Preadmit Hospital Portal – Back End User Management

User Management gives the ability to add users, delete users & change their user permissions. Only the **Hospital Admin** has access to User Management

1. Select the **Settings** tab
2. Select **User Management**
3. To **add a new user >** click **Add New User** in the top right-hand corner.
4. From there, enter all the details that are required.
   a. First Name
   b. Last Name
   c. Email Address
   d. User Type– *Hospital Admin or Hospital User*.
5. Select the permissions that each user is required to have. This is customisable to each user and can only be changed by Hospital Admins.
6. To delete a user, edit their details, edit their permissions or resend their welcome email, use the **Actions** dropdown next to their name.

Online Pre-Admission Paperwork

Receiving admission forms that have been submitted online through the patient portal

1. Select **Data I/O** and then **PreAdmit Holding Bay** from the main menu.
2. From this screen the list of submitted forms is shown on the LEFT and a preview of the admission form on the RIGHT. You can print the form from the preview screen.
3. For patients that are **Not Linked**, click on the 3 dots and select **Link Patient**. If there is no matching patient select **"Create New Patient"**
4. Print or download the paperwork using the icons, **Print** or **Print All**, in the top right corner of the preview screen. **Print** will just print the form that is being previewed. **Print All** will print any additional forms that the patient has attached also.
5. The 3 dots can also be used to **Commit** the document to the patients record.
6. Documents can also be **Committed in Bulk** by selecting all the entries using the check boxes on the left.
7. Using the **Select Bulk Option** dropdown box select **Bulk Commit**.
8. These forms will now be saved in the corresponding patients **Documents**.
9. If you would like to attach the documents to the patients record, but NOT automatically update

the patient record, then UNTICK the “**Update Patient Record**” checkbox before committing.

10. If you have committed a patient, but cannot remember who they were, go to the **Settings** and select **Logs**. This will give a list of who has been committed.