

InTouch Flow Manager – Calling a Patient into a Room

When the patient has been checked in, a Call icon  displays so the patient can be called into a room. Calling can be done from either the Dashboard or the Clinician tab.

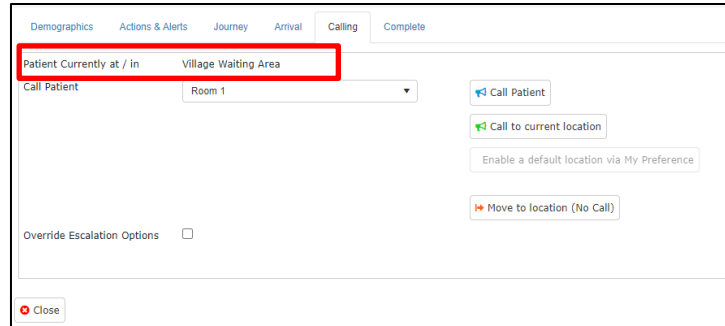
Note: Make sure the **Location** filter is set to the sub-wait area you are working from, so the **Arrival** tick box next to the Call icon is available.

Step 1.

Find the patient's row then click the **Call** icon



A calling window opens:



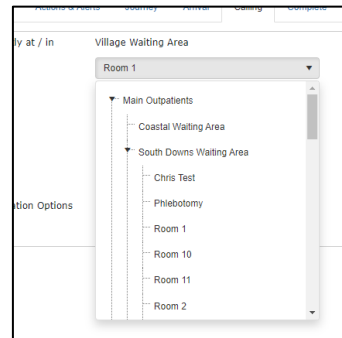
Note: It is very important that you choose the correct room for your patient e.g. there may be more than one **Consulting Room 1** in your building! **If you choose the wrong one, you will not be able to arrive your patient.**

Step 2

Click on the **Call Patient** field



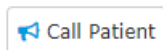
A list of locations displays:




Use the scroll bar to view more rooms. Click the arrow to expand the list, if you cannot see all the rooms in that area. Select the room for the sub-wait area you are working from.

Step 3

Click the **Call Patient** button



The Call icon changes to a green Calling icon. 

This turns to **Orange**,  then **Red**  as the duration of the call progresses.

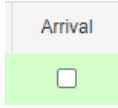
The name of the patient displays on the Calling Board telling them which room to go to:

Surann Khan

 **Room 2**

Step 4

When the patient arrives in the room, click the "Arrival" tick box next to the Calling icon



The calling will stop and the patient disappear from the Calling Board.

The Location Column now displays the new location of the patient:

	Location	Spe
Jshick	Room 2	Gyr