

iPad Application: Add, Discharge, & Readmit a Patient

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 The iPad application requires specific user licenses. Contact [xxx](#) for more information.

About

The following patient actions can be completed from the iPad application. The actions that can only be taken when online are identified as such.

- Add a New Patient
- Discharge a Patient (Online Only)
- Readmit a Patient (Online Only)

Add a New Patient

The New Patient screen is used to collect basic demographic information that is necessary to start a Face Sheet. The patient can be directly admitted to one of the Programs that your Agency set up to display on the iPad. To cancel out of the New Patient screen, tap the **Cancel** button in the upper-left corner to return to the Patient Selection screen.

1. After logging into the iPad application, tap **New Patient** on the Patient Selection screen.



2. Fill in the appropriate fields for the form. Fields with an asterisk are mandatory fields.

Cancel	New Patient	Add
* First Name:	<input type="text"/>	
Middle Name:	<input type="text"/>	
* Last Name:	<input type="text"/>	
* Gender:	<input type="text"/>	
* Date of Birth:	<input type="text" value="mm/dd/yyyy"/>	
* Location:	<input type="text"/>	
* Facility:	<input type="text"/>	
* Program:	<input type="text"/>	



Note: When a Location is selected, if the Facility field is enabled for the Agency, the facility corresponding to the chosen location displays, but can be changed manually.

3. Tap the **Add** button to create the new patient.

Cancel

New Patient

Add

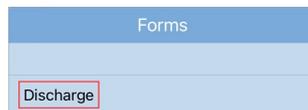
- If all fields are correctly filled out, then the patient will be added to the local device and the **Form Selection** screen is displayed.
- The patient will **not** be added to your Clinical site, and other users will not be able to see the patient in the Patient Selection screen until a Form is sealed or a Face Sheet camera field is uploaded for the patient on the local device while connected to the internet.

Discharge a Patient (Online Only)

If you attempt to discharge a patient while offline, you'll receive an error message where you can tap the **Okay** button and then the **Back** button to return to the Form Selection screen. You can expect the following after successfully discharging a patient:

- The Discharge information will be updated on the Clinical site.
- If the patient is admitted to multiple Programs, the patient will only be discharged from the single Program that the logged-in user is logged in for.
- The patient is only displayed in the Patient Selection screen if the Discharge toggle is enabled.

1. After logging in to the iPad application, select the patient from the Patient Selection screen.
2. Tap the **Discharge** Form.



3. Tap the **Date of Service** field, and select a date.
4. Tap the **Confirm** button.



Readmit a Patient (Online Only)

If you attempt to readmit a patient while offline, you'll receive an error message where you can tap the **Okay** button and then the **Back** button to return to the Patient Selection screen. You can expect the following after successfully readmitting the patient:

- The **Patient Selection** screen is displayed.
- The patient will be active and set up with a visit.

1. After logging into the iPad application, tap the **Discharged** toggle from the Patient Selection screen.



2. Select the patient. The Readmit form is displayed.

Back	Readmit	Done
	* Readmit Date:	<input type="text" value="mm/dd/yyyy"/>
	* Program:	<input type="text"/>

3. Tap the **Readmit Date** field, and select a date.
4. Tap the **Confirm** button.

Date		
May	7	2019
June	8	2020
July	9	2021
August	10	2022
September	11	2023
October	12	2024
November	13	2025

5. Tap the **Program** drop-down and select the Program that you want to admit the patient to.
 6. Tap the **Done** button.
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