

Administration – Troubleshooting – Two Inpatients in same bed in EMR



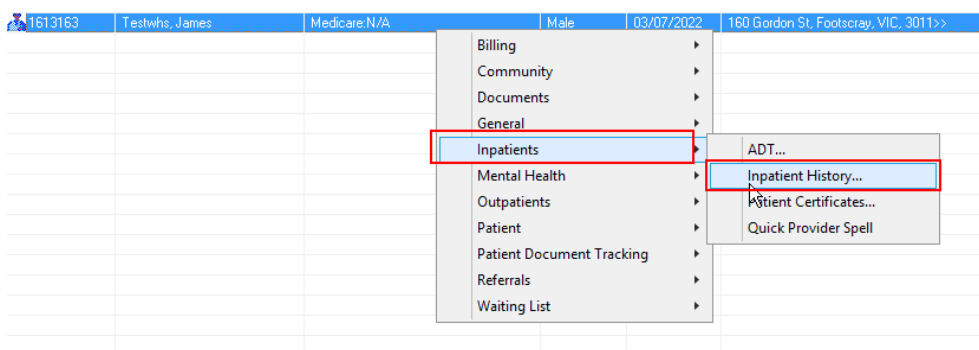
This Quick Reference Guide will explain how to:

- Correct an error where the patient is not discharged in EMR however discharged in iPM resulting in two patients in the same bed in EMR

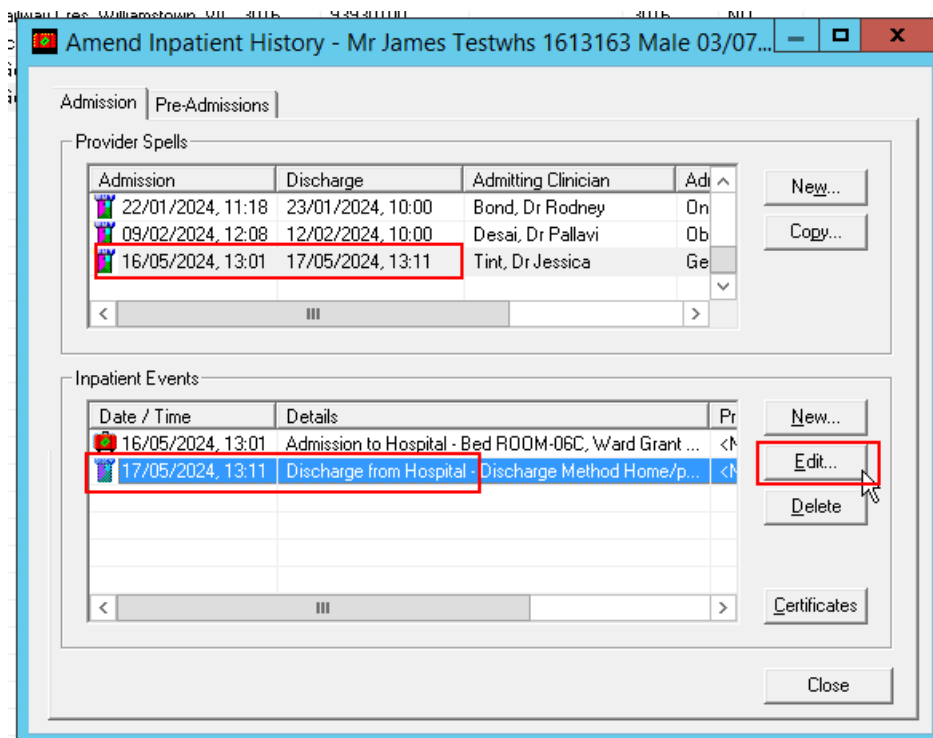
Patient is not discharged on EMR however is Discharged in iPM resulting in two patients in the same bed in EMR:

This scenario may occur if the patient has been discharged via iPM however this change has not reflected in EMR

1. Go to iPM > Search the Patient > Right click and select Inpatients > Inpatient History...



2. Select the impacted admission > select the Discharge Inpatient event > Select Edit





- Change the discharge date time by one minute > select Ok
Take note of the original discharge time as you will need to change it back and to the original time once complete.

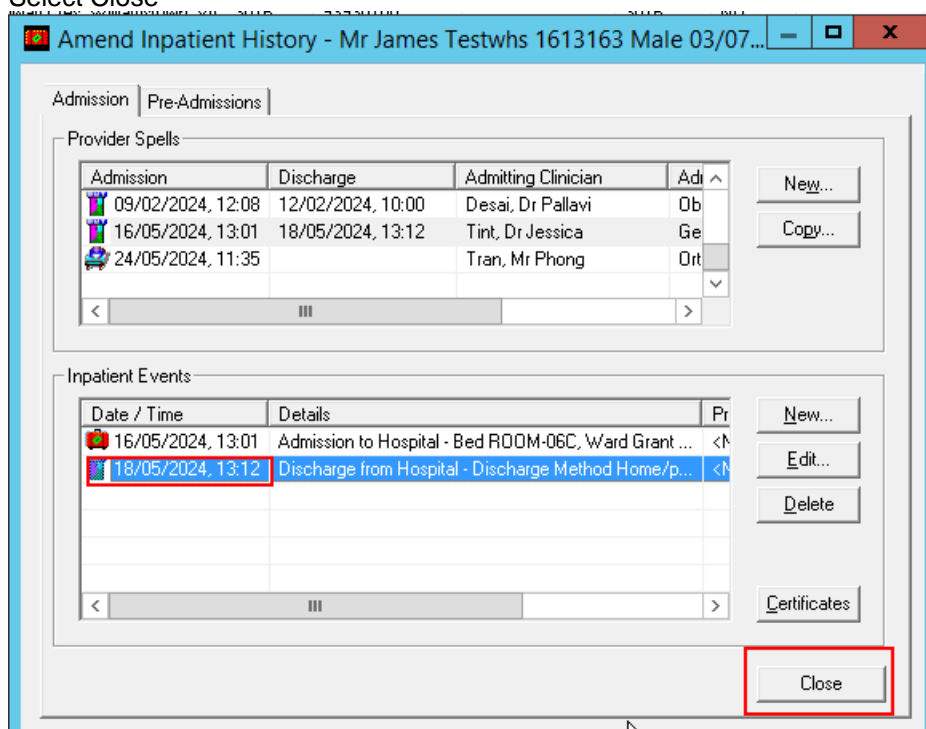
- Select Yes to the prompt if the discharge date is in the past

- Select Yes to the prompt for length of stay

- Select No to the prompt to add a new patient document



7. Select Close



8. Check EMR and confirm patient is now discharged and only one patient is showing the bed.
9. Now go back and change the discharge time back to the original time by repeating steps 1 – 7.
10. If not able to correct this issue please log a ticket via servicedesk@wh.org.au