

PATIENT TRANSFERS

(PRE ADMIT & DIRECT REGISTRATION ADMISSIONS)

- Sign on to Teletracking
- Sign on to Tiger Connect
- Via Tiger Connect
 - Click on roles & teams (upper left hand side)
 - Click on the search icon (upper right hand side)
 - Manually type in “admitting”
 - Click on MH Admitting on duty
 - Click and hold on “opt in” (right hand side until “on duty” appears)
 - Click on messenger (upper left hand side)
 - Click on MH Admitting Team
 - Click on facesheet, download, open file, save, print
 - Manually type: “admitting received, thank you” on the message bar
 - Click on roles & teams (upper left hand side)
 - Click and hold on “opt out” (right hand side until “no one on duty” appears)

