

How to Book In a Client



Log In / Connexion

User Name / Nom d'utilisateur

Password / Mot de passe *

[Forgot Password? / Mot de passe oublié?](#)

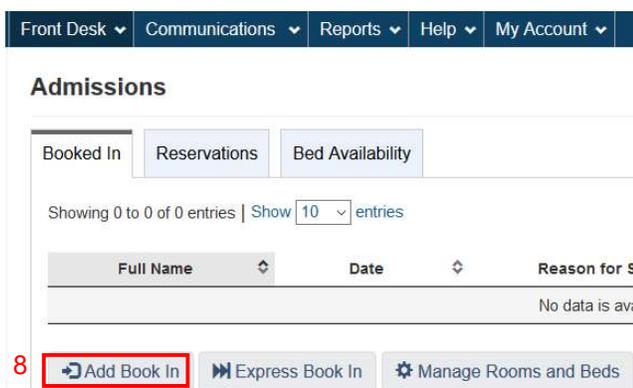
1. Log-in to HIFIS. If you need assistance see the Quick Reference Guide on “How to Log Into HIFIS and Change Service Provider”.

◆ **NOTE:** There are no steps 2 – 5, continue to step 6.

There are two different means by which you can book in a client: 1) using **Front Desk** or 2) **searching the client**. Both accomplish the same result and boils down to preference; however, if using the Front Desk method, the user should know for certain which record in HIFIS represents the client. **First are the steps using Front Desk.**



6. Select **Front Desk**.
7. Select **Admissions**.



8. Click the **Add Book In** button on the **Admissions** screen.

Second are the steps searching the client.

ID	Full Name	Gender	Alias	Date of Birth	Age	File Number	Action
192	Smith, John	Male		1982-11-15	37	0000000192	9

9. After searching and finding the client, on the **Client List** screen click the **Admissions** action button on the far right of the client record.

10. Click the **Book In** button on the **Client Admission List** screen.

Both methods above accomplish the same results and bring you to the fields described below for completion. By using **Front Desk** you would now need to search for the client in step 11 below because you have not yet identified the client being booked in, whereas by first **searching the client** the name will be populated in step 11 below and you would continue to complete the remaining fields.

11. Search and select the client if Front Desk used or continue to step 12 if client already searched.
12. Edit the **Start Date and Time**, if needed.
13. Optional: Enter the **Expected Book Out Date**.
14. Select the **Reason for Service**.
15. The **Program** funding the service is auto populated.
16. Edit **Evacuation Assistance Required**, if applicable.
17. Optional: Select **Referred from**.
18. Optional: Select **Referred by**.
19. Optional: Enter **Late Pass Time**.
20. Optional: Enter **Wake Up Time**.
21. Edit **Intoxicated**, if applicable.
22. Optional: Enter **Comments**.
23. Select **Next**.

24. Each square in the **Book In - Bed Selection** screen represents a bed. Click on an active, vacant square to book the client into the bed.
25. Select **Save** when done to complete the Book In.