

# Pre-Admission Clinic – JMO Admission Note



**Digital Health**  
CONNECTING BEST CARE

Digital Health  
Quick Reference Guide

## This Quick Reference Guide will explain how to:

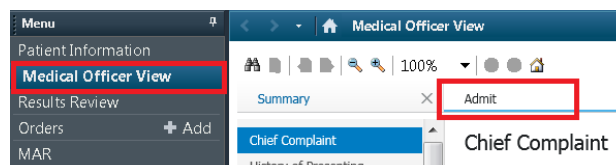
Document a Pre-Admission Clinic (PAC) Note.

Junior medical staff on surgical teams create an Admission Note for patients seen in PAC.

Please refer to the QRG “Admit – Complete Admission Note” for more information.

## JMO PAC Admission Note:

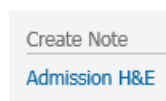
1. Navigate to the **Admit** tab from the **Medical Officer View**.



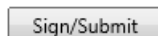
2. Complete the information in each section, as appropriate.

3. Make sure to complete **Allergies, Home Medications** and **Problems/Alerts**.

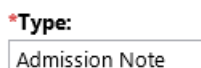
4. Click **Admission H&E** under **Create Note** when all sections have been completed.



5. Review your document, and click **Sign/Submit**.



6. Your Note **Type** must be Admission Note.



7. Your Note **Title** must follow the naming convention as below:

### **\*PAC UNIT ADMISSION PROCEDURE\***

For example, if the patient is having a left total hip replacement, the Note Title will be  
**“PAC ORTHO ADMISSION LTHR”**

The nurse, surgical JMO and anaesthetist all use the same naming convention.

8. Click **Sign** to save the document.