Completing a Pre-Arrival

1. Click Pre-Arrival.
2. Complete the demographic information and select “WRM” (for adults) or “WRPED” (for pediatrics) in the location field at the top of the form.
3. Complete the entire template with information about the ED transfer. The template is in free text format.
4. Once the form is complete, click OK.
5. Verify the Pre-Arrival displays on the tracking board.

**NOTE:** Changing the location of a pre-arrival is the same process as moving a patient on the tracking board. Double click on the room and select the appropriate room to move the patient into.
Modifying a Pre-Arrival

1. Right click on the **Pre-Arrival** and click **Modify Pre-Arrival**.
2. This brings up the Pre-Arrival Form and allows the provider to modify the form.
3. Once the form is complete, click **OK**.

Canceling a Pre-Arrival

1. Right click on the patient’s name and click **Cancel Pre-Arrival**.
Attaching a Pre-Arrival

1. When the patient arrives and they are registered, right click on their real name and click Attach Pre-Arrival.
2. This will open the pre-arrival attachment window. Select the pre-arrival that you want to attach.
3. Click Attach. The pre-arrival will move to the Attached Pre-arrivals window.
4. Click Close.
Detaching a Pre-Arrival

1. Right click on the patient's name and click **Detach Pre-Arrival**.
2. Click **Yes**.