

How to Book Out a Client



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 out a client: 1) using **Front Desk** or 2) **searching the client**. Both accomplish the same result and boils down to preference. **First are the steps using Front Desk.**



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

Admissions

Full Name	Date	Reason for Service	Room : Bed	Action
Smith, John	2020-04-01 01:58 PM	Financial - Crisis	Room 1 : Bed 4	8 

8. After finding the client on the **Admissions** screen **click** the **Book Out** action button on the right of the client record.

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 

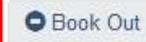
9. After searching and finding the client, on the **Client List** screen click the **Admissions** action button on the far right of the client record.

Client - Admission List

Booked In | Reservations

Showing 1 to 1 of 1 entries | Show 10 entries

Service Provider	In : Out	Reason for Se
Training Site 1	2020-04-01 : --	Financial - Crisis

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

Both methods above accomplish the same results and bring you to the fields described below for completion.

Book Out

Service Provider: Training Site 1

Room: Room 1

Bed: Bed 4

Start Date and Time: 2020-04-01 1:58 PM

Reason for Service: Financial - Crisis

Book Out Date and Time: 1

Reason for Discharge: 2

Referred to: 3

Comments: 4

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11. Enter the **Book Out Date and Time**.
12. Select the **Reason for Discharge**.
13. Optional: Select **Referred to**, if needed.
14. Optional: Enter **Comments**.
15. Select **Book Out** to complete the discharge.