

Preadmit Hospital Portal - Ordering Credits

For patients to submit online pre-admission forms the facility will need to purchase credits.

This can be done from your hospitals Preadmit Portal.

1. Once on the dashboard, select **Credits** tab

The screenshot shows the Preadmit Portal dashboard for Kelsey. The 'CREDITS' tab is selected and highlighted with a red circle '1'. The dashboard displays four summary cards: 18 Available Credits, 2 Total Submitted Forms, 2 Total Incomplete Forms, and 2 Forms waiting to be exported. A sidebar on the right shows 3 Active Patients, with details for the last form submitted and the last patient sign up. Below the summary cards, there is a calendar view showing the number of submitted, incomplete, and patient sign ups for each month from October to March.

The Credits tab there is the ability to:

- a) Order credits
- b) Set credit reminders
- c) See available credits
- d) View past credit purchases

The screenshot shows the Preadmit Portal Credits page. The 'CREDITS' tab is selected. At the top, there are fields for 'Credit Reminders' (1st Reminder at 100, 2nd Reminder at 50) and buttons for 'Submit' and 'Cancel'. On the right, there are buttons for 'From Date', 'To Date', 'Search', 'View All', and 'Order Credits' (highlighted with a red circle 'A'). Below this, there is a table showing 'TOTAL ACQUIRED CREDITS : 20' and 'AVAILABLE CREDITS : 18' (highlighted with a red circle 'C'). The table lists invoice details for PRE-4529, including Date of Purchase, Qty, Amount Paid, GST, Transaction ID, Status, User, and Action. A red circle 'B' is placed over the 'Credit Reminders' section, and a red circle 'D' is placed over the 'PRE-4529' invoice ID.

2. To **Order Credits** select the yellow button on the far right that says 'Order Credits'.

This screenshot is identical to the previous one, showing the Preadmit Portal Credits page. The 'CREDITS' tab is selected. At the top, there are fields for 'Credit Reminders' (1st Reminder at 100, 2nd Reminder at 50) and buttons for 'Submit' and 'Cancel'. On the right, there are buttons for 'From Date', 'To Date', 'Search', 'View All', and 'Order Credits' (highlighted with a red circle '2'). Below this, there is a table showing 'TOTAL ACQUIRED CREDITS : 20' and 'AVAILABLE CREDITS : 18'. The table lists invoice details for PRE-4529, including Date of Purchase, Qty, Amount Paid, GST, Transaction ID, Status, User, and Action.

3. **Select the Qty** that you would like to purchase, and the **Unit Price** and **Total Price** will automatically populate.

4. Click **Proceed to Payment**.

PREADMIT | kels

DASHBOARD PATIENTS FORMS SETTINGS **CREDITS**

CREDITS > ORDERING CREDITS

Select Credit Quantity

Qty 3

Unit Price (\$)

Total Price (\$)

4 Proceed To Payment Cancel Order

5. You will then be prompted to enter in the credit card details
6. Click **Submit Credits Order** and the credits will be added to the account as soon as the payment is processed.
7. Click **Set Credit Reminder** on the top left-hand side of the screen to set when you would like to receive reminders about how many credits there are remaining.

DASHBOARD PATIENTS FORMS SETTINGS **CREDITS**

CREDITS

7 Set Credit Reminder

Invoice ID	Date of Purchase 1	Qty
<input type="text"/>	<input type="text"/>	<input type="text"/>

100 Records/Page

8. Then enter when you would like to receive the first and second **Credit Reminders**.

This will send notification emails when the number of credits drops to the amount that you have stipulated. A reminder will also be sent when there are 0 credits remaining.

DASHBOARD PATIENTS FORMS SETTINGS **CREDITS**

CREDITS

Credit Reminders **8** 1st Reminder at 1st Alert 2nd Reminder at 2nd Alert Submit Cancel

Required Required

Invoice ID	Date of Purchase 1	Qty	Amount Paid (\$)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>