

# ARYA – Entering and Removing Patients

## Step 1: Select Appropriate List and then ‘Add Patient’

Patients will be entered into Meditech first and general information will be transcribed into the tool. If the patient belongs to the hospitalist team rather than the ICU, PRU or TRU, enter the patient into the ‘Hospitalist New Admits’ List.

**Add Patient** | Move Patients Team Info | Print

Name	Reason for Referral	Location ^	Assignment	Status	Health Rating
Jims, Johnny	Stroke	3E 4-1	Tanya	Admitted	Discharge
...	...	...	...	Admitted	Unstable

## Step 2: Search for Patient

Search your patient name to ensure no previous admissions, if there is an existing one then select that to pull in demographic data

Search

Suzie Smithsonian - 80F - 23234  
First Name

## Step 3: Enter Patient Demographics

If there is no matching previous account, enter the first name, last name, MRN, gender and DOB. Ensure the correct list is selected and submit. Other demographic data is not required.

The patient will then appear on your selected list under an ‘Admitted’ Status

Search

Mandatory Fields

First Name

Last Name

MRN

Province ON-Ontario

Gender Select Gender

Date of Birth January 1 2020

## Step 4: Flag Patient for Discharge

When you determine your patient is ready for discharge but an exact date is not established, you may choose to set the ‘Health Rating’ as ‘Discharge’ which can be interpreted as within 1-2 days. This is a method of flagging for your convenience and others who may review the list.

Name	Reason for Referral	Location ^	Assignment	Status	Health Rating
Jims, Johnny	Stroke	3E 4-1	Tanya	Admitted	Discharge

## Step 5: Remove Patient off Active Patient List to Discharge

To remove the patient from your active list but retain them in the handover tool as an inactive patient, select ‘Discharge’ or ‘Deceased’ from the ‘Status’ dropdown. Do not select ‘Delete’ or ‘Deleted’ as the patient will be completely removed from the handover tool.

Jims, Johnny	Stroke	3E 4-1	Tanya	Admitted	Discharge
De Santos, John	AKI	3E 5-2	Taylor	Admitted Consult Transferred	Unstable
smith, john	Stroke	3N700	--	Discharged	Not Set
Testlastname, Test1			--	Deceased Deleted Delete	Not Set