HIETexas PULSE

PULSE
Patient Unified Lookup System for Emergencies™

Intake Coordinator Quick Start Guide

This guide serves to provide a high-level overview of Intake Coordinator functions in PULSE Enterprise. For further details, please review the **Emergency Census User Guide**. To set up your account or reset your password, please refer to the **Account Setup Quick Start Guide**.

Check-In
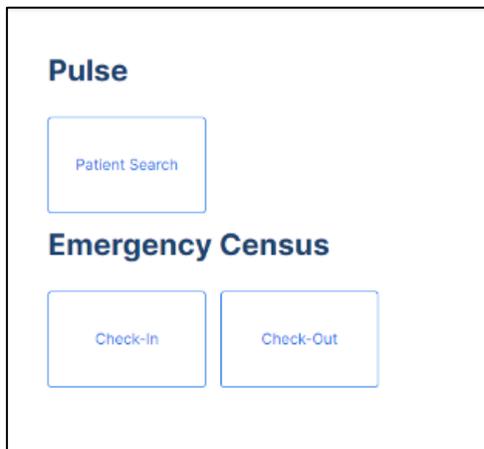
To check in an individual at your shelter:

- Login to PULSE using your username and password.
- Once successfully logged in, you will land on the navigation dashboard.
- Select **Check-In**.
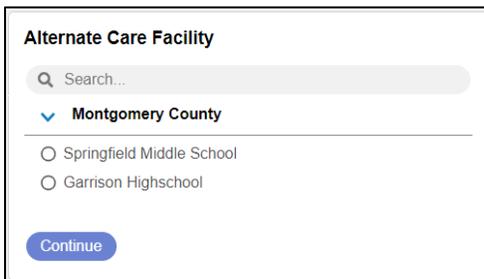
- You will be directed to select an Alternate Care Facility.
- Select the Alternate Care Facility in which you are located and click **Continue**.
- If your facility is not listed, consult your Administrator.

- To Check-In an individual, complete all of the required fields and select **Done.**
- You will be directed to the Review Check-In screen; if all the information is correct select the **Proceed to Check-In** button.
- To complete a bulk check-in, please refer to the **Emergency Census User Guide**.

Check-Out

To check out an individual from your shelter:

- Select **Check-Out** from the Navigation Dashboard, and repeat the Alternate Care Facility selection process if this is a new log-in session.
- Search for the individual you are checking out.
- Matching records of individuals checked-in will be displayed. Select the checkbox next to the name of the individual and select **Next** button.

- You will be prompted to select the Check-Out Destination of the individual.
- If an individual has a destination of "Other" or "Deceased", additional fields will appear.
- Complete fields and select the **Next** button.
- You will then be directed to the Review Check-Out screen. If all of the information is correct, select the **Proceed to Check-Out** button.