Receive Patients

Patients should be marked "received" when they arrive at the destination facility. This changes the patient's Status to *Received* and their Tracking Summary to *At location*.

There are several ways to receive patients, including through the patient record, a dashboard gadget, or through the transport.

To receive a single patient through the patient record

1. Locate the patient through a dashboard gadget, quick search, or filter.
2. In the list or results, locate the patient and on that row, click the view icon. The *Detailed Patient Information* window opens.
3. At the top, click **Receive**. The *Receive* window opens.
4. In the **Location** list, click the location at which the patient is being received.
5. If appropriate, in the **Sub-Location** list, click the sub-location.
6. If appropriate, for **Comment**, enter notes about the situation or condition of the patient.
7. Click **Receive**. The *Receive* window closes.
8. Click **Done**. The *Detailed Patient Information* window closes.

To receive one or more patients through a dashboard gadget

1. Locate and view the patients list through:
   - A dashboard gadget by clicking the view icon on the upper right of the gadget window.
   - A dashboard gadget by clicking a client summary element.
   - The **Filters** tab.
2. For each patient you want to receive, select the corresponding check box to the left of their record.
3. In the **Actions** menu, click **Receive**. The *Receive* window opens.
4. In the **Location** list, click the location at which the patient is being received.
5. If appropriate, in the **Sub-Location** list, click the sub-location.
6. If appropriate, for **Comment**, enter notes about the situation or condition of the patient.
7. Click **Receive**. The *Receive* window closes.

To receive a patient through the transport

1. On the **Transports** tab, locate the patient and on the right, click **Details**. The *Incoming Patient Details* page opens.
2. Review the patient details and, as appropriate, click **Receive**.