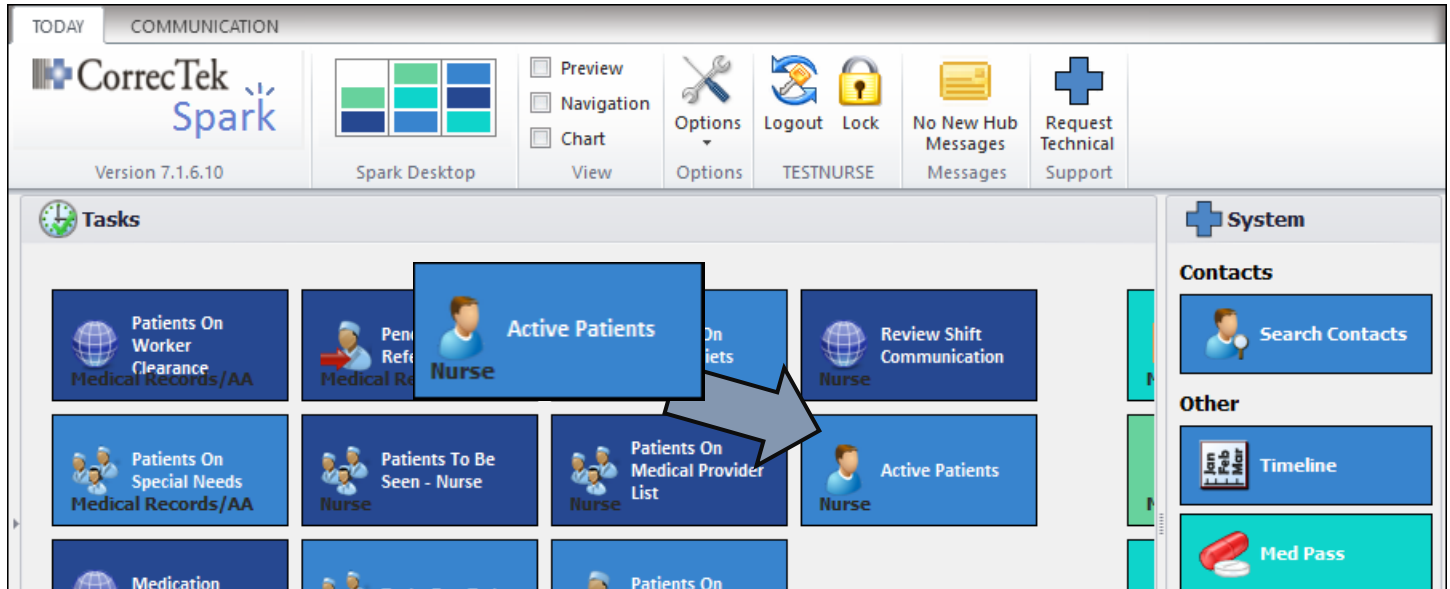
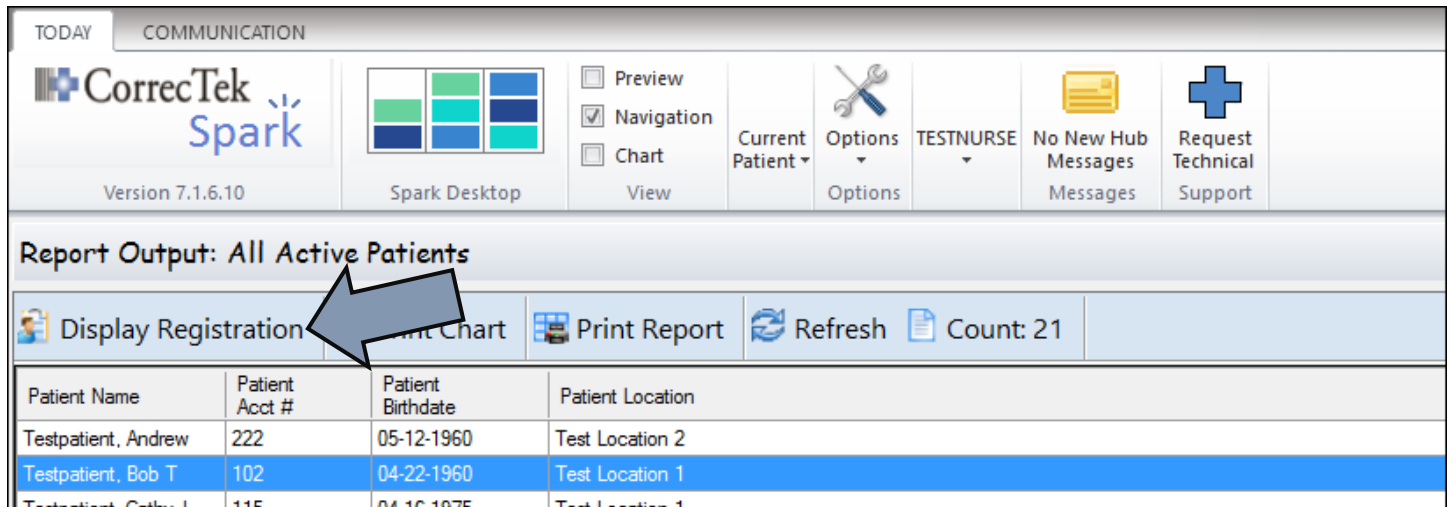


### Moving Patients

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**:

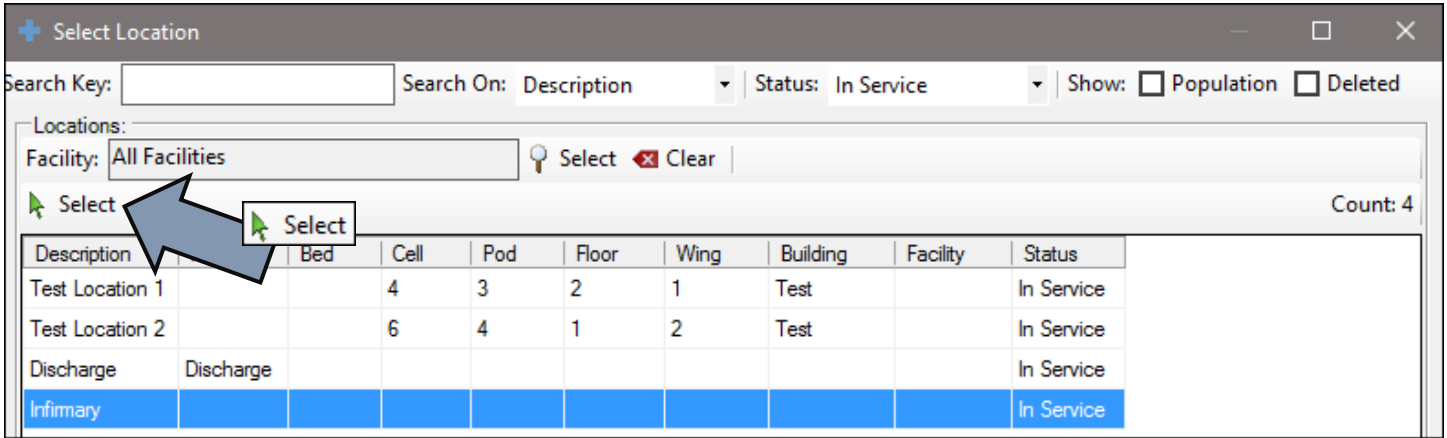
The screenshot shows the 'REGISTRATION - Testpatient, Bob T #102' screen. The 'Location' field is currently set to 'Test Location 1'. A blue arrow points to the 'Move' button located to the right of the location field. Other fields include 'Unique ID #', 'Employer', and 'Fee Schedule'.

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

The screenshot shows the 'Add New Move' dialog box. The 'Destination' field is empty, and a blue arrow points to the 'Select' button next to it. Other fields include 'Date', 'Who', 'Patient', 'Move Type', 'Location Type', 'Responsibility', and 'Previous'.

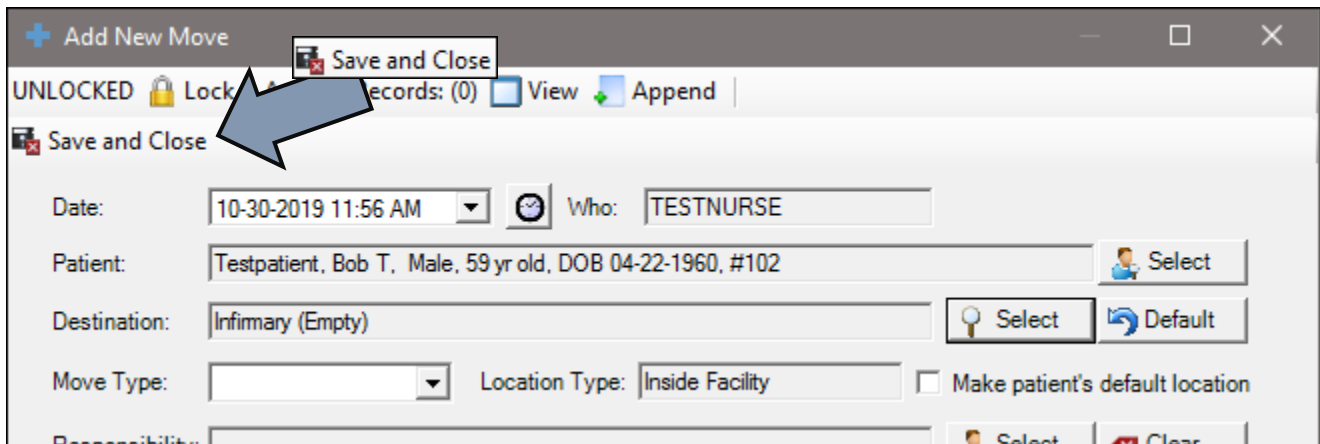
**Select Location**

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

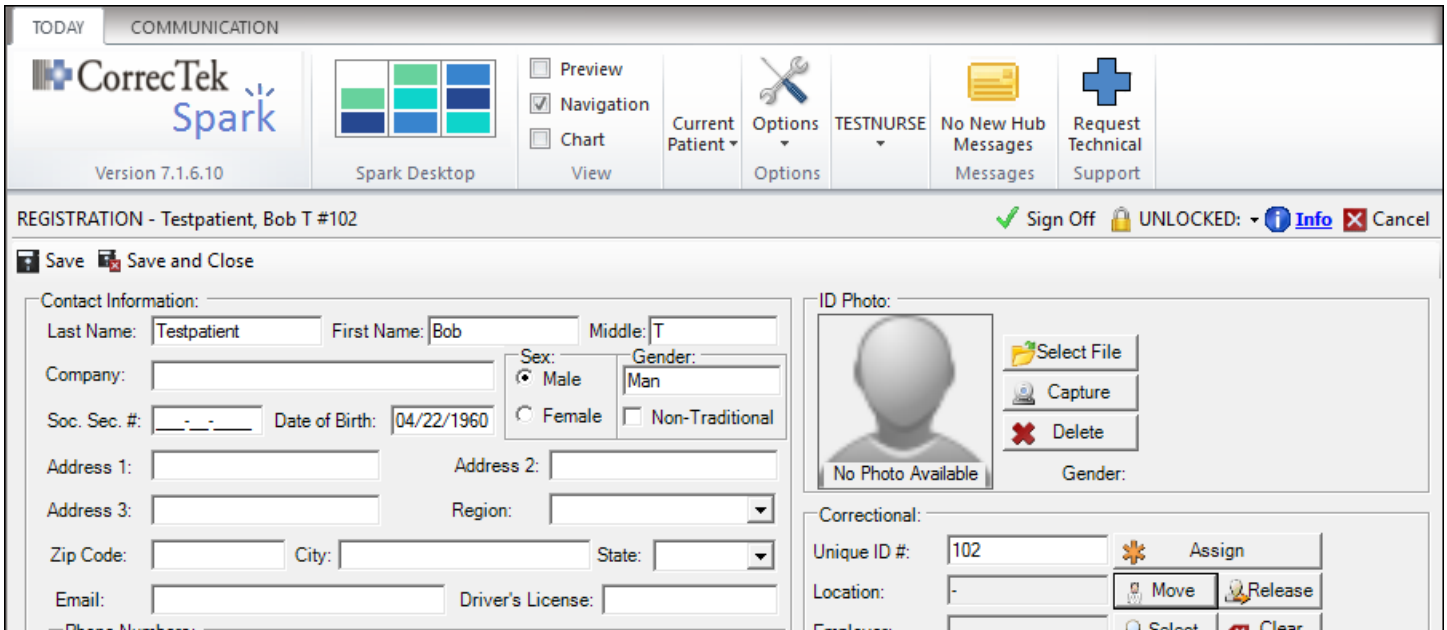


**NOTE:** If the patient is moving to a different facility, you may need to use the clear and/or select buttons next to the *Facility* field which is located above the **Select** button.

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 form area is divided into several sections: 'Contact Information' with 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; 'ID Photo' with a placeholder for a photo and buttons for 'Select File', 'Capture', and 'Delete'; and 'Correctional' with 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 of the form area, 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.