


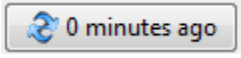





## Use the Pre-Admit List

### Common Buttons & Icons

	<b>Available Bed</b> icon
	<b>Expand Arrow</b> icon
	<b>Modify Patient Attributes</b> icon
	<b>Refresh</b> icon
	<b>Patient Arrived</b> icon
	<b>Occupied/Male Bed</b> icon
	<b>Occupied/Female Bed</b> icon

## Use the Pre-Admit List

### 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. Review and confirm the details for the reservation; then click **OK**.

#### Notes:

- 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 PreAdmit List gadget:

1. Click the **PreAdmit Filter** drop-down arrow.
2. Select the appropriate filter. The list updates accordingly.

### Modify Patient Attributes

From the PreAdmit List gadget:

1. Click the **Expand Arrow** icon to the left of the patient name in the PreAdmit List.
2. Click **Modify Patient Attributes**.
3. Select the appropriate check box(es) in the Modify Patient Attributes window.
4. Click **OK**.