

This Quick Reference Guide (QRG) demonstrates the Admission Process Workflow.

Common Buttons & Icons

 Add	Add button		Sign icon
	Down Arrow icon		Left Arrow icon

Document Admission Components

➤ From the Admission Workflow MPage:

STEP 1: Click **Allergies**.

STEP 2: Verify the information is correct; then, click **Complete Reconciliation**.

STEP 3: Click **Home Medications**.

STEP 4: Click **Meds History**.

- Verify the patient's preferred pharmacy using the **Patient Pharmacy** button.
- Use the **Add** button to add medications, as necessary.

STEP 5: Complete documentation as necessary; then, click **Document History**.

STEP 6: Click **Histories**.

STEP 7: Click the **Add problem** field.

STEP 8: Enter the problem for this visit and make the appropriate selection from the search results; then, click **Complete Reconciliation**.

STEP 9: Click the **Family** tab.

NOTE: If the patient's family history has not been documented, complete the following steps:

- Click the **Histories** header.
- Click the **Add button**.
- Use the table to document the appropriate information for the patient's family history.
- Click **OK**.
- Click **Mark all as Reviewed**.
- Click the **Left Arrow** icon to return to the Admission Workflow MPage.

STEP 10: Click **Immunizations**. Verify the information as needed.

Complete Admission Forms and Documentation

➤ From the Admission Workflow MPage:

STEP 1: Click **Admission Documentation**.

STEP 2: Click the **Down Arrow** icon.

STEP 3: Click **Height/Dosing Weight Form**.

STEP 4: Complete all the necessary documentation; then, click the **Sign** icon.

STEP 5: Click the **Down Arrow** icon.

STEP 6: Click **BH Intake Assessment Adult**.

STEP 7: Complete all the necessary documentation; then, click the **Sign** icon.

STEP 8: Click the **Down Arrow** icon.

STEP 9: Repeat these steps, completing documentation for the following forms:

- Depression Screening Form
- Valuables/Belongings
- Safety Search Form

STEP 10: Click the **Down Arrow** icon.

STEP 11: Click **BH Adult Systems Assessment**. The patient's chart opens to iView I&O.

STEP 12: Double-click the top **Pain Assessment** cell for the current time. The entire section activates for documentation.

STEP 13: Complete the appropriate fields; then, click **CSSRS Frequent Screener**.

STEP 14: Complete all appropriate documentation. Repeat these steps for the following assessments:

- Psychosocial Assessment
- WilsonSims Fall Risk
- Sleep Assessment

STEP 15: Click the **Sign** icon.

STEP 16: Click **BH Adult Quick View**.

STEP 17: Complete documentation for the following sections: Caregiver Rounding

- Vital Signs
- Environmental Safety Management