


This Quick Reference Guide (QRG) reviews the admission process workflow.

Common Buttons & Icons

 Add	Add button
	Down Arrow icon

	Sign icon
	Left Arrow icon

Document Admission Components

➤ From the Admission Workflow MPage:

STEP 1: Click Allergies.

STEP 2: Verify the information is correct; then, click **Complete Reconciliation**.

STEP 3: Click **Home Medications**.

STEP 4: Click **Meds History**.

- Verify the patient's preferred pharmacy using the Patient Pharmacy button.
- Use the Add button to add medications as necessary.

STEP 5: Complete documentation as necessary; then, click **Document History**.

STEP 6: Click **Histories**.

STEP 7: Click the **Add problem** field.

STEP 8: Enter the problem for this visit and make the appropriate selection from the search results; then, click **Complete Reconciliation**.

STEP 9: Click the **Family** tab.

NOTE: If the patient's family history has not been documented, complete the following steps:

- Click the Histories header.
- Click the Add button.
- Use the table to document the appropriate information for the patient's family history.
- Click OK.
- Click Mark all as Reviewed.
- Click the Left Arrow icon to return to the Admission Workflow MPage.

STEP 10: Click Immunizations. Verify the information as needed.

Complete Admission Forms and Documentation

➤ From the Admission Workflow MPage:

- STEP 1:** Click Admission Documentation.
- STEP 2:** Click the **Down Arrow** icon.
- STEP 3:** Click **Height/Dosing Weight Form**.
- STEP 4:** Complete all the necessary documentation; then, click the **Sign** icon.
- STEP 5:** Click the **Down Arrow** icon.
- STEP 6:** Click **BH Intake Assessment Adult**.
- STEP 7:** Complete all the necessary documentation; then, click the **Sign** icon.
- STEP 8:** Click the **Down Arrow** icon.
- STEP 9:** Repeat these steps, completing documentation for the following forms:
- Depression Screening Form
 - Valuables/Belongings
 - Safety Search Form
- STEP 10:** Click the **Down Arrow** icon.
- STEP 11:** Click **BH Adult Systems Assessment**. The patient's chart opens to iView I&O.
- STEP 12:** Double-click the top **Pain Assessment** cell for the current time. The entire section activates for documentation.
- STEP 13:** Complete the appropriate fields; then, click **CSSRS Frequent Screener**.
- STEP 14:** Complete all appropriate documentation. Repeat these steps for the following assessments:
- Psychosocial Assessment
 - WilsonSims Fall Risk
 - Sleep Assessment
- STEP 15:** Click the **Sign** icon.
- STEP 16:** Click **BH Adult Quick View**.
- STEP 17:** Complete documentation for the following sections: Caregiver Rounding
- Vital Signs
 - Environmental Safety Management