

HT7: HOW TO BOOK OUT A CLIENT / FAMILY




The 'Book Out' button is an Action Icon under the Book In tab on the Admissions module and is used to book a client out of a bed.

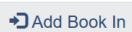
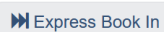
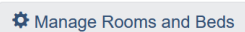
1. From the Front Desk menu, select Admissions.
2. From the Admissions page, locate the client you want to book out and click the Book Out button.
3. Check the accuracy of the date and time and, if necessary, change it.
4. Select the reason the client is being discharged from their stay. If you are booking the client out and in again immediately because their Program funding type has changed or another household member has joined the family to receive a stay, select Funding or Family Revision for Reason for Discharge.
5. Select the agency or service where the client is being referred. If no referral was performed, select None – No Referral.
6. Add any comments you may have regarding the departure of the client in the Comments field.
7. Click the Book Out button.
8. If applicable, repeat the steps above for the other family members.

Admissions

Booked In | Reservations | Bed Availability

Showing 1 to 1 of 1 entries | Show 10 entries | Filter items

Full Name	Date	Reason for Service	Room : Bed	Action
Granger, Hermoine	2022-04-04 8:09 PM	Family / Relationship Breakdown	Rm 01 Male Youth : Bottom 1	  



Book Out button