# Depart Process

Depart Window

To depart (or admit) a patient using the Depart Process window, complete the following steps:

1. Select a patient from the Tracking List.

2. Select the Depart Process icon to open the Depart Process window.

- The left portion of the window displays the depart actions to be completed before departing the patient.

- The yellow items are required.

- The Depart Summary is displayed in the right-hand section of the window.

3. Click on the 'pencil icon' to the right of an action in the Depart Actions section of the window. The following are available:

- Diagnosis

- Prescriptions

- Follow-up

- Request for Discharge

- Valuables and Belongings

- Open Patient Chart

- Addendum

- Discharge

- Admit or Day Surgery