

Hospitalizations Module

The Hospitalizations module allows users to document any hospitalizations which may of occurred in the clients' medical history.

1. Access the CRMS Search Engine as described on page 16.
2. Locate the desired client by following instructions on page 50.
3. Open the client file and navigate to the **Hospitalizations** module as shown in Figure 318.

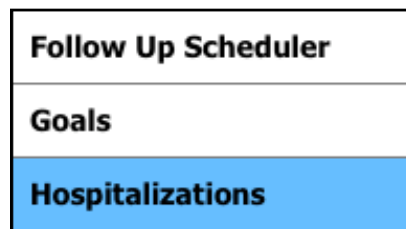


Figure 318 - Hospitalizations Module

4. The Hospitalizations module will then appear on screen as illustrated in Figure 319.

Disposition Date:

Status: ☐ Mental Illness Related

Institution:

Date Hospitalized: Date Discharged:

☐ Approximate ☐ Approximate

☐ Voluntary ☐ Involuntary ☐ Substance abuse related

☐ Forensic Related ☐ Respite ☐ Medical Related

Shared Crisis Emerg. Time:

Comments:

Admission	Hospitalized	Discharged	Status	Institution

☐ Show for all admissions

Figure 319 - Hospitalizations Module

5. Fill out the necessary fields and when satisfied, click **Save** to finalize the process.
6. Figure 320 demonstrates the Hospitalizations Module prior to saving.

Disposition Date: May 19, 2016

Status: Admitted to Medical Hospital ☐ **Mental Illness Related**

Institution: Kingston General Hospital

Date Hospitalized: May 19, 2016 **Date Discharged:**

☒ **Approximate** ☐ **Approximate**

☐ **Voluntary** ☒ **Involuntary** ☐ **Substance abuse related**

☐ **Forensic Related** ☐ **Respite** ☒ **Medical Related**

Shared Crisis Emerg. Time:

Comments:

Figure 320 - Hospitalization Module Prior to Saving

7. Upon saving, a message will appear to confirm the process was indeed successful.

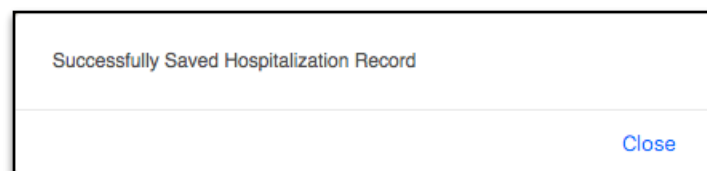


Figure 321 - Successfully Saved Hospitalization Record

8. The Hospitalizations module will then automatically refresh to display the newly saved data.

Admission	Hospitalized	Discharged	Status	Institution
2	19-May-2016		Admitted to Medical Hospital	Kingston General Hospital

Figure 322 - Reviewing Saved Hospitalization Data

Modifying Saved Hospitalization Data

1. Refer to page 149 on how to access the Hospitalizations module.
2. Locate the desired record from the review section which will be modified.
3. **Click** on it to select it.

Admission	Hospitalized	Discharged	Status	Institution
2	19-May-2016		Admitted to Medical Hospital	Kingston General Hospital

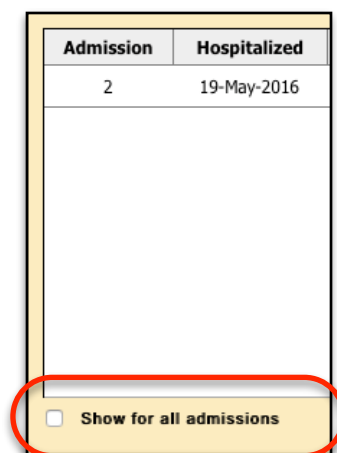
Figure 323 - Modifying Saved Hospitalization Data

4. The data will then be loaded on screen.
5. Make any adjustments as necessary and when satisfied, click **Save** to finalize the process.

Show for All Admissions

When accessing a client file whom has multiple referrals (.01, .02, .03, etc.), users can use the “Show for All Versions” checkmark to easily review across all referrals without the need to open each individual file.

1. Refer to page 149 on how to access the Hospitalizations module.
2. At the bottom of the module, locate and check the **Show for All Versions** check mark as illustrated on Figure 324.



Admission	Hospitalized
2	19-May-2016

☐ Show for all admissions

Figure 324 - Show for All Admissions Checkmark

3. The Hospitalizations module will then automatically refresh to display Hospitalizations data across all of the clients' referrals.