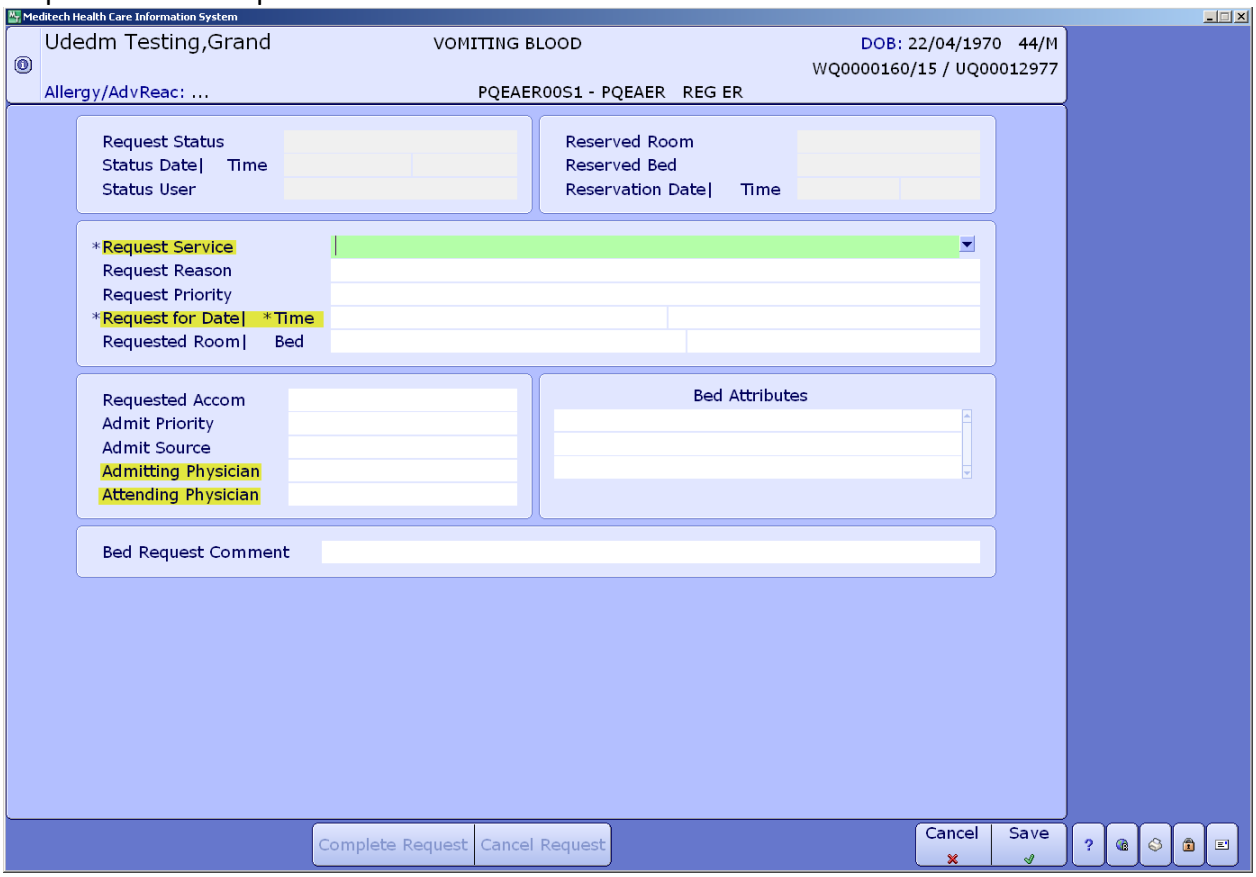
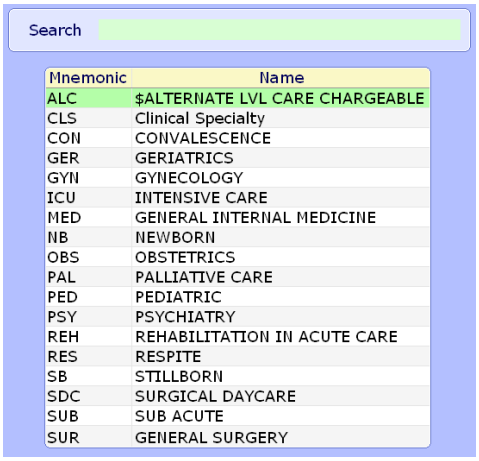
When a physician decides that a patient within the Emergency Department requires admission, follow these steps to complete the Admission Request:

1. Highlight the patient you wish to admit on the tracker and click on Admit Request.
2. You will be presented with the following screen. The highlighted areas are the areas that Registration will require in order to process the admission.



3. At the Request Service line you may type the service name mnemonic. Alternatively, click on the down arrow or press F9 for your list of options. The list will vary depending on your location. Be certain to choose the proper admission service.



Mnemonic	Name
ALC	$ALTERNATE LVL CARE CHARGEABLE
CLS	Clinical Specialty
CON	CONVALESCENCE
GER	GERIATRICS
GYN	GYNECOLOGY
ICU	INTENSIVE CARE
MED	GENERAL INTERNAL MEDICINE
NB	NEWBORN
OBS	OBSTETRICS
PAL	PALLIATIVE CARE
PED	PEDIATRIC
PSY	PSYCHIATRY
REH	REHABILITATION IN ACUTE CARE
RES	RESPITE
SB	STILLBORN
SDC	SURGICAL DAYCARE
SUB	SUB ACUTE
SUR	GENERAL SURGERY

4. At the "Request for Date" field, you can type "T" for today, or enter the date. For the "Time" field, you can choose "N" for now, or enter the time using the 24 hour clock.
5. As per your site, enter in both the Admitting and Attending Physician mnemonics.
6. At the bottom of the screen, you may notice more boxes appear when you enter the "Request Service." If so, these boxes are for filling in additional information as per your site's requirements. Complete all pertinent fields and understand that all fields marked with an asterisk (*) are considered mandatory. Be certain to go through each page of the extra questions by clicking the arrows.

7. When completed, click on Save. This will now print directly to the Registration Clerks' desk (and any other designated printer) to get the process of admission complete.
8. You will now notice that the patient's Status Event has automatically changed to Waiting Inpatient Bed or WIB.
9. DO NOT depart this patient from your tracker until you see that their registration status has changed from REG ER to ADM IN. Doing so could cause issues for the patient after they leave your department (orders cannot be entered if they are departed before their admission is processed). Follow proper departure procedures and then change the patient's status to DEPART (DPT) (Admitted Patient or ADM for Red Deer).