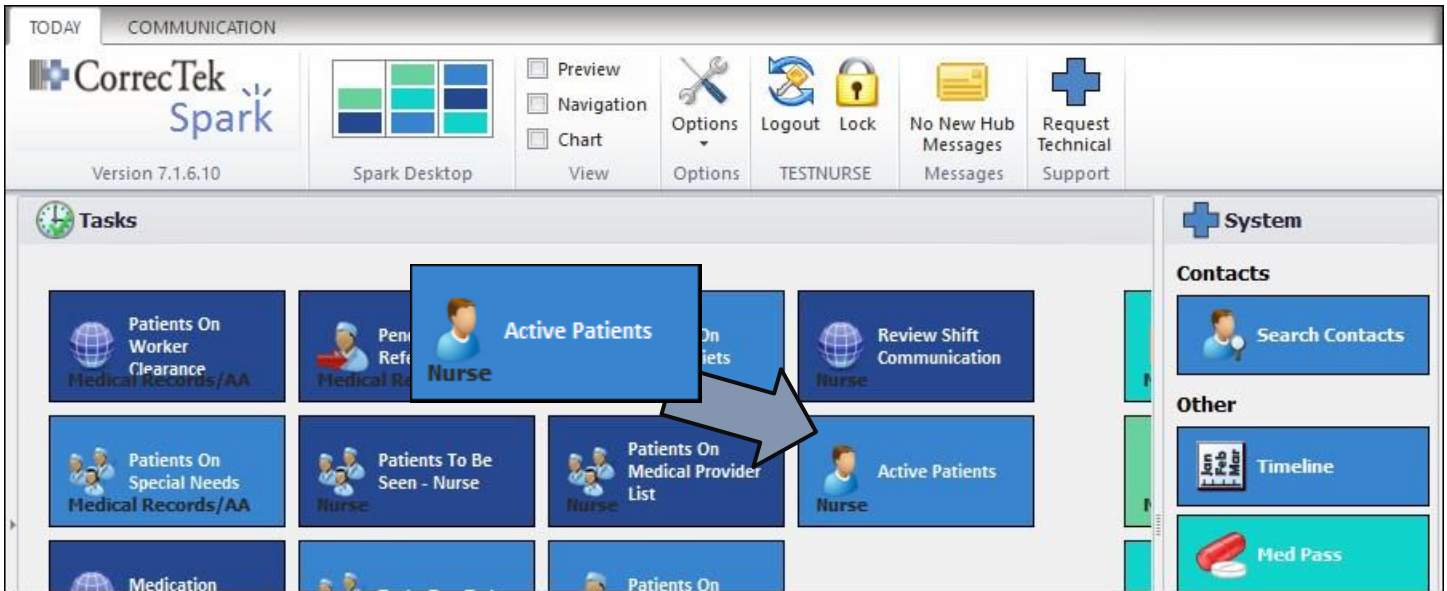
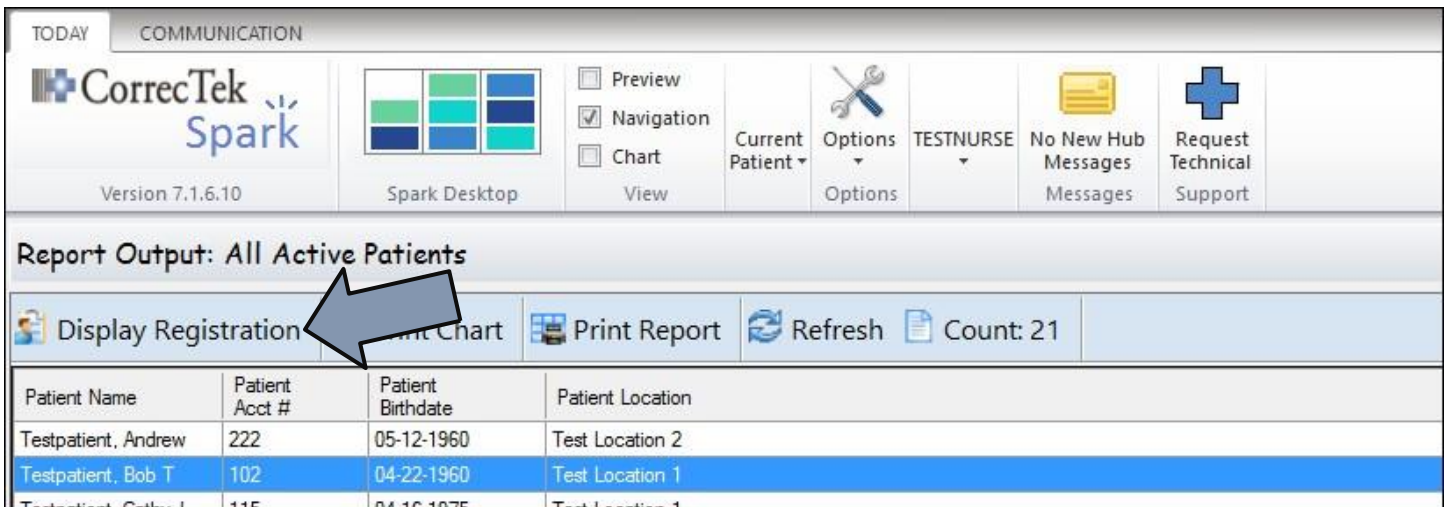


Moving Patients

During an interface outage, should a patient's location need to be updated, begin by clicking the **Active Patients** button:



A list of patients displayed alphabetically by last name appears. Click to highlight the patient that needs moved then click **Display Registration**:



Registration Screen

The selected patient's registration screen opens. Locate the *Location* field and click **Move**:

The screenshot shows the registration interface for a patient named Bob T. The 'Correctional' section contains the following fields and actions:

- Unique ID #: 102 (Action: Assign)
- Location: Test Location 1 (Action: Move) - **Blue arrow points to this Move button.**
- Employer: (Action: Select, Clear)
- Fee Schedule: (Action: Select, Clear)

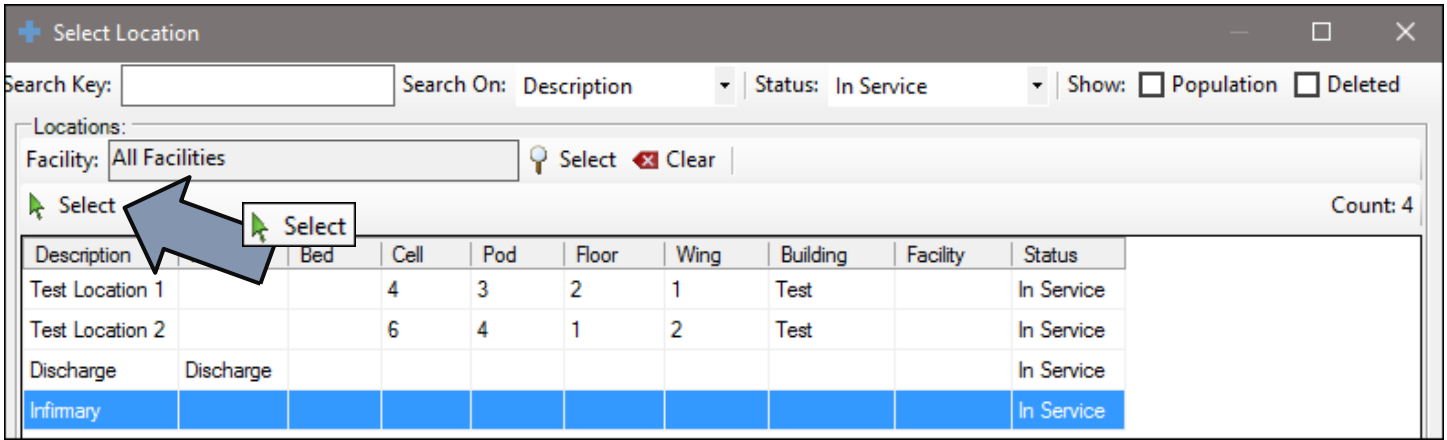
The *Add New Move* screen opens. Click **Select** next to the *Destination* field:

The 'Add New Move' dialog box displays the following information and controls:

- Date: 10-30-2019 09:29 AM (Who: UMCKHOPPER)
- Patient: Testpatient, Bob T, Male, 62 yr old, DOB 04-22-1960, #102
- Destination: (Action: Select) - **Blue arrow points to this Select button.**
- Move Type: (Dropdown) Location Type: (Dropdown) (Make Patient's Assigned Location checkbox)
- Responsibility: (Action: Select, Clear)
- Previous: (Action: Select, Clear)

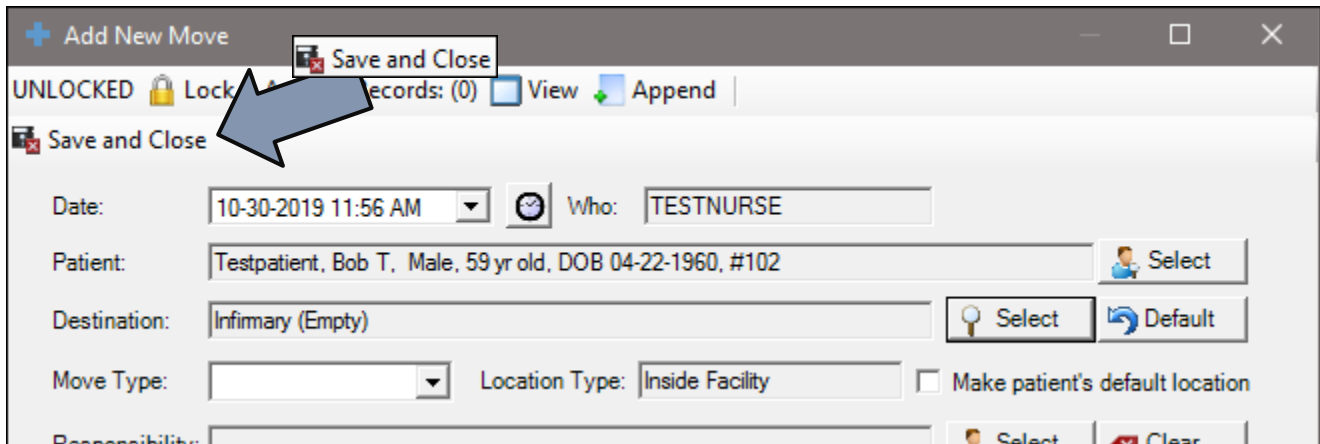
Select Location

The *Select Location* dialog box opens. Click to highlight the desired location then click **Select**:



NOTE: If the patient is moving to a different facility, you may need to use the clear and/or select buttons next to the *Facility* field which is located above the **Select** button.

After clicking **Select**, the system returns to the *Add New Move* screen. Click **Save and Close** to save the location to the patient:



The system returns to the selected patient's registration screen opens. Locate the *Location* field and click **Save and Close**:



The screenshot shows the 'REGISTRATION - Testpatient, Bob T #102' screen. At the top, there is a navigation bar with 'TODAY' and 'COMMUNICATION' tabs. Below this is a toolbar with icons for 'Preview', 'Navigation', 'Chart', 'Current Patient', 'Options', 'TESTNURSE', 'No New Hub Messages', and 'Request Technical Support'. The main content area is divided into several sections:

- Contact Information:** Includes fields for Last Name (Testpatient), First Name (Bob), Middle (T), Company, Soc. Sec. #, Date of Birth (04/22/1960), Address 1, Address 2, Address 3, Region, Zip Code, City, State, Email, and Driver's License.
- Sex and Gender:** Radio buttons for Male (selected) and Female, and checkboxes for Non-Traditional. A dropdown menu for Gender is set to 'Man'.
- ID Photo:** A placeholder for a photo with buttons for 'Select File', 'Capture', and 'Delete'. The text 'No Photo Available' is displayed.
- Correctional:** Includes fields for Unique ID # (102), Location, and buttons for 'Assign', 'Move', 'Release', 'Select', and 'Clear'.

At the bottom left, there are 'Save' and 'Save and Close' buttons. At the top right, there are 'Sign Off', 'UNLOCKED', 'Info', and 'Cancel' buttons.

NOTE: The location does not update on the registration screen until **Save and Close** is selected.

The system returns to the *All Active Patients* list. Continue updating patient locations following previously outlined procedures. Click **Refresh** to update the list as desired. When finished, click the **Spark Desktop** icon to return to the desktop.