



# Client Admission Screen

Updated on October 2023

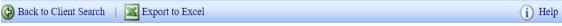
#### **Home > Client Management (Search Client) > Admission**

### **Business Purpose:**

The Client Management – Admission page displays a tabular listing of the client's admission history records for bed programs.

#### How to:

- 1. Client Management Admission tab: Client No, Client Name, DOB, Age.
- 2. Back to Client Search, Export to Excel buttons and Help link:



- Click on Back to Client Search button navigates you back to Search -Client Management page
- Export to Excel opens an Excel file with Client Admission history records information
- Help link opens a new window Admission document guidelines.
- For each client admission history record, the intake Program Name, Admission Date, Discharged Date, Admitted By, Updated By, Status and Actions are displayed.
- 4. Other than the Actions column on the table, each of the column headings are clickable and will execute a sort alternating between ascending and descending based upon the column heading. (For example, when you click on the Admission Date, the history records are then sorted in ascending order, the record with the oldest admission date first.)
- 5. The Actions column shows whether the admission record is View only (non-active/discharged) or can be Updated (active/admitted) and can be clicked to go to the detailed admission screen.

## **Important Notes:**

1. The total number of records is shown at the bottom of every page.