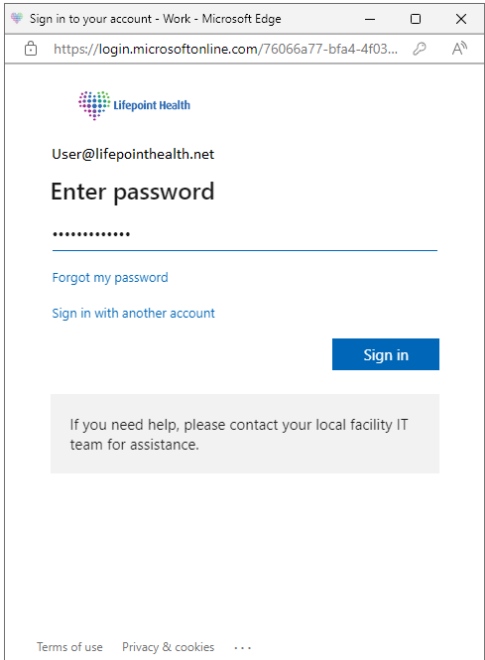


Admit Tracker

Click the provided link to open the Admit Tracker application. If prompted, login with your MS 365 credentials.



If you do not have access to the application, please send a request to be added.

Request access

Let's get you permission to use this app.

Message (optional)

More

Send request

Cancel

Click 'Allow' to enable the connections within the application. This is required for the application to run properly.

Almost there ...
Amslat Database Navigator needs your permission to use the following.
Please allow the permissions to proceed.

Office 365 Outlook
User@lifepointhealth.net
Signed in [View permissions](#)

Switch account

SharePoint
User@lifepointhealth.net
Signed in [View permissions](#)

Switch account

Allow

Don't Allow

Submission List

The homepage defaults to the 'Submission List, which displays all submissions made by all users at a specified facility for a specified date range. You will only have access to your assigned facility/area/region/lob. If missing a facility, please use the 'Help' link in the upper-right to send us an email. The table is sorted by reporting date (newest to oldest).

New Submission

To add a new Admit Tracker entry, click the 'New Submission' button.

- 1. Ideally you should be filling out "today's" admit tracker "today". If you were to use the tool this afternoon you should enter today's date.
- 2. Duplicate submissions for the same facility on the same reporting date are not allowed. You must instead return to the previous page and edit the original submission for that facility/day.
- 3. Enter data for all weekdays (M-F, five submissions a week). A zero in any of the fields is an acceptable entry. Fields with an asterisk are required.
- 4. Do not enter MTD data. Data should only be for the reporting date selected.
- 5. Do not attempt to make up for missed submissions by adding 'extra' to today's entry.

Update Submission

If a submitted Admit Tracker entry needs to be updated, you can click/highlight the record you want to edit and then click the 'Update Submission' button. You will not be able to update the reporting date on this page. The 'Reporting Date' and 'Fac Name' cannot be updated. If the wrong reporting date and or fac name was entered, you will need to go back and delete the submission.

Delete Submission

If a submitted Admit Tracker entry needs to be deleted, you can click/highlight the record you want to remove and then click the 'Delete Submission' button. Once the submission has been deleted it cannot be undone. Deleted submissions will show up in the 'Submission List', but will not appear in the 'Daily Summary'.

Missing Submissions



This page shows all facilities that have not submitted an Admit Tracker entry for a given reporting date. The reporting defaults to today's date, but can be changed.

Daily Summary

This page shows all Admit Tracker entries for a given reporting date for all facilities/areas/regions/lobs that you have access to. The reporting defaults to today's date. A LOB, Region, Area or Facility will need to be selected from one of the dropdowns (it is best to only use one of the dropdowns at a time) before the Admit Tracker entries will be displayed. A summary of the selected facilities will appear above the table.

Export Table

To download a CSV file of all Admit Tracker submissions currently displayed, you can click the 'Export Table button.

 **Admit Tracker**  [Help](#)

Submission List

Fac Name

Alameda - 415G

▼

Select a submission before using the update or delete buttons.

Start

1/1/2024

📅

End

6/1/2024

📅

New Submission

Update Submission

Delete Submission

Missing Submissions

Daily Summary

Export Table

Type	Status	Reporting Date	Fac ID	Fac Name	Region	Area	Service Level	Total
------	--------	----------------	--------	----------	--------	------	---------------	-------