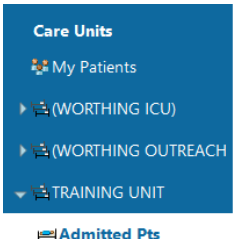
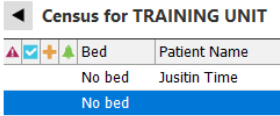
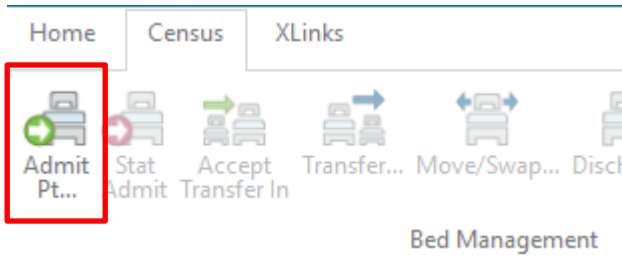
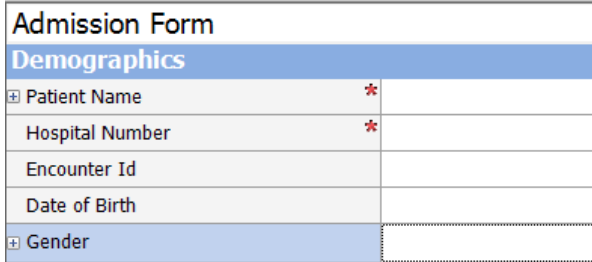


Manual Admission when Hospital Number is Known	
This is NOT the standard method for admission. This process should only be used in instances when the interface to PAS is down, and the patient is not yet admitted to the unit	
Go to the Admitted Pts section within the Census screen for your unit	 
Click the required empty bedspace for admission to select it	
Click Admit Pt... in the Census Tab	
Fill in the Admission Form Important – Double-check the Hospital number is correct as this is how PAS will link	
Click Admit when you have completed this	
When PAS integration is restored:	
Admit the Patient as you normally would on PAS	
PAS will then detect an existing ICCA encounter with the same hospital number	
PAS will update the existing ICCA record with PAS entered demographic and admission details	