

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”**

Received	Patient	Linked	DOB	F	Doctor	Admission
<input type="checkbox"/>	12/04/2022 TEST, Test	Not Linked	-	1	-	-
<input type="checkbox"/>	12/04/2022 TEST, Zac	Not Linked	-	1	-	-
<input type="checkbox"/>	12/04/2022 KNFHUB, Zac	Not Linked	-	1	-	-
<input type="checkbox"/>	12/04/2022 SMITH, Bob	Linked	-	1	-	-
<input type="checkbox"/>	05/04/2022 PIANIA, Zac	Linked	-	1	-	-

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.