



EMR Quick Reference Guide

Admit – Complete Admission Note

1. Select **Medical Officer View** from Table of Contents menu
2. Select the **“Admit Tab”** at the top of the work space
3. Enter information in the widgets listed
4. You can “drag and drop” components in the grey column on the right hand side of the workspace to re-arrange the order of the widgets
5. You can also delete widgets that are not relevant for you admission note by clicking the hamburger in the top right hand corner of the work space
6. Navigate to **“components”** and then untick any items you do not wish to be in you admission note
7. After entering all your information select **“Admission H & E”** at the bottom left of the work space
8. You can make further edits to your admission note in this page
9. Once completed click **Sign/Submit**

