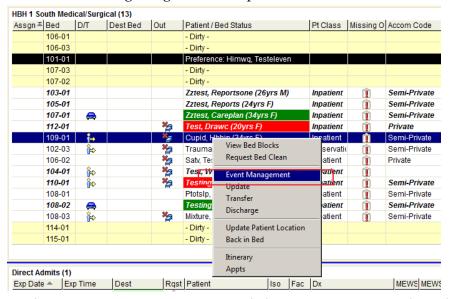


Updating Accommodation Code

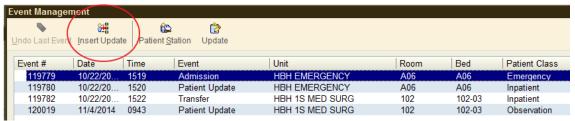


House Supervisor/Nurse Manager

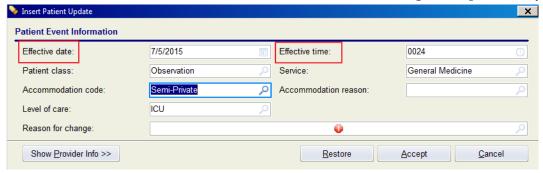
1. On the Unit Manager, right-click the patient's name and select **Event Management**



2. In The Event Management Activity, click **Insert Update** to make a change



3. In the pop-up Window, first enter an Effective Date (T) and Effective Time (N). The additional fields will then be editable. You will also need to select a Reason for Change. Accept to save your changes.





Unit Nurse

• To update Accommodation Code, highlight the patient's name and click "Update" in the toolbar, or right-click and select "Update." This will open a form similar to (3) above. Follow remaining steps to update.