
This Quick Reference Guide (QRG) Reviews Admitting and Transferring Patients for ED Providers.

Common Buttons & Icons



Place an Admission Order

➤ From the ED LaunchPoint screen:

STEP 1: Right-click the **Patient Information** cell. A drop-down menu displays.

STEP 2: Click **Decision to Admit** .

NOTE: The **Status** column updates to display the Inpatient Bed Request icon.

Document Patient's Diagnosis

➤ From the ED LaunchPoint screen:

STEP 1: Click the patient's name in the list. The chart opens to the ED Workflow MPage.

STEP 2: Click **Problem List** .

STEP 3: Click the **Add problem** field.

STEP 4: Search for the diagnosis; then, make the appropriate selection from the options list.

Transfer a Patient to Another Facility

➤ From the ED LaunchPoint screen:

STEP 1: Right-click the **Patient Information** cell. A drop-down menu displays.

STEP 2: Click **ED Discharge** . The Orders tab displays.

STEP 3: Click the **Outpatient Discharge** order.

STEP 4: Click the **Discharge Status** drop-down arrow and make the appropriate selection.

STEP 5: Click **Sign**.