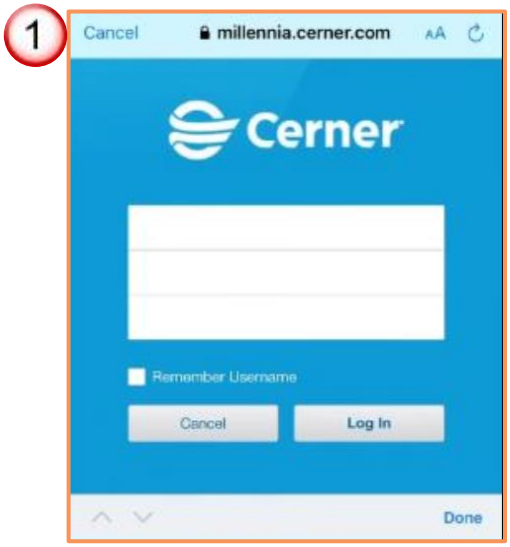
RECIEVEING ADMISSION AND TRANSFERS

HOSPITAL INFORMATION SYSTEM (HIS)

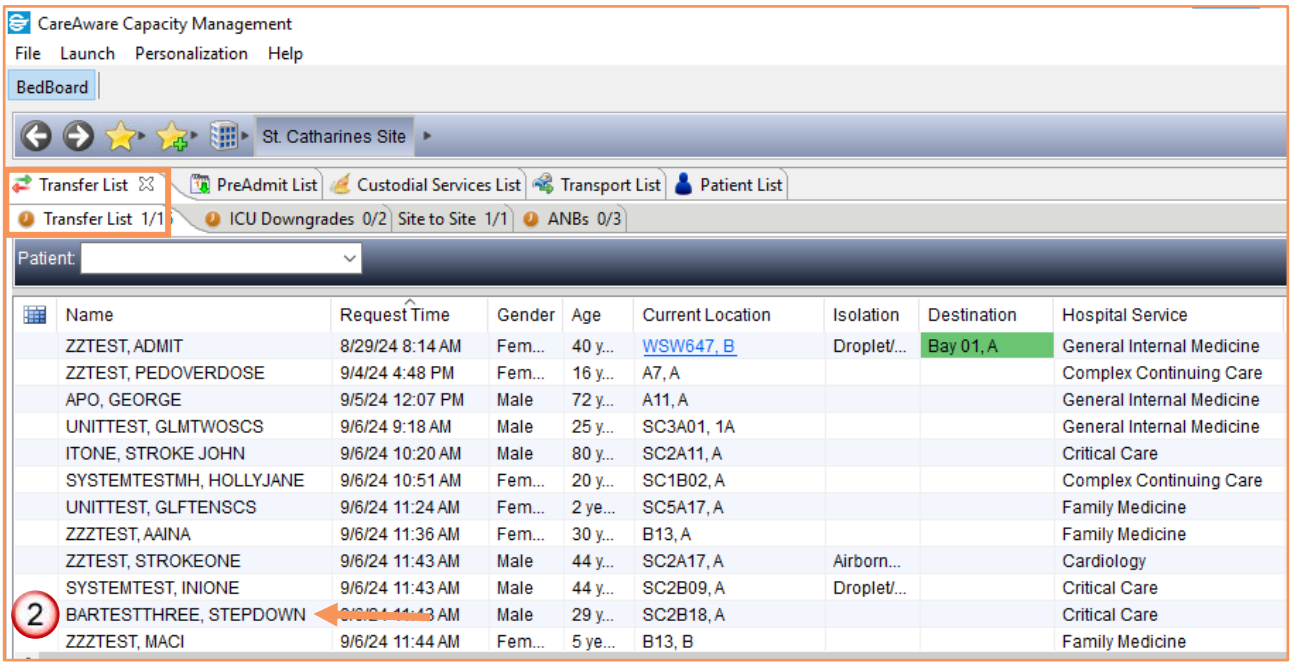
CHARGE RN, NURSE, UNIT CLERK

Use this workflow for receiving new admissions or transferring patients.

1. Log in to Capacity Management.



2. Locate the patient on the **"Transfer list"** gadget.



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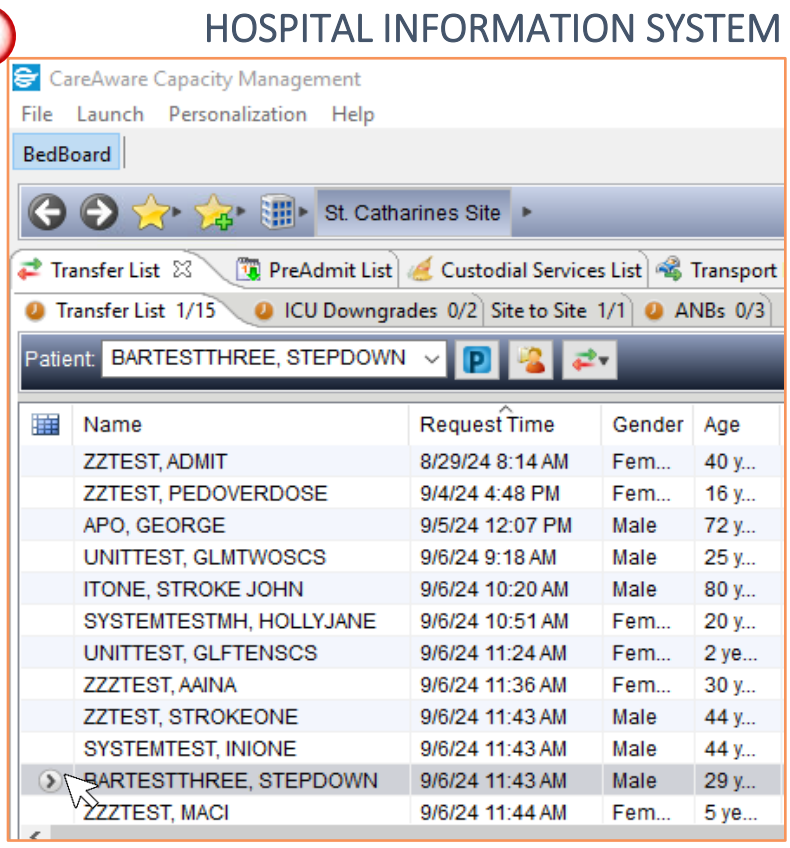
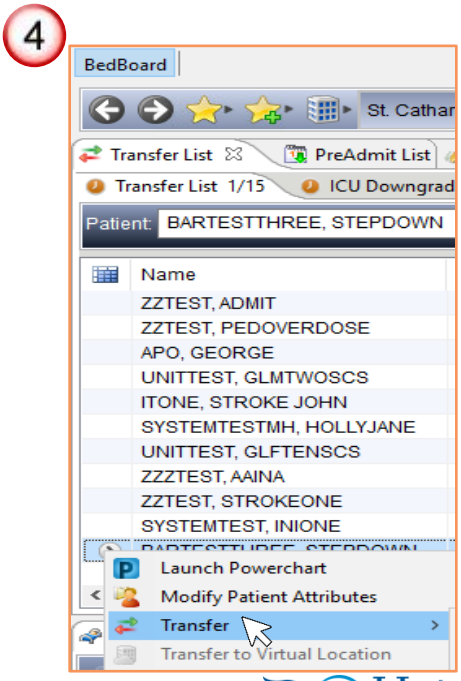
3. Click to the left to the patient's name.



4. Select **"Transfer".**



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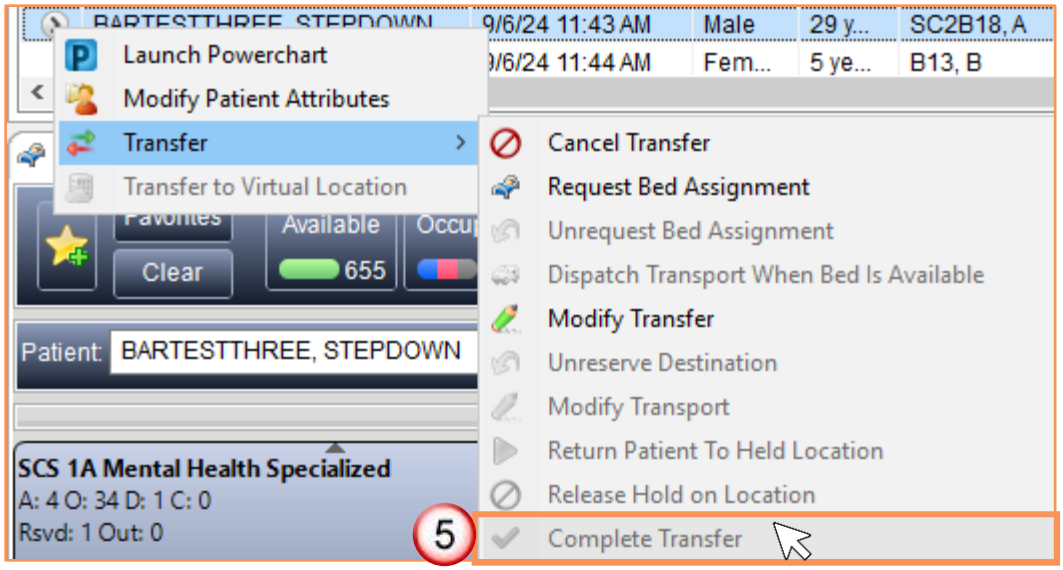
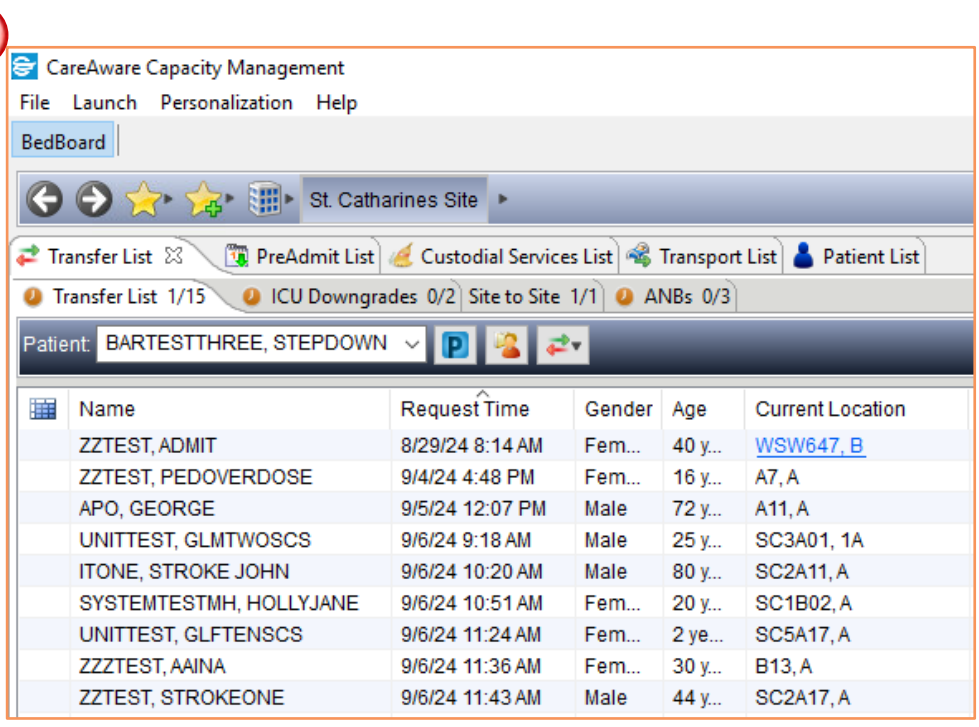
5. Click **"Complete Transfer"**



6. Confirm the patient's name no longer is shown in the **"Transfer List"** gadget and is now displaying as occupying new bed location under **"Bed Board"** Gadget



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Note: Patient name is now displaying in the new bed on the **“Bed Board”** gadget.