

When a physician decides that a patient within the Emergency Department requires admission, follow these steps to complete the Admission Request:

- 1. Highlight the patient you wish to admit on the tracker and click on Admit Request
- 2. You will be presented with the following screen. The highlighted areas are the areas that Registration will require in order to process the admission.

Udedm Testing,Grand       VONTTING BLOOD       DOB: 22/04/1970       44/M         WQ0000160/15 / UQ00012977         Alergy/AdvReac:       PQEAER0051 - PQEAER REG ER         Request Status       Reserved Red         Status Date        Time         Request Status       Reserved Red         Request Service       Reserved Red         Request Reason       Reservation Date          Request Reason       Request Reason         Request Reason       Bed Attributes         Admit Fronty       Admit Source         Admitt Source       Admitt Source         Admitting Physician       Bed Attributes         Bed Request Comment       Image: Save 7         Request Comment       Image: Save 7	🖉 Meditech Health Care Information System					
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Allergy/AdvReac:       PQEAER0051 - PQEAER REG ER         Request Status       Status Date  Time         Status Date  Time       Reserved Bed         Request Reason       Reserved Date  Time         Request for Date  *Time       Request for Date  *Time         Request for Date  *Time       Request for Date  *Time         Request for Date  *Time       Bed Attributes         Admit Fource       Admit Fource         Admit Source       Admit Source         Admit Source       Bed Attributes         Bed Request Comment       Image: Status Status         Bed Request Comment       Image: Status Status	0	-		WQ0000160/15 / UQ00012977		
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			Complete Request Cancel Request	× 4		

3. At the Request Service line you may type the service name mnemonic. Alternatively, click on the down arrow or press F9 for your list of options. The list will vary depending on your location. Be certain to choose the proper admission service.

Search				
Mnemonic	Name			
ALC	\$ALTERNATE LVL CARE CHARGEABLE			
CLS	Clinical Specialty			
CON	CONVALESCENCE			
GER	GERIATRICS			
GYN	GYNECOLOGY			
ICU	INTENSIVE CARE			
MED	GENERAL INTERNAL MEDICINE			
NB	NEWBORN			
OBS	OBSTETRICS			
PAL	PALLIATIVE CARE			
PED	PEDIATRIC			
PSY	PSYCHIATRY			
REH	REHABILITATION IN ACUTE CARE			
RES	RESPITE			
SB	STILLBORN			
SDC	SURGICAL DAYCARE			
SUB	SUB ACUTE			
SUR	GENERAL SURGERY			



- 4. At the "Request for Date" field, you can type "T" for today, or enter the date. For the "Time" field, you can choose "N" for now, or enter the time using the 24 hour clock.
- 5. As per your site, enter in both the Admitting and Attending Physician mnemonics.
- 6. At the bottom of the screen, you may notice more boxes appear when you enter the "Request Service." If so, these boxes are for filling in additional information as per your site's requirements. Complete all pertinent fields and understand that all fields marked with an asterisk (\*) are considered mandatory. Be certain to go through each page of the extra questions by clicking the arrows.

Requested Accom Admit Priority Admit Source Admitting Physician Attending Physician	Bed Attributes				
Bed Request Comment					
*Adm Diagnosis					
* Decision to Admit Time	Triage Level				
4 1 of 4	Goto 2				

- 7. When completed, click on . This will now print directly to the Registration Clerks' desk (and any other designated printer) to get the process of admission complete.
- 8. You will now notice that the patient's Status Event has automatically changed to Waiting Inpatient Bed or WIB.
- 9. <u>DO NOT</u> depart this patient from your tracker until you see that their registration status has changed from REG ER to ADM IN. Doing so could cause issues for the patient after they leave your department (orders cannot be entered if they are departed before their admission is processed). Follow proper departure procedures and then change the patient's status to DEPART (DPT) (Admitted Patient or ADM for Red Deer).