select **Depart**.