



ieMR Advanced

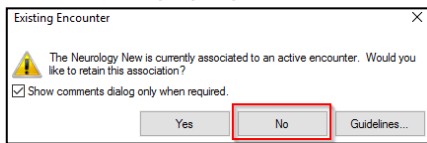
Inpatient attending OPD Clinic

Quick reference guide

Appointment booked with pre-arrival attached

Note: If an appointment is not yet booked please skip to *Appointment to be booked* instructions.

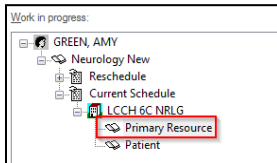
1. Reschedule the appointment and say **NO** the encounter pop up



2. Select **OK** on appointment attributes window

DO NOT CLICK NEXT as this will duplicate the appointment.

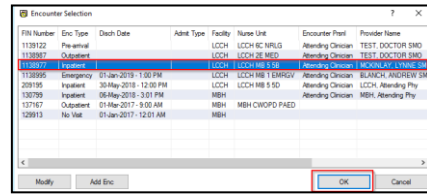
3. Ensure primary resource is selected in the WIP.



4. Click **Schedule** to book the appointment into the same date & time. Ensure correct time, duration and Resource
5. Select **OK**
6. Click **Confirm** (leave tick boxes selected if checking in immediately or follow usual process)
7. Select **OK**
8. Select Reschedule Reason as **Inpatient Admission** and enter appropriate comment
9. Click **OK**

Check in

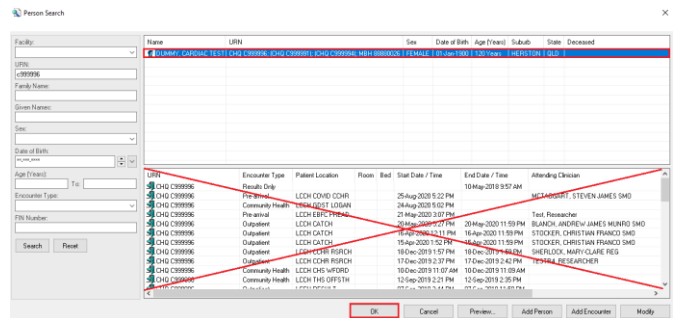
10. **Right click** on appointment
11. Navigate to Actions then **Check In...**
12. Click **OK** on the check in screen (**DO NOT** click set encounter)
13. Find their inpatient encounter and select **OK**



14. Select **OK** on check in window
15. The patient appointment is now checked in
16. Discharge the original pre arrival encounter though conversation launcher (see Encounter Management QRG for steps)

Appointment to be booked

1. Select **Appointment Type** and **Appointment Location** as per normal workflow
2. Select patient but do not select and encounter (we will attach the inpatient encounter on check in)



Note: If the inpatient encounter is selected during the booking stage we will not be able to check in.

3. Select **OK**
4. Complete appointment creation as per usual

Patient to be seen on ward

Cancel the appointment and select reason as **Inpatient Admission**

