

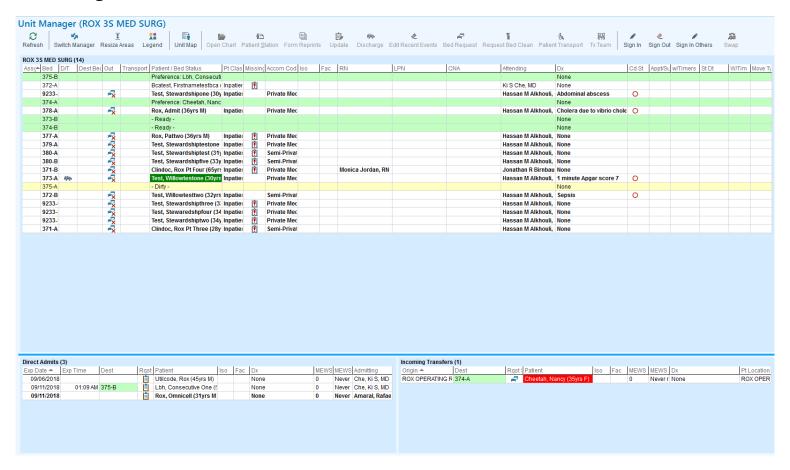
Unit Clerk - Admitting/Discharge/Transfer

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

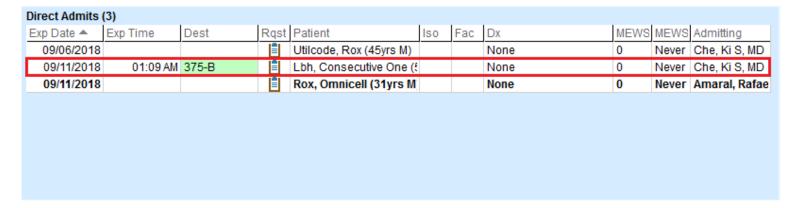


Try It Out

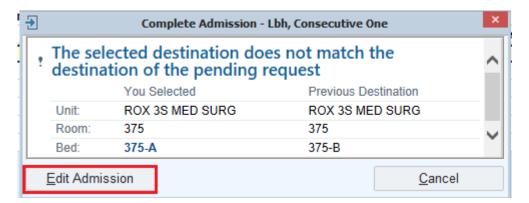
Admitting a Patient.

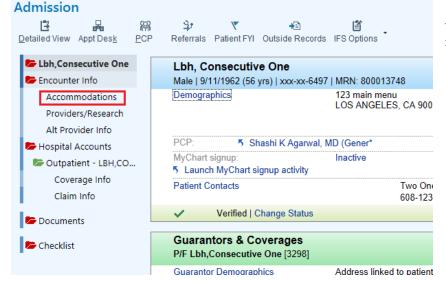


When a patient gets admitted from the admitting office you will need to move them into the room that they are being assigned to, to do this you will click on the patient in the admitting area of the Unit manager and drag them into the room they were assigned.

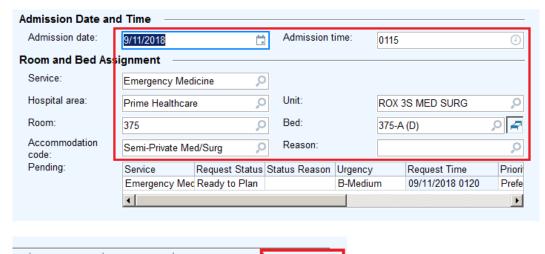


After dragging the patient to the bed that they are assigned to you will get the following pop-up, click Edit Admission to continue.





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.



Admit

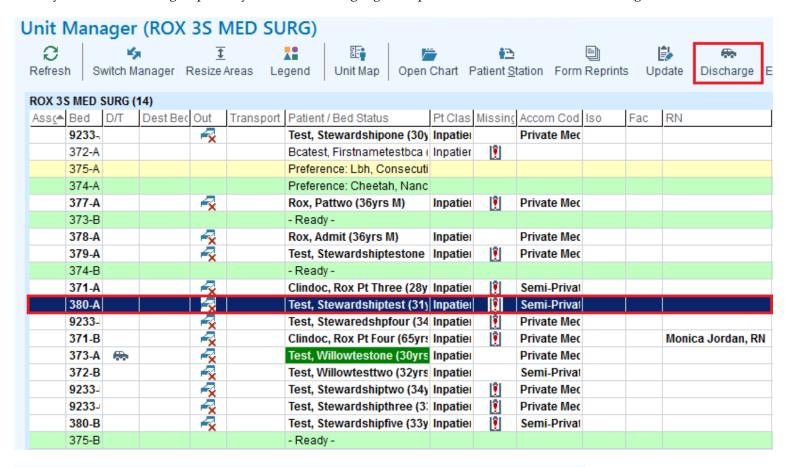
Pending 1

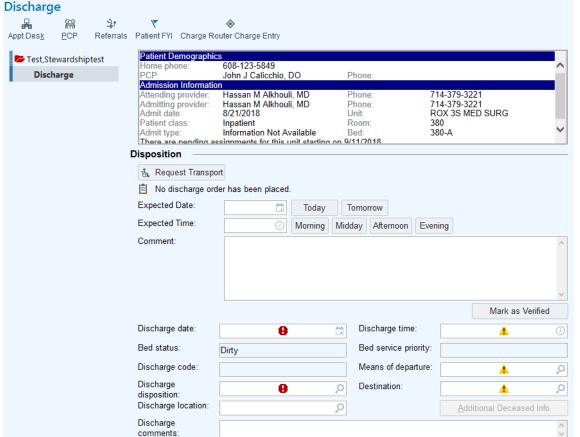
After you do this the patient will be admitted into the Unit.

<u>N</u>ext | ✓

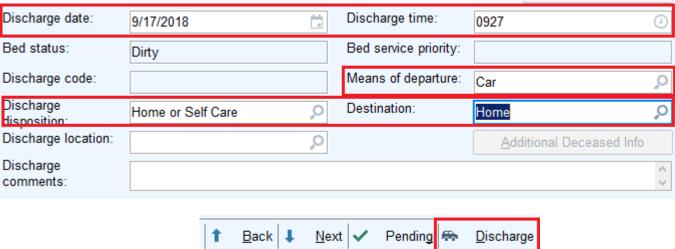
Discharging a Patient

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





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.

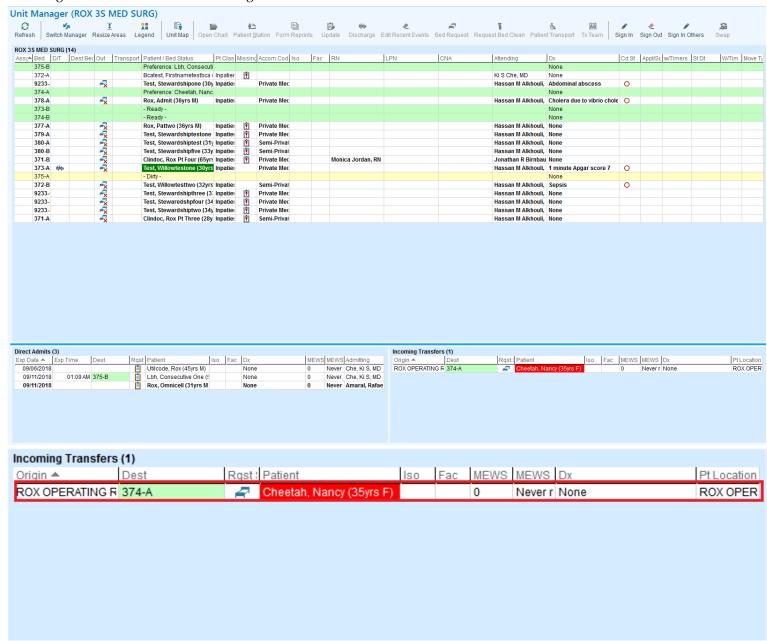


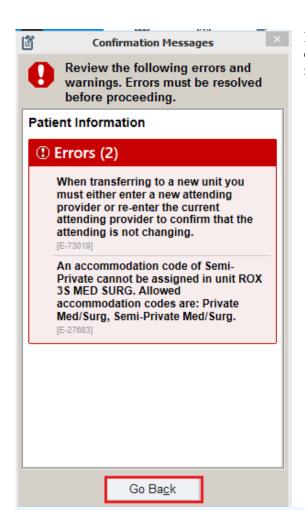
Once finished Click on Discharge.

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

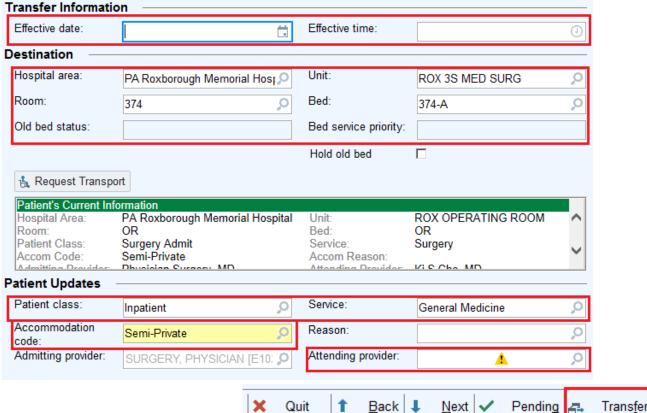
Transferring a Patient in to the department

When you get a paitent form 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.





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.



Once those are filled in Click on Transfer

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

