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.

Service Provider
Receive client referrals and manage vacancies.

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.