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:				
 A patient opt out of being called via Calling Screen and their current location must be updated manually 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.	A calling window will open (Patient currently in Sussex Waiting Area)			
Find the patient's row and Click the Call Icon	Demographics Actions & Alerts Journey Arrival Calling Complete Patient Sussex Waiting Area Image: Complete in the subset of the subs			
R	Enable a default location via My Preference			
	Override Escalation Options			
Step 2	A list of rooms will open:			
Click the Location list	Sussex Waiting Area Sussex Waiting Area Coastal Waiting Area Coastal Waiting Area Coastal Waiting Area Convis Waiting Area Chris Test Philebotomy Room 11 Room 2 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)				
	Sussex Waiting Area			
	Village Waiting Area ▼			

Step 3 Click	The Location Column will	display the cu	urrent location of the patient
► Move to location (No Call)		Location	
		Village Waiting Area	
► Move to location (No Call)		Location Village Waiting Area	