

How do I admit a patient?



A patient can only be admitted if they have been previously accepted. For more information, please view 'How do I accept a patient?' guide.

Step 1

Access the Referral Queue by following the 'How do I access the referral queue' guide.

Step 2

Search/filter the referral queue to locate the patient you want to admit. The patient's referral status must be **Accepted (ACC) (2)**.

The recommended method would be to filter the referral queue for referrals in a 'Accepted (ACC)' status. Please view the 'How do I filter referrals' guide for information and steps.

Step 3

Select the patient's referral. Selecting the patient's referral will change the background colour from white to dark blue (3).

Step 4

Click the **Admit (4)** button located in the right panel.

Step 5

Click the **calendar icon (5)** to select the admission date.

Step 6

Click the **Admit (6)** button. A green banner will appear on top to confirm the referral has been admitted.



Service Provider
Receive client referrals and manage vacancies.

Welcome, Training
Acting as: Test-CSS Testing Intake
Viewing client: 999test999, Lyka CSS Feb 22, 2016
Date Of Birth: N/A
Health Card Number: No Identifier
STRATA PathWays™

Service Provider > View Referral
Go Back Help Dashboard Home Switch To Log Out

Referrals Reports
Sort Status: 4 selected Updates: All Reset Search Search referrals 4

Refresh 2
Search Results: 1 - 1 / 1
A
C
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999test999, Lyka CSS Feb 22, 2016
From: TEST - Referral Sender
Community Services: February 22, 2016 (16 days ago)
3

Print Assign Edit client 4 Admit Forward
Deny Request For Information

Details Matching Profile Clinical Profile Comments
Attachments (0)

Client Matches
Category Criteria Client
Will client be 55 or older this calendar year? Yes Yes

Welcome, Training
Acting as: Test-CSS Testing Intake
Viewing client: 999test999, Lyka CSS Feb 22, 2016
Date Of Birth: Mar 10, 2016
Health Card Number: No Identifier
STRATA PathWays™

Service Provider > View Referral
Go Back Help Dashboard Home Switch To Log Out

Referrals Reports
Sort Status: 4 selected Updates: All Reset Search Search referrals 4

Refresh 2
Search Results: 1 - 1 / 1
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Print Assign Edit client 4 Admit Forward
Deny Request For Information

Details Matching Profile Clinical Profile Comments
Attachments (0)

Client Matches
Category Criteria Client
Will client be 55 or older this calendar year? Yes Yes

Admitted Details
Accepted date: March 3, 2016 13:44
Admitted date: April 8, 2016 10:26
5
6
Cancel Admit

Client: 999test999, Lyka CSS Feb 22, 2016
Referral to: Test-CSS Testing Intake
Type Updated On