

Adding a Temporary Patient into Omnicell

On rare occasions, a patient needed is not visible from either the Omnicell local or global patient directory (Local List or Global List). Manual additional of a patient can be done in emergent situations where the patient is not listed to pull medications.



IMPORTANT: Manual addition of a patient to the system should be a rare occurrence. It is very important to enter the information correctly to ensure the patient can be reconciled.

1. From the Main Menu, touch **Patient Care**

Next touch the “**Add New Patient**” button,



2. Populate the required fields (marked with an asterisk).



After completing data entry in the required fields, Touch the “**Add New Patient**” button.



IMPORTANT: For fields where the data is unknown, use alternative details such as a location or bed number. Depending on your Facility, *Patient ID* could also be known as the Visit or Encounter ID can be used.

- The temporary patient will display on the Omnicell *Global List* and *Local List* for four hours **at your Facility**. The temporary patient will be listed as **TMP** (temporary) in the “Pt. Type:” field in the patient information banner.

Test, Patient
Pt.ID: 1000000000911
MRN: 100999111

DOB: 02/14/33

Pt.Type: TMP

Select a patient from the list. To search for a patient, enter the first few characters of the last name or use the scroll bar. If the patient is not found, look in the Global List.

Global List Local List Partial Dose List