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. The list of submitted forms is shown on the **LEFT** and a preview of the admission form on the **RIGHT**.
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. If committing forms individually, you're given the option to assign the form to a **particular episode.** A pop up will give the option to **Link to Episode** with a drop down to choose the particular episode.
9. You can also choose to update the **Admission Form Received** checkbox on the Edit Appointment Screen while committing the form as well.
10. You are also given the option to update **Health Fund Details** for the particular episode if the PreAdmit form has different details than what is listed in FYDO.
11. These forms will now be saved in the corresponding patients **Documents**.
12. 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.
13. 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.

All new **Patient Alerts** can now also be viewed from the **Preadmit Holding Bay!** Simply click the flag icon:

Bulk Option ▾

75_AdmissionForm_001.pdf   ‹ 1 / 1 ›   Print   Print All

	Received ↑	Patient	⚑	🔗	Date of Birth	F	Doctor	Admission	
☐	28/01/2025	DREAM, Day	⚑	🔗	15/04/1926	1	-	01/02/2025	•••
☐	28/01/2025	DSILVA, Lightning	⚑	🔗	16/04/1986	1	-	31/01/2025	•••
☐	21/01/2025	WHITE, Snow	⚑	🔗	07/07/2017	1	-	14/02/2025	•••
☐	21/01/2025	TREMAINE, Cinderella	⚑	🔗	20/05/1941	1	-	30/01/2025	•••
☐	11/09/2024	BOND, Mary		🔗	03/04/1958	1	-	24/09/2024	•••
☐	13/08/2024	SWAGGER, Bob Lee		🔗	08/12/1975	1	-	18/09/2024	•••

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Shae's Private Hospital

01A   PATIENT ADMISSION FORM

Planned admission date
01/02/2025

Patient details

TITLE Mr   GIVEN NAMES Day   FAMILY NAME Day
ADDRESS   Daydream Island   QLD   POSTCODE 4741
POSTAL ADDRESS 123 Dreamy Lane   POSTCODE
TEL HOME   TEL WORK   MOBILE 0400000000
EMAIL ADDRESS please print clearly
DATE OF BIRTH 15/04/1926   SEX   PERMANENT RESIDENT YES ☐ NO ☐
MARITAL STATUS Married including de facto
INDIGENOUS No
LANGUAGE SPOKEN AT HOME English   COUNTRY OF BIRTH   OCCUPATION
MEDICARE NO.   REFERENCE NO.   EXPIRY DATE

Emergency contacts

NEXT OF KIN Daisy   Dream   RELATIONSHIP Partner   TEL MOBILE 0411111111
NAME OF ESCORT   RELATIONSHIP   TEL MOBILE

Your Health Fund

NAME OF FUND Australian Health Management - AHM   MEMBERSHIP NO. 456789
I HAVE NO HEALTH FUND COVER ☐
I HAVE OVERSEAS INSURANCE ☐   WRITTEN APPROVAL FOR DAY SURGERY PROCEDURE MUST BE RECEIVED BY THE FACILITY PRIOR TO ADMISSION OR FULL PAYMENT WILL BE REQUIRED ON ADMISSION.
HAVE YOU BEEN ADMITTED TO HOSPITAL IN THE LAST 28 DAYS? YES ☐ NO ☐

Pension & health care card details (if applicable)

PENSION NO.   EXPIRY DATE
DEPT VETERANS AFFAIRS NO.   DVA CARD COLOUR
REFERRING LOCAL DOCTOR   SUBURB OF LOCAL DOCTOR

If claiming workers compensation/third party accident insurance

WRITTEN APPROVAL FOR DAY SURGERY PROCEDURE MUST BE RECEIVED BY THE FACILITY PRIOR TO ADMISSION OR FULL PAYMENT WILL BE REQUIRED ON ADMISSION.
EMPLOYER
ADDRESS   POSTCODE
TEL   CONTACT   DATE OF ACCIDENT
INSURANCE COMPANY   CONTACT   CLAIM NO.