



## **WHAT TO DO IF A PATIENT IS ERRONEOUSLY LISTED AS TRANSIENT ON THE PART TOOL**

1. From your PART list, click on the patient's name.
2. Click "Admit/Discharge Summary" on the left
3. Click on most current admit date on the far left of the patient's summary.
4. Click "Edit Admit/Discharge" on the left.
5. In the field marked "Transient Status" change the "yes" to a "no".

Once you have changed the transient status, go back to your PART tool and verify the patient is no longer listed as a transient.