









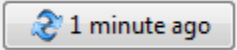


Complete Different FIN Tasks

Common Buttons & Icons

	Modify Patient Attributes icon
	Rehab icon
	Discharge icon
	Available Bed icon
	Occupied/Male Bed icon
	Occupied/Female Bed icon
	Menu icon
	Dispatch icon
	Expand Arrow icon
	Arrived icon
	Refresh icon

Complete Different FIN Tasks

Modify Patient Attributes

From the PreAdmit List tab:

1. Click the patient's name.
2. Click the **Modify Patient Attributes** icon.
3. Select the appropriate check box(es) in the Modify Patient Attributes window.
4. Click **OK**.

Reserve a Bed for a Patient

From the PreAdmit List and Bed Board gadgets:

1. Within the Bed Board gadget, scroll right or left to locate the appropriate unit.
2. Within the appropriate unit on the Bed Board gadget, scroll down or up to locate an available bed.
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.
4. Click **OK** to confirm your selection.

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Complete a Patient Discharge

From the Discharge List gadget:

1. Hover over the appropriate patient's name.
2. Click the **Menu** icon.
3. Click **Discharge** in the drop-down menu.

Note: If your facility uses transport services, click **Dispatch Transport** to complete that process. That needs to be done before you complete your patient's discharge.

4. Click **Complete Discharge**.
5. Click the **To** drop-down arrow.
6. Select the appropriate discharge location.
7. Click the **Mode of Transport** drop-down arrow; then select the appropriate option.
8. Enter any pertinent details for transporters in the **Transport Details** field, if needed.
9. Select the appropriate **Transport Details** checkboxes, if needed.
10. Click **OK**.

Notes:

- The Encounter Milestones column displays a Bed icon to indicate that the patient is ready to be discharged from their bed.
- When a discharge is complete, the room flips to a Dirty status and the system alerts Environmental Services to clean the room.

Mark a Patient as Arrived on a Unit

From the PreAdmit List gadget:

1. Click the **Expand Arrow** icon in the patient's Preadmission row.
2. Click **Modify Patient Attributes**.
3. Select the **Patient Arrived** check box.
4. Click **OK**.