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.	A calling window opens:					
Find the patient's row	Demographics Actions & Alerts Journey Arrival Calling Complete					
then click the Call icon	Patient Currently at / in Village Walting Area Call Patient Room 1 Call Patient Grown 1					
G						
	Override Escalation Options					
	• Close					
	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.					
Sten 2	A list of locations displays:					
Step 2						
Click on the Call Patient field	Iy at / in Village Walting Area Room 1 Main Outpatients County Walting Area					
Room 1	South Downs Waiting Area					
	tion Options - Philebotomy - Room 1					
	- Room 10 - Room 11					
	Room 2					
	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	The Call icon changes to a green Calling icon.					
button	This turns to Orange, (1) then Red (1) as the duration of the call					
Call Patient	progresses.					
	The name of the patient displays on the Calling Board telling them which room to go to:					
	Surann Khan 🍂 Room 2					

Step 4	The calling will stop and the patient disappear from the Calling Board.				
When the patient arrives in the room, click the "Arrival" tick box next to the Calling icon	The Location Column now displays the new location of the patient:				
			Location	Spe	
Arrival		ushick	Room 2	Gyr	