

# Quick Reference Guide

## Viewing Preadmission History



1 Select **Patient Detail** from the top tabs.

2 **Search / Register** a patient (see separate QRG).

3 Select patient from the search results. Patient summary page then displays. (Ensure all details are correct before continuing.)

4 Select **Patient Admin**.

5 Click **Preadmit** on the left hand-side. Locate the **Pending Preadmissions** section (note that this screen will also display their **Completed and Cancelled Preadmission** if they have any.)

6 A pop-up window appears where Preadmission History and Visit History information can be found.

7 Click outside this window to return to the previous screen.