

DOWNTIME Registration PATIENT TRACKER

(Staff to fill out only columns that are relevant to the activity being recorded)

<AFFIX LABEL HERE>

Activity type: Ex:- admission/discharge/ transfer/LOA/service change/provider change/Encounter Type change	Transaction Date and Time	Encounter/Visit Number	Encounter Type	Medical Service	Reason for Visit	Admit Category; Admit Source; Arrival by Ambulance	Attending Provider	Location (Unit/Clinic/Dept) Transfers in/out	LOA (Reason; Estimated return date)	Discharge (Disposition; Discharged to facility)	Recorded by