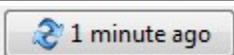


**This Quick Reference Guide (QRG) reviews how to Complete Different FIN Tasks in Capacity Management**

**Common Buttons & Icons**

	Modify Patient Attributes icon
	Rehab icon
	Discharge icon
	Available Bed icon
	Occupied/Male Bed icon
	Occupied/Female Bed icon
	Menu icon
	Dispatch icon
	Expand Arrow icon
	Arrived icon
	Refresh icon

**Modify Patient Attributes**

➤ From the PreAdmit List tab:

**STEP 1:** Click the patient's name.

**STEP 2:** Click the **Modify Patient Attributes** icon.

**STEP 3:** Select the appropriate check box(es) in the Modify Patient Attributes window.

**STEP 4:** Click OK.

**Reserve a Bed for a Patient**

➤ From the PreAdmit List and Bed Board gadgets:

**STEP 1:** Within the Bed Board gadget, scroll right or left to locate the appropriate unit.

**STEP 2:** Within the appropriate unit on the Bed Board gadget, scroll down or up to locate an available bed.

**STEP 3:** Click-and-drag the patient's name from the PreAdmit List down to the cell for the bed you want to reserve. A PreAdmit Bed Assignment window displays.

**STEP 4:** Click OK to confirm your selection.

### **Dispatch Transport**

➤ From the Discharge List gadget:

**STEP 1:** Hover over the appropriate patient's name.

**STEP 2:** Click the **Menu** icon.

**STEP 3:** Click **Discharge** in the drop-down menu.

**STEP 4:** Click **Dispatch Transport** . That needs to be done before you complete your patient's discharge.

**STEP 5:** Click the **To** drop-down arrow.

**STEP 6:** Select the appropriate discharge location.

**STEP 7:** Click the **Mode of Transport** drop-down arrow; then select the appropriate option.

**STEP 8:** Enter any pertinent details for transporters in the **Transport Details** field, if needed.

**STEP 9:** Select the appropriate **Transport Details** checkboxes, if needed.

**STEP 10:** Click OK.

**NOTE:** The **Encounter Milestones** column displays a **Bed** icon to indicate that the patient is ready to be discharged from their bed.

When a discharge is complete, the room flips to a **Dirty** status and the system alerts **Environmental Services** to clean the room.

### **Mark a Patient as Arrived on a Unit**

➤ From the PreAdmit List gadget:

**STEP 1:** Click the Expand Arrow icon in the patient's Preadmission row.

**STEP 2:** Click Modify Patient Attributes.

**STEP 3:** Select the Patient Arrived check box.

**STEP 4:** Click OK.