InTouch Flow Manager – Changing Patient's Location

A patient can be moved from one location to another without using the calling screen.

You can use "moving" a patient without calling when:

1. A patient opt out of being called via Calling Screen and their current location must be updated manually
2. A patient is with the nurse or clinician and they would want to update Flow Manager of the patient's current or new location.

Step 1. Find the patient's row and Click the Call Icon	A calling window will open *(Patient currently in Sussex Waiting Area)*
Step 2 Click the Location list Sussex Waiting Area ▼	A list of rooms will open: *Use the scroll bar to view more rooms; If the list doesn't collapse automatically, click the arrow to expand the list.* Select the room or waiting area where the patient will be moved *(e.g. Village Waiting Area)*

| Step 3

Click

Move to location (No Call) | The Location Column will display the current location of the patient

Location

Village Waiting Area |
|---|---|