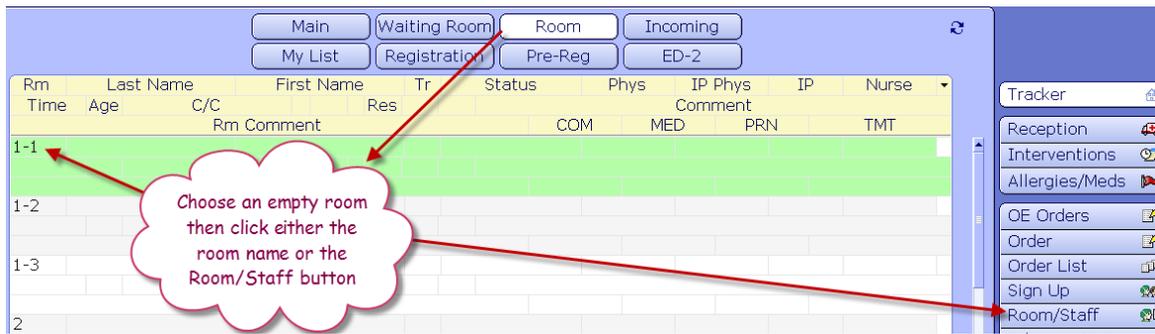


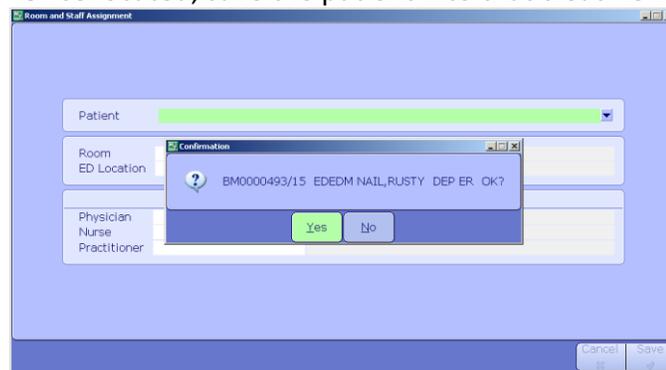
## Return a Departed Patient to the Tracker

**Departed a patient by accident? No worries. Here's how to fix that:**

1. From a Room Based tracker (one that shows every treatment space whether it has a patient in it or not), highlight an empty treatment space and then click on the room name or on the Room/Staff button.



2. In the box labeled "Patient" in the Room and Staff Assignment screen, type the account number or name of the patient you wish to return to the tracker (if it was the last patient you accessed, just hit the space bar and press enter). Be certain that you are selecting the right patient and the right visit (they may have multiple). Once located, save the patient into that treatment space.



3. Note that the patient will now appear in the treatment space you have chosen. If the patient was fully departed (their registration changed to DEP ER), you ***MUST*** have registration undo their departure in order to continue entering orders and tracking this patient. You must also change their Status Event from DEPART in order for them to appear on the patient based trackers.

