


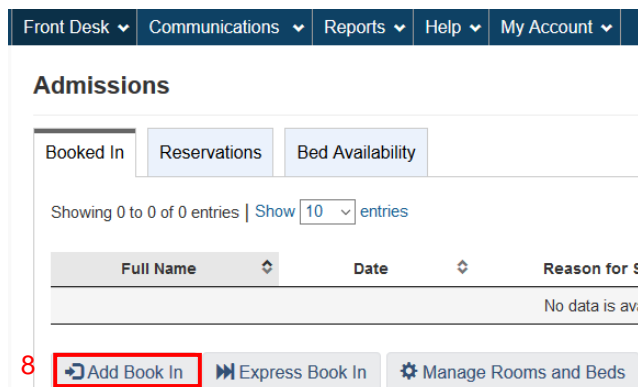
How to Book In a Client



1. From the HIFIS log-in screen, enter your **User Name**.
 2. Enter your **Password**.
 3. Select the **Service Provider** from the drop-down list.
- ◆ **NOTE:** If nothing appears in the Service Provider drop-down list, click the **Refresh** button .
4. Select **Log In**.
 5. If you have forgotten your password, you can request to have it reset by selecting **Forgot Password?**



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



8. From bottom of the **Admissions** screen, select **Add Book In**.

Book In

Client Name(s) **9**

Start Date and Time **10** 2018-04-01 4:49 PM

Expected Book Out Date **11**

Reason for Service **12** Select an option

Program **13** ESP

Referred from **14** Select an option

Referred by **15**

Late Pass Time **16**

Wake Up Time **17**

Intoxicated **18** No

Comments **19**

20

9. Enter the first three letters of the first or last name of the client you want to book in. The system will display a drop-down list of all matching clients. Select the one you want from the list.

10. Enter the **Start Date and Time**.

11. Enter the **Expected Book Out Date** if known.

12. Enter the **Reason for Service**.

13. Enter the **Program** funding the services.

14. Optional: Enter **Referred from**.

15. Optional: Enter **Referred by**.

16. Optional: Enter **Late Pass Time**.

17. Optional: Enter **Wake Up Time**.

18. Optional: Enter **Intoxicated**.

19. Optional: Enter **Comments**.

20. Select **Next**.

Book In - Bed Selection

22

Change Your View

Room 1

<input type="button" value="Small Icons"/>	<input type="button" value="Small Icons"/>	<input type="button" value="Small Icons"/>	<input type="button" value="Small Icons"/>	<input type="button" value="Small Icons"/>	<input type="button" value="Small Icons"/>	<input type="button" value="Small Icons"/>
<input type="button" value="Small Icons"/>	<input type="button" value="Small Icons"/>	<input type="button" value="Small Icons"/>	<input type="button" value="Small Icons"/>	<input type="button" value="Small Icons"/>	<input type="button" value="Small Icons"/>	<input type="button" value="Small Icons"/>
<input type="button" value="Small Icons"/>	<input type="button" value="Small Icons"/>	<input type="button" value="Small Icons"/>	<input type="button" value="Small Icons"/>	<input type="button" value="Small Icons"/>	<input type="button" value="Small Icons"/>	<input type="button" value="Small Icons"/>

21

Smithers, Shelley

21. Each blue square in the **Book In - Bed Selection** screen represents a bed. Click on a blue square to book the client into the bed.

22. Select **Save** when done.