

How to Book Out a Client		
HUBELESS INDEVIDUALS AND   HUBELESS INDEVIDUALS AND   HUBELESS INDEVIDUALS AND   STEEME O'INFORMATION SUB LES PERSONNES ET   Log In / Connexion   User Name / Nom d'utilisateur   Password / Mot de passe   Log In / Connexion •   Forgot Password? / Mot de passe oublié?	<ol> <li>Log-in to HIFIS. If you need assistance see the Quick Reference Guide on "How to Log Into HIFIS and Change Service Provider".</li> <li>NOTE: There are no steps 2 - 5, continue to step 6.</li> </ol>	
There are two different means by which you can book out a client: 1) using <b>Front Desk</b> or 2) <b>searching the client</b> . Both accomplish the same result and boils down to preference. <b>First are the steps using Front Desk</b> .		
Front Desk         Communications         Reports         Hete           7         Admissions         Group Activities           8         Admissions         Group Activities           9         Admissions         Encodents           9         Admissions         Encodents           9         Admissions         Group Activities           9         Admissions         Encodents           9         Block Operations         Incidents           9         Gase Management         People           10         Gends         Storage           10         Directory of Services         Waiting Lists           10         Goods and Services         Vaiting Lists	<ol> <li>Select Front Desk.</li> <li>Select Admissions.</li> </ol>	
Admissions         Booked In       Reservations       Bed Availability         Showing 1 to 1 of 1 entries   Show 10 v entries       Filter items         Full Name       Date       Reason for Service       Room : Bed       Action         Smith_John       2020-04-01 01:58 PM       Financial - Crisis       Room 1 : Bed       8       G       Image: Crisis       Room 1 : Bed       8       G	8. After finding the client on the <b>Admissions</b> screen <b>click</b> the <b>Book Out</b> action button on the right of the client record.	



Second are the steps searching the client.	
ID     ©     Full Name     Gender     Allas     Date of Birth     Age     File Number     Action       192     Smith, John     Male     1982-11-15     37     0000000192 <b>9 ↑</b>	9. After searching and finding the client, on the <b>Client List</b> screen click the <b>Admissions</b> action button on the far right of the client record.
Client - Admission List Booked In Reservations Showing 1 to 1 of 1 entries   Show 10 ventries Service Provider  In: Out  Reason for Se Training Site 1 2020-04-01: Financial - Crisis 10 Book Out Create Historical Stay	10. Click the <b>Book Out</b> button on the <b>Client – Admission</b> List screen.
oth methods above accomplish the same results and bring you	to the fields described below for completion.
Book Out 0	11. Enter the Book Out Date and Time.
Service Provider Training Site 1	12. Select the <b>Reason for Discharge</b> .
Room Room 1 Bed Bed 4	13. Optional: Select <b>Referred to</b> , if needed.
Start Date and Time 2020-04-01 1:58 PM	14. Optional: Enter <b>Comments</b> .
Reason for Service Financial - Crisis	15. Select <b>Book Out</b> to complete the discharge.
Book Out Date and 1 2020-09-20 🚞 3:06 PM 💿 🛪	
Reason for Discharge 2 Select an option - *	
Referred to 3 Select an option	
Comments 4	
15 C Book Out X Cancel	