This Quick Reference Guide (QRG) outlines how to use the Pre-Admit List in Capacity Management

Common Buttons & Icons

	Available Bed icon
	Expand Arrow icon
	Modify Patient Attributes icon
	Refresh icon
	Patient Arrived icon
	Occupied/Male Bed icon
	Occupied/Female Bed icon
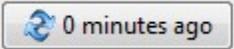
Use the Pre-Admit List

Reserve a Bed for a Patient

➢ From the PreAdmit List and Bed Board gadgets:

STEP 1: Within the Bed Board gadget, scroll right or left to locate the appropriate unit.

STEP 2: Within the appropriate unit on the Bed Board gadget, scroll down or up to locate an available bed.

STEP 3: Click-and-drag the patient's name from the PreAdmit List down to the cell for the bed you want to reserve. A PreAdmit Bed Assignment window displays.

STEP 4: Review and confirm the details for the reservation; then click **OK**.

NOTE: **You can use the Patient will return to current location? check box to hold the patient's current bed, if they will return to that bed after their initial transfer.**

You can confirm that the correct patient reserved the bed by double-clicking the bed cell and viewing the Reserved Patient tab.

Use the Pre-Admit Filter

➢ From the Pre-Admit List gadget:

STEP 1:   Click the **Pre-Admit** Filter drop-down arrow.

STEP 2:   Select the appropriate filter. The list updates accordingly.

Modify Patient Attributes

➢ From the Pre-Admit List gadget:

STEP 1:   Click the **Expand Arrow** icon to the left of the patient name in the PreAdmit List.

STEP 2:   Click **Modify Patient Attributes.**

STEP 3:   Select the appropriate check box(es) in the Modify Patient Attributes window.

STEP 4 :   Click **OK.**