**From the Office of Health Informatics**
# Quick Reference Guide (QRG)
# Admit and Transfer Patients for
# ED Providers
**January 5, 2021**

This Quick Reference Guide (QRG) demonstrates the workflor for admitting and transfering patients for ED providers.

## Common Buttons & Icons

| | |
|---|---|
| 🛏 00:02 | **Inpatient Bed Request** icon |

## Place an Admission Order

➢ From the ED LaunchPoint screen:

**STEP 1:** Right-click the **Patient Information** cell. A dropdown menu displays.

**STEP 2:** Click **Decision to Admit**.

**NOTE:** **The Status column updates to display the Inpatient Bed Request icon.**

## Document Patient's Diagnosis

➢ From the ED LaunchPoint screen:

**STEP 1:** Click the patient's name in the list. The chart opens to the ED Workflow MPage.

**STEP 2:** Click **Problem List**.

**STEP 3:** Click the **Add problem** field.

**STEP 4:** Search for the diagnosis; then, make the appropriate selection from the options list.

## Transfer a Patient to Another Facility

➢ From the ED LaunchPoint screen:

**STEP 1:** Right-click the **Patient Information** cell. A dropdown menu displays.

**STEP 2:** Click **ED Discharge**. The Orders tab displays.

**STEP 3:** Click the **Outpatient Discharge** order.

**STEP 4:** Click the **Discharge Status** dropdown arrow and make the appropriate selection.

**STEP 5:** Click **Sign**.