Converting a Pre-Admission to an Admission

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You can turn a Pre Admission into an admission from two areas, follow the steps below:

1. From the Admissions Screen:

2. In the patient record, select **Admissions** menu.

3. Under the Next Pre-Admission section, select **Admit** button.

4. Fill in any remaining fields as per your business / statutory reporting requirements.

5. The Planned Discharge date can be defaulted to today (speak to your system administrator if it isn't).

6. Adding a Planned Discharge date will not automatically discharge the patient on that date.

7. Click **Update**.

From the Admissions → Pre-admissions Screen:

1. In the patient record, select **Admissions** menu.

2. Select **Pre-admissions** sub menu item.

3. Select the **ARN** of the pre admission you wish to use.

4. Select the **Admit** button (under the banner).

5. Fill in any remaining fields as per your business / statutory reporting requirements.

6. The Planned Discharge date can be defaulted to today (speak to your system administrator if it isn't).

7. Adding a Planned Discharge date will not automatically discharge the patient on that date.

8. Click **Update**.