


How to Book Out a Client

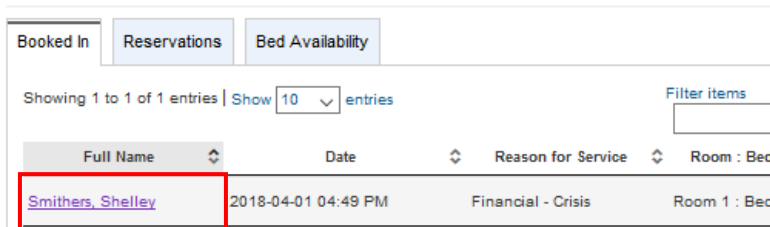


1. From the HIFIS log-in screen, enter your **User Name**.
 2. Enter your **Password**.
 3. Select the **Service Provider** from the drop-down list.
- ◆ **NOTE:** If nothing appears in the Service Provider drop-down list, click the **Refresh** button .
4. Select **Log In**.
 5. If you have forgotten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



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

Admissions



Full Name	Date	Reason for Service	Room : Bed
Smithers, Shelley	2018-04-01 04:49 PM	Financial - Crisis	Room 1 : Bed

8. **Click** on a client's name to select them.

Client - Admission List

Booked In | Reservations

Showing 1 to 1 of 1 entries | [Filter](#)

Show 10 entries

Service Provider	In : Out	Reason for
Training Site 2	01/04/2018 : -- / -- / --	Financial - Cri

Book Out 9

9. From the **Client - Admission List** screen, select **Book Out**.

Book Out

Service Provider: Training Site 2

Room: Room 1

Bed: Bed 3

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

Reason for Service: Financial - Crisis

Book Out Date and Time: 2018-04-01 5:14 PM **10**

Reason for Discharge: Select an option **11**

Referred to: Select an option **12**

Comments:

13 **Book Out** Cancel

10. Enter the **Book Out Date and Time**.

11. Enter the **Reason for Discharge**.

12. If you are referring the client to another service provider, select it in the **Referred to** field.

13. Select **Book Out**.