Adding Temporary Location

Adding a temp location is used for when the patient’s previous location is different from the patient’s current location, preventing nurses from placing medication and other orders. After adding the location, remember to remove that temp location for when the patient returns back to the previous location.

1. Find the patient
2. Click Registration
3. Select Visit Location
4. Then click Change Location
5. Click the ellipsis button in the Temporary section
6. Select the Unit from the drop down list
7. Then click Search
8. Select the location from the **Search Results** list

9. Click **OK**

10. Then click **OK** again

11. Now this patient is in the temporary location. **Remember** to remove the temp location when you’re finished with your documentation
Removing Temporary Location

When a patient is in a Temporary Location, this prevents the nurses from administering medications and other orders to the patient.

1. Identify if a patient is in a Temp Location. This can be identified in the Patient Header by looking for a location within the open and close brackets as shown in the image below.

2. Once identified, click Registration
3. Click Visit Location
4. Then click Change Location
5. Click the check box for **Clear Current Temporary Location**
6. Then click **OK**

7. The location in the open and closed brackets will disappear