READMITTING A RETURNING/DISCHARGED PATIENT:

When adding a new patient into the system, if the patient already exists you will receive an error in red that states **"THIS CLIENT ALREADY EXISTS"** and/or **"PATIENT WITH GIVEN NAME, GENDER AND DOB ALREADY EXISTS."** Here are a couple examples of what this error will look like when it occurs:
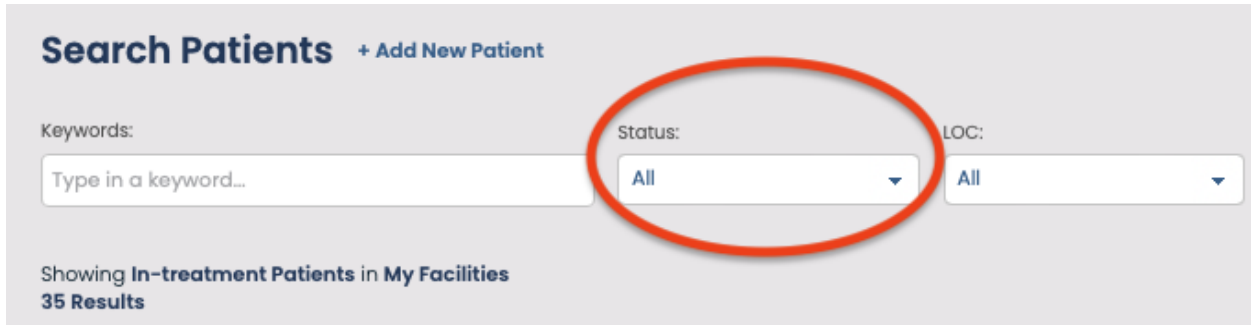
When you receive this error, this means the patient you're trying to add already exists in the system and just needs to go through intake again. To do this you'll need to locate the pre-existing patient. Here are the steps you'll need to take to do that:

1. First you will need to locate the returning patient's discharged profile. To do this simply pull up the search patients page, type your patients name in the keywords data field and change the status to **ALL**
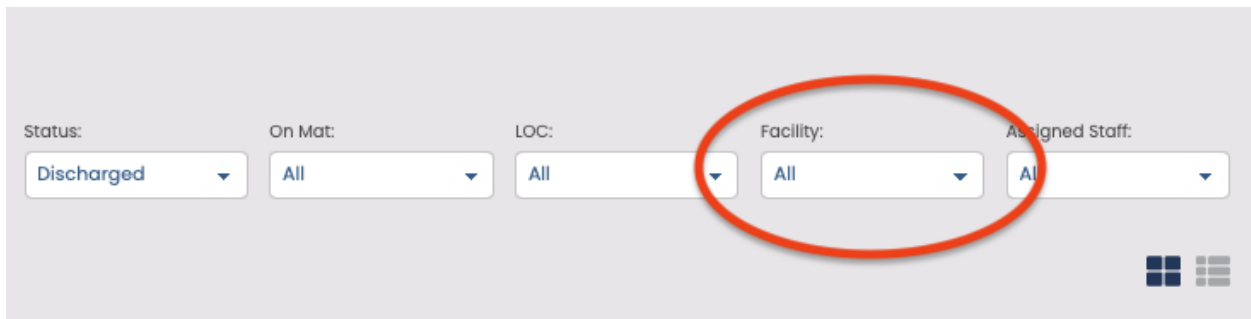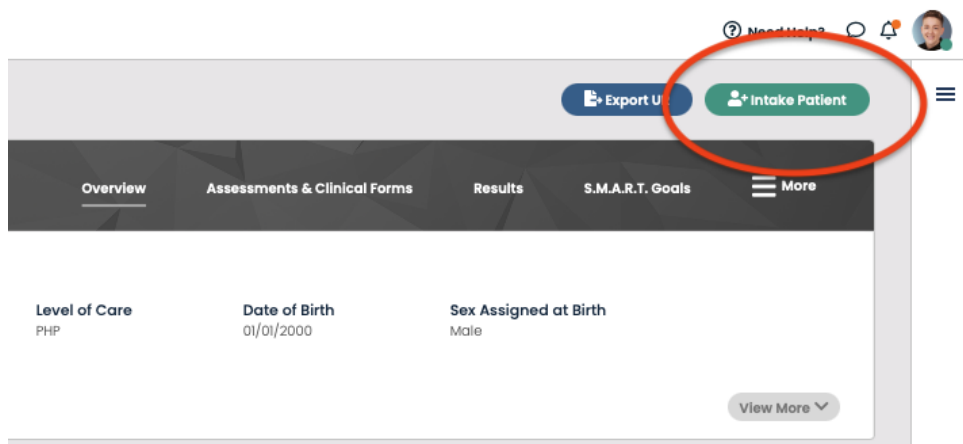

2. Next make sure you change the facility to **ALL**. This will ensure that you're able to locate your patient even if they were discharged from a different facility then click on the green filter button:

3. Once you locate the patient's profile, simply intake the patient again and all intake items (Intake Assessments and Clinical Evaluation) will be immediately assigned.