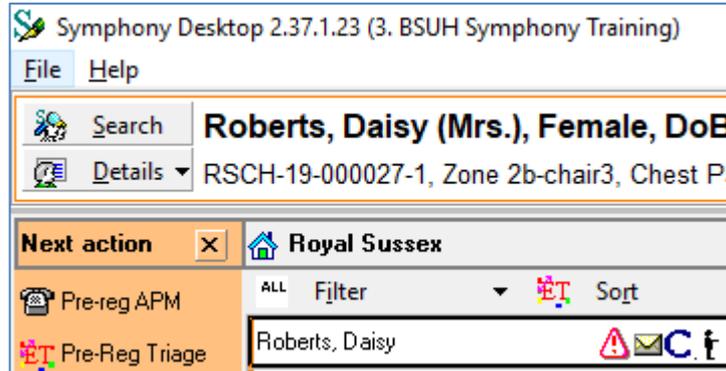


**SYMPHONY – CHANGE PATIENT’S PHYSICAL LOCATON**

The patient’s actual location in the department is shown in the  Palm Tree column on the Tracking Grid.

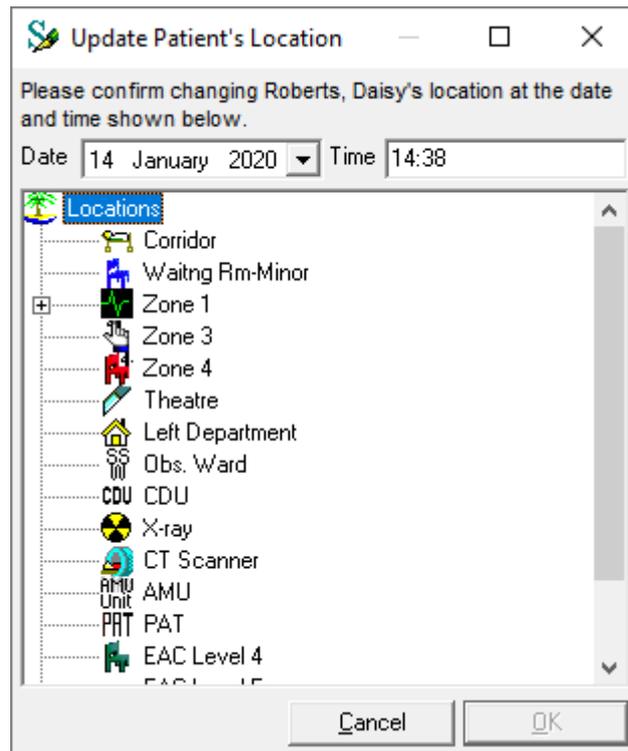
Click on the required patient on the Patient List

The patient details are displayed in the Patient Banner



Click on the down arrow on the **Locations** button

The **Update Patient’s Location** screen displays



Select the new location, *noting that you may need to expand some locations further*, then click **OK** or *double-click the location*

The patient’s location is updated on the Tracking Grid and Patient Banner