

Unit Clerk – Admitting/Discharge/Transfer

Follow the steps & screenshots below on how to Admit, Discharge or Transfer a patient using Unit Manager.



Try It Out

Admitting a Patient.

Unit Manager (ROX 3S MED SURG)

Refresh Switch Manager Resize Areas Legend Unit Map Open Chart Patient Station Form Reprints Update Discharge Edit Recent Events Bed Request Request Bed Clean Patient Transport TX Team Sign In Sign Out Sign In Others Swap

ROX 3S MED SURG (14)

Assn	Bed	D/T	Dest	Bed	Out	Transport	Patient / Bed Status	Pt Clas	Missing	Accom Cod	Iso	Fac	RN	LPN	CNA	Attending	Dx	Cd St	Appr/Stu	w/Timers	St Dt	W/Tim	Move T
375-B							Preference: Lbh, Consecuti										None						
372-A							Bcatest, Firstnametestbca	Inpatient								Ki S Che, MD	None						
9233-							Test, Stewardshipone (30y	Inpatient		Private Mec						Hassan M Alkhoul	Abdominal abscess						
374-A							Preference: Cheetah, Nanc										None						
378-A							Rox, Admit (36yrs M)	Inpatient		Private Mec						Hassan M Alkhoul	Cholera due to vibrio chole						
373-B							- Ready -										None						
374-B							- Ready -										None						
377-A							Rox, Pattwo (36yrs M)	Inpatient		Private Mec						Hassan M Alkhoul	None						
379-A							Test, Stewardshipstone	Inpatient		Private Mec						Hassan M Alkhoul	None						
380-A							Test, Stewardshipstone (31)	Inpatient		Semi-Privat						Hassan M Alkhoul	None						
380-B							Test, Stewardshipfive (33y	Inpatient		Semi-Privat						Hassan M Alkhoul	None						
371-B							Clindoc, Rox Pt Four (65yr	Inpatient		Private Mec			Monica Jordan, RN			Jonathan R Birnbau	None						
373-A							Test, Willowtestone (30yrs	Inpatient		Private Mec						Hassan M Alkhoul	1 minute Apgar score 7						
375-A							- Dirty -										None						
372-B							Test, Willowtesttwo (32yrs	Inpatient		Semi-Privat						Hassan M Alkhoul	Sepsis						
9233-							Test, Stewardshipthree (3)	Inpatient		Private Mec						Hassan M Alkhoul	None						
9233-							Test, Stewardshipfour (34)	Inpatient		Private Mec						Hassan M Alkhoul	None						
9233-							Test, Stewardshiptwo (34)	Inpatient		Private Mec						Hassan M Alkhoul	None						
371-A							Clindoc, Rox Pt Three (28y	Inpatient		Semi-Privat						Hassan M Alkhoul	None						

Direct Admits (3)

Exp Date	Exp Time	Dest	Rqst	Patient	Iso	Fac	Dx	MEWS	MEWS	Admitting
09/06/2018				Utilcode, Rox (45yrs M)			None	0	Never	Che, Ki S, MD
09/11/2018	01:09 AM	375-B		Lbh, Consecutive One (f			None	0	Never	Che, Ki S, MD
09/11/2018				Rox, Omnicell (31yrs M)			None	0	Never	Amaral, Rafael

Incoming Transfers (1)

Origin	Dest	Rqst	Patient	Iso	Fac	MEWS	MEWS	Dx	Pt Location
ROX OPERATING R	374-A		Cheetah, Nancy (35yrs F)			0	Never	None	ROX OPER

When a patient gets admitted from the admitting office you will need to move them into the room that they are being assigned to, to do this you will click on the patient in the admitting area of the Unit manager and drag them into the room they were assigned.

Direct Admits (3)

Exp Date	Exp Time	Dest	Rqst	Patient	Iso	Fac	Dx	MEWS	MEWS	Admitting
09/06/2018				Utilcode, Rox (45yrs M)			None	0	Never	Che, Ki S, MD
09/11/2018	01:09 AM	375-B		Lbh, Consecutive One (f			None	0	Never	Che, Ki S, MD
09/11/2018				Rox, Omnicell (31yrs M)			None	0	Never	Amaral, Rafael

After dragging the patient to the bed that they are assigned to you will get the following pop-up, click Edit Admission to continue.

Complete Admission - Lbh, Consecutive One

The selected destination does not match the destination of the pending request

	You Selected	Previous Destination
Unit:	ROX 3S MED SURG	ROX 3S MED SURG
Room:	375	375
Bed:	375-A	375-B

Edit Admission

Cancel

Admission

Detailed View

Appt Desk

PCP

Referrals

Patient FYI

Outside Records

IFS Options

Lbh,Consecutive One

Encounter Info

Accommodations

Providers/Research

Alt Provider Info

Hospital Accounts

Outpatient - LBH,CO...

Coverage Info

Claim Info

Documents

Checklist

Lbh, Consecutive One

Male | 9/11/1962 (56 yrs) | xxx-xx-6497 | MRN: 800013748

Demographics

123 main menu
LOS ANGELES, CA 900

PCP:

Shashi K Agarwal, MD (Gener*

MyChart signup:

Inactive

Launch MyChart signup activity

Patient Contacts

Two On
608-123

Verified | Change Status

Guarantors & Coverages

P/F Lbh,Consecutive One [3298]

Guarantor Demographics

Address linked to patient

Click on Accomidatoins to view where information on where the patient is going to, ensure all information is input correctly and then click on Admit.

Admission Date and Time

Admission date:

9/11/2018

Admission time:

0115

Room and Bed Assignment

Service:

Emergency Medicine

Hospital area:

Prime Healthcare

Unit:

ROX 3S MED SURG

Room:

375

Bed:

375-A (D)

Accommodation code:

Semi-Private Med/Surg

Reason:

Pending:

Service	Request Status	Status Reason	Urgency	Request Time	Priori
Emergency Mec	Ready to Plan		B-Medium	09/11/2018 0120	Prefe

Back

Next

Pending

Admit

After you do this the patient will be admitted into the Unit.

Prime Healthcare

Continued on next page.

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Issue Date: 9/17/18

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Discharging a Patient

When you need to discharge a patient you will click to highlight the patient and then click on the Discharge button.

Unit Manager (ROX 3S MED SURG)

Refresh

Switch Manager

Resize Areas

Legend

Unit Map

Open Chart

Patient Station

Form Reprints

Update

Discharge

ROX 3S MED SURG (14)												
Assgn	Bed	D/T	Dest	Out	Transport	Patient / Bed Status	Pt Clas	Missing	Accom Cod	Iso	Fac	RN
	9233-					Test, Stewardshipone (30y	Inpatien		Private Mec			
	372-A					Bcatest, Firstnametestbca	Inpatien					
	375-A					Preference: Lbh, Consecuti						
	374-A					Preference: Cheetah, Nanc						
	377-A					Rox, Pattwo (36yrs M)	Inpatien		Private Mec			
	373-B					- Ready -						
	378-A					Rox, Admit (36yrs M)	Inpatien		Private Mec			
	379-A					Test, Stewardshiptestone	Inpatien		Private Mec			
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	371-A					Clindoc, Rox Pt Three (28y	Inpatien		Semi-Privat			
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	375-B					- Ready -						

Discharge

Appt Desk

PCP

Referrals

Patient FYI

Charge Router

Charge Entry

Test, Stewardshiptest

Discharge

Patient Demographics

Home phone: 608-123-5849

PCP: John J Calicchio, DO

Phone:

Admission Information

Attending provider: Hassan M Alkhouli, MD

Admitting provider: Hassan M Alkhouli, MD

Admit date: 8/21/2018

Patient class: Inpatient

Admit type: Information Not Available

Phone: 714-379-3221

Phone: 714-379-3221

Unit: ROX 3S MED SURG

Room: 380

Bed: 380-A

There are pending assignments for this unit starting on 9/11/2018

Disposition

Request Transport

No discharge order has been placed.

Expected Date:

Today

Tomorrow

Expected Time:

Morning

Midday

Afternoon

Evening

Comment:

Mark as Verified

Discharge date:

Bed status: Dirty

Discharge code:

Discharge disposition:

Discharge location:

Discharge comments:

Discharge time:

Bed service priority:

Means of departure:

Destination:

Additional Deceased Info

You need to address all red stop signs as well as the yellow yield signs for discharge date/time, as well as discharge disposition, means of departure and the destination of where the patient is going.

Discharge date:	9/17/2018	Discharge time:	0927
Bed status:	Dirty	Bed service priority:	
Discharge code:		Means of departure:	Car
Discharge disposition:	Home or Self Care	Destination:	Home
Discharge location:		Additional Deceased Info	
Discharge comments:			

↑ Back ↓ Next ✓ Pending 🚗 Discharge

Once finished Click on Discharge.

After you click on Discharge the patient will be removed form the Unit Manager.

Transferring a Patient in to the department

When you get a patient from another department in the hospital you will need to move them into the bed that they were assigned to by the bed planner. To do this, you will need to click and drag the patient into the appropriate room from the incoming transfers box in the Unit Manager.

Unit Manager (ROX 3S MED SURG)

Refresh

Switch Manager

Resize Areas

Legend

Unit Map

Open Chart

Patient Station

Form Reprints

Update

Discharge

Edit Recent Events

Bed Request

Request Bed Clean

Patient Transport

Tx Team

Sign In

Sign Out

Sign In Others

Swap

Ass	Bed	D/T	Dest Bed	Out	Transport	Patient / Bed Status	Pt Clas	Missing	Accom Cod	Iso	Fac	RN	LPN	CNA	Attending	Dx	Cd St	App/Sl	wTimers	St Dt	W/Tim	Move T
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Confirmation Messages

Review the following errors and warnings. Errors must be resolved before proceeding.

Patient Information

Errors (2)

When transferring to a new unit you must either enter a new attending provider or re-enter the current attending provider to confirm that the attending is not changing.
[E-73019]

An accommodation code of Semi-Private cannot be assigned in unit ROX 3S MED SURG. Allowed accommodation codes are: Private Med/Surg, Semi-Private Med/Surg.
[E-27683]

Go Back

If you get this error, it tells you what information will need to be addressed in order to transfer the patient into the department, hit Go Back and address them in the next Window.

Transfer Information

Effective date: Effective time:

Destination

Hospital area: PA Roxborough Memorial Hospital Unit: ROX 3S MED SURG
Room: 374 Bed: 374-A
Old bed status: Bed service priority:
Hold old bed ☐

Request Transport

Patient's Current Information

Hospital Area: PA Roxborough Memorial Hospital Unit: ROX OPERATING ROOM
Room: OR Bed: OR
Patient Class: Surgery Admit Service: Surgery
Accom Code: Semi-Private Accom Reason:
Admitting Provider: Physician, Surgery, MD Attending Provider: K.S. Cho, MD

Patient Updates

Patient class: Inpatient Service: General Medicine
Accommodation code: Semi-Private Reason:
Admitting provider: SURGERY, PHYSICIAN [E10: Attending provider:

Quit Back Next Pending Transfer

Once those are filled in Click on Transfer

After you Click Transfer the patient will be added to the Unit Manager.