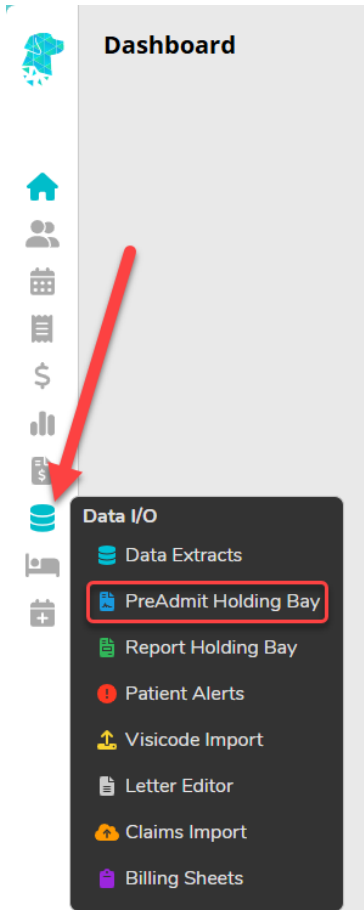


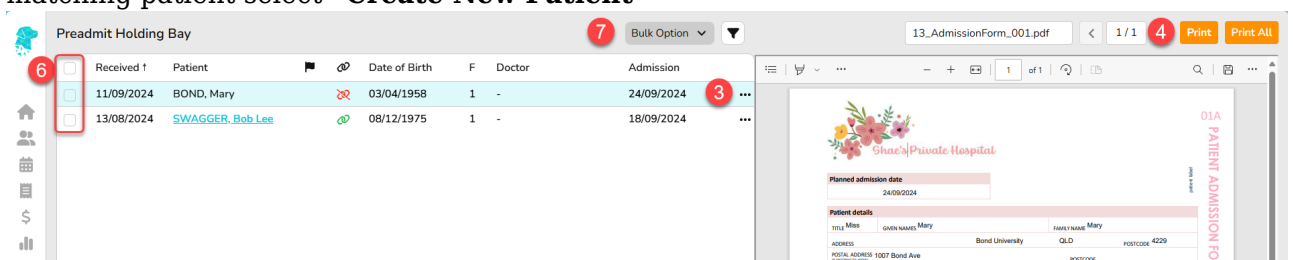
Online Pre-Admission Paperwork

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.



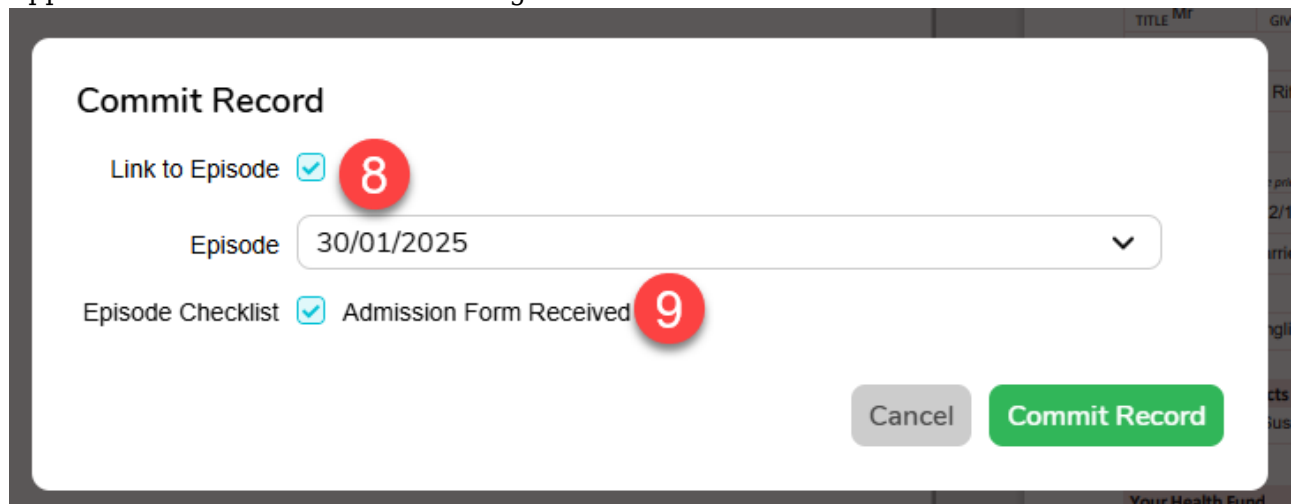
2. The list of submitted forms is shown on the **LEFT** and a preview of the admission form on the **RIGHT**.
3. For patients that are **Not Linked**, click on the 3 dots and select **Link Patient**. If there is no matching patient select **“Create New Patient”**



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.

- You can also choose to update the **Admission Form Received** checkbox on the Edit Appointment Screen while committing the form as well.

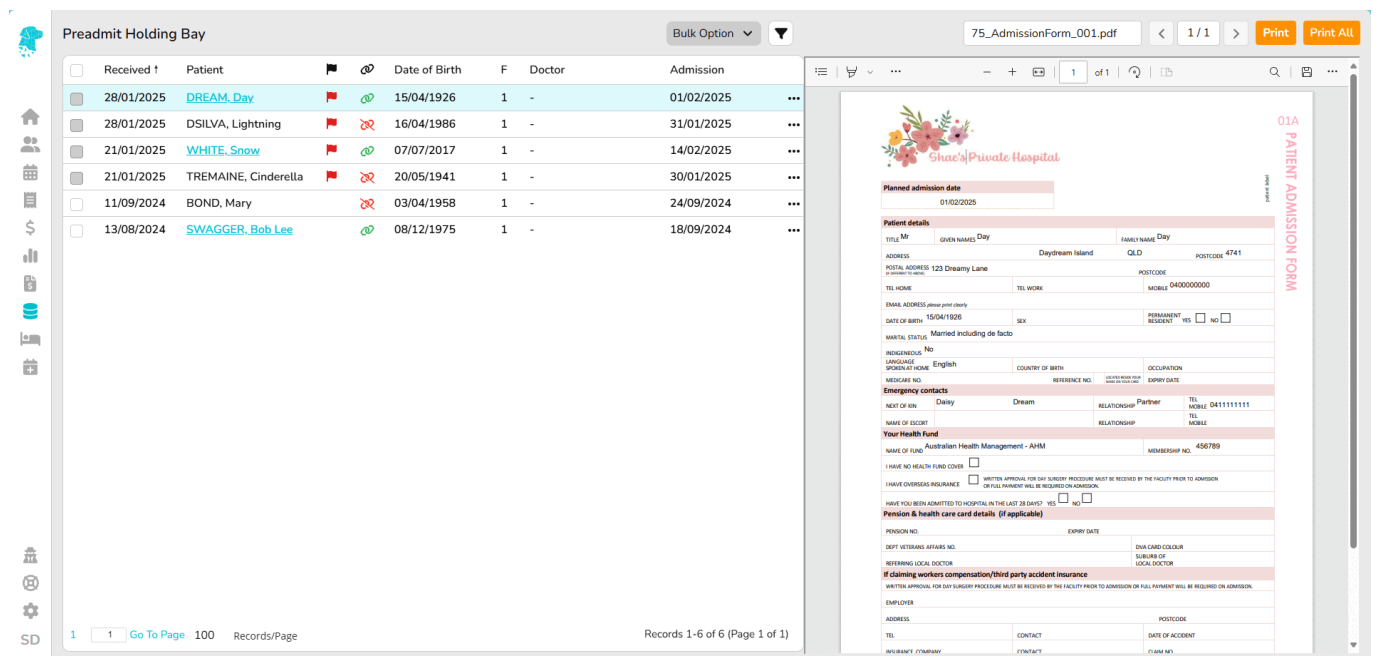


The 'Commit Record' dialog box contains the following elements:

- Link to Episode**: A checked checkbox with a red circle containing the number 8 next to it.
- Episode**: A dropdown menu showing '30/01/2025' with a downward arrow.
- Episode Checklist**: A checked checkbox followed by the text 'Admission Form Received' and a red circle containing the number 9.
- Buttons**: 'Cancel' and 'Commit Record' buttons at the bottom right.

- 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.
- These forms will now be saved in the corresponding patients **Documents**.
- 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.
- 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:



The 'Preadmit Holding Bay' interface shows a table of patient records and a detailed form for a specific patient.

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

The detailed form for 'DREAM, Day' includes the following sections:

- Planned admission date**: 01/02/2025
- Patient details**: Includes name, address, contact information, and insurance details.
- Emergency contacts**: Lists next of kin and emergency contacts.
- Your Health Fund**: Details the health fund and membership information.
- Pension & health care card details**: Includes pension and health care card information.
- If claiming workers compensation/third party accident insurance**: Section for claiming insurance.