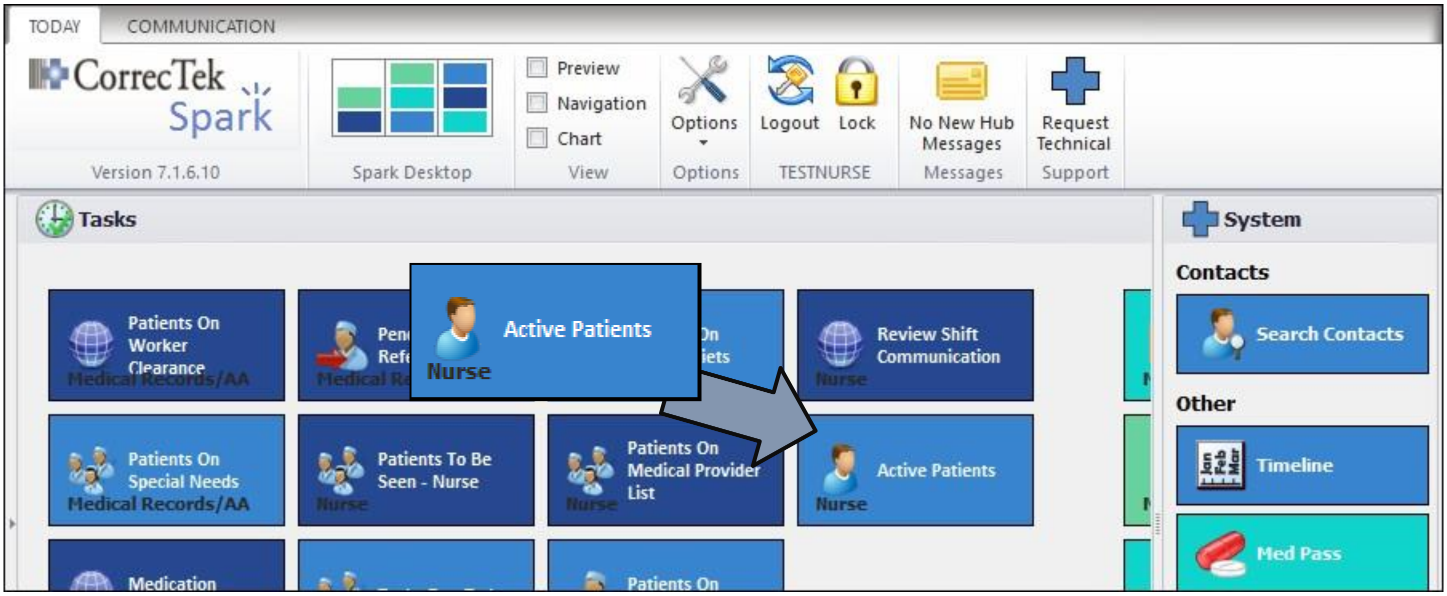
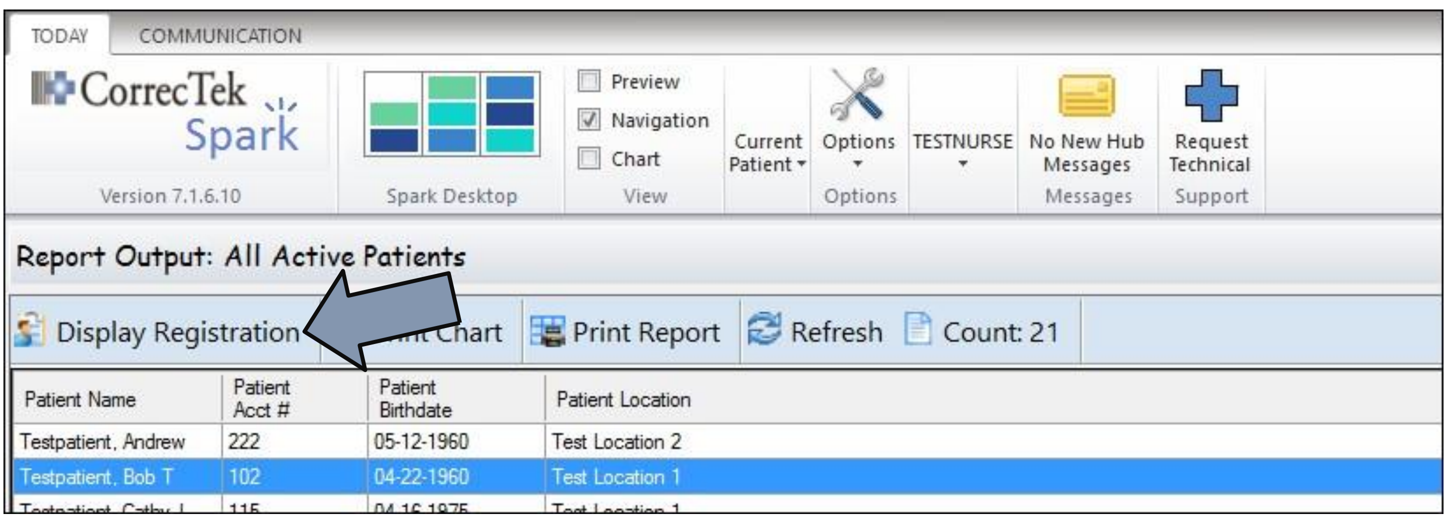
Moving Patients

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

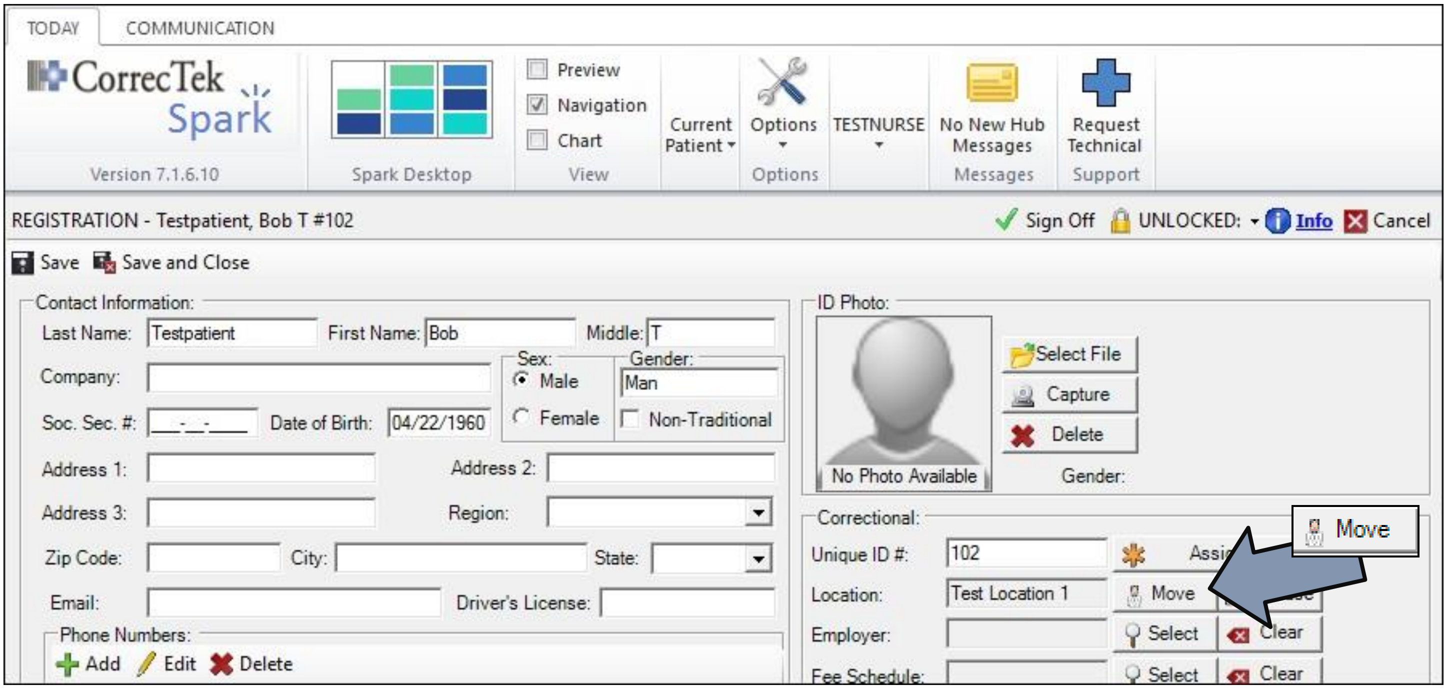


A list of patients displayed alphabetically by last name appears. Click to highlight the patient that needs moved then click **Display Registration**:

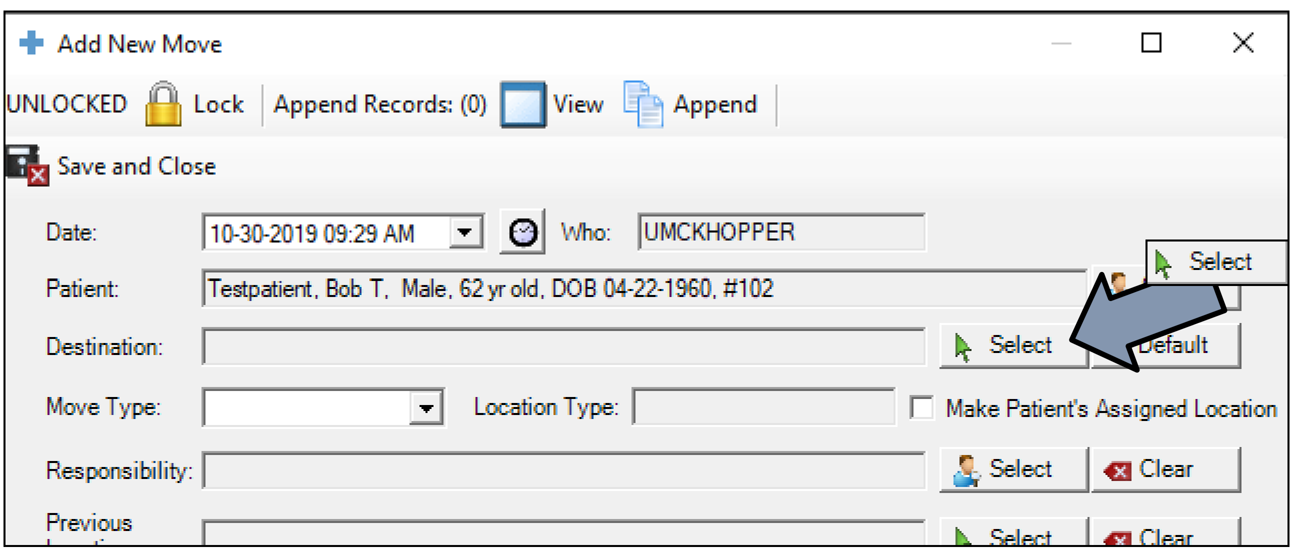


Registration Screen

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

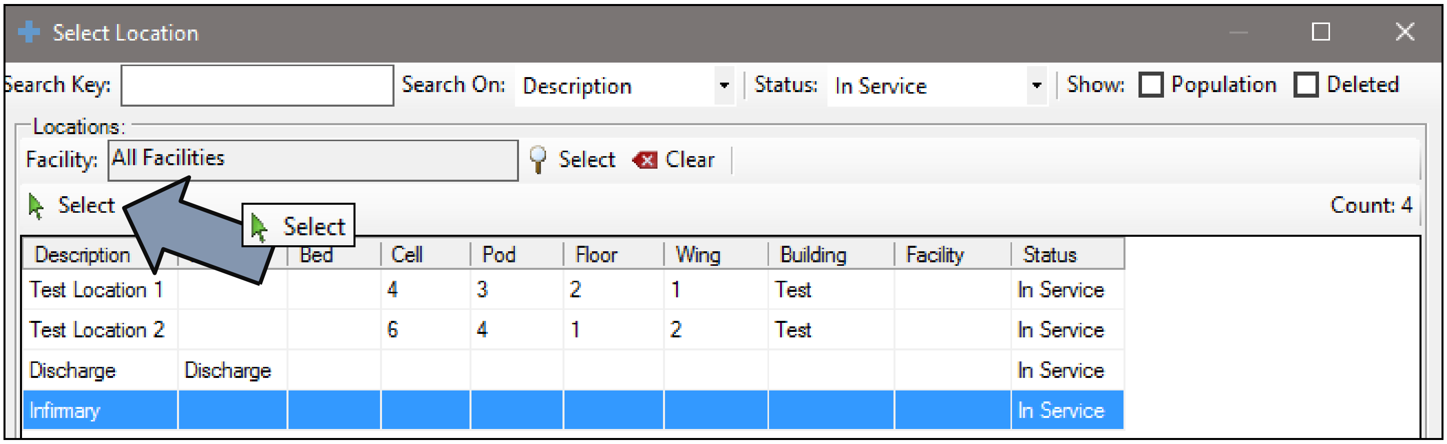


The *Add New Move* screen opens. Click **Select** next to the *Destination* field:



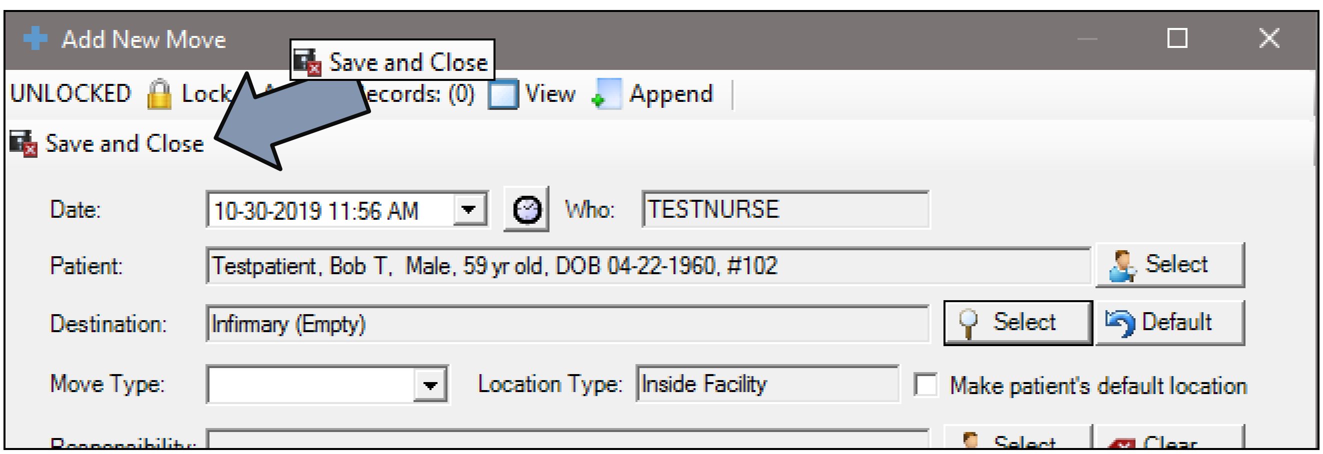
Select Location

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 Clo**se 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**:

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.