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.

3. 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.