

Return a Departed Patient to the Tracker

## Departed a patient by accident? No worries. Here's how to fix that:

1. From a Room Based tracker (one that shows every treatment space whether it has a patient in it or not), highlight an empty treatment space and then click on the room name or on the Room/Staff button.

		Main My List	Waiting Roon Registration	n Room Pre-Reg	Incom	iing 2			æ		
Rm	Last Name	First Name	Tr	Status	Phys 1	IP Phys	IP	Nurse	•	Tracker	쉆
Lime	Age C/C	R	.es		Co	mment					
	Rm	Comment		COM	MED	PRN		IMI	_	Reception	44
1-1			(							Interventions	Q
										Allergies/Meds	5 Þ
1-2	Choose	an empty room	4							OE Orders	ľ
	Then ci	ICK eitner the								Order	ľ
1-3	Poom/	Staff button								Order List	đ
	Roomy	Sharr Barron							_	Sign Up	99
2										Room/Staff	<b>1</b>

2. In the box labeled "Patient" in the Room and Staff Assignment screen, type the account number or name of the patient you wish to return to the tracker (if it was the last patient you accessed, just hit the space bar and press enter). Be certain that you are selecting the right patient and the right visit (they may have multiple). Once located, save the patient into that treatment space.

Patient		<b>•</b>
Room	S Confirmation	
ED Location		
	BM0000495/15 EDEDMINALE, KOST	
Physician		
Nurse	Yes No	
Practitioner		

3. Note that the patient will now appear in the treatment space you have chosen. If the patient was fully departed (their registration changed to DEP ER), you <u>MUST</u> have registration undo their departure in order to continue entering orders and tracking this patient. You must also change their Status Event from DEPART in order for them to appear on the patient based trackers.

Ededm Nail,Rusty	SEMI URGENT / LACERATION/PUNCTURE DOB: 24/02/1976	39/M					
Allergy/AdvReac:	BM0000493/15 / AL000786 CLRHED011 - CLRHED (DEP ER)						
	Main Waiting Room Room Incoming	æ					
	My List Registration Pre-Reg ED-2						
Rm Last Name	First Name Tr Status Phys IP Phys IP Nurse	•					
Time Age C/C	Res Comment						
F	m Comment COM MED PRN TMT						
1-1 Ededm Nail	Rusty 4 DEPART PHYED						
480:07 39 LACERATIO	I/PUN LAB						
	MED						