

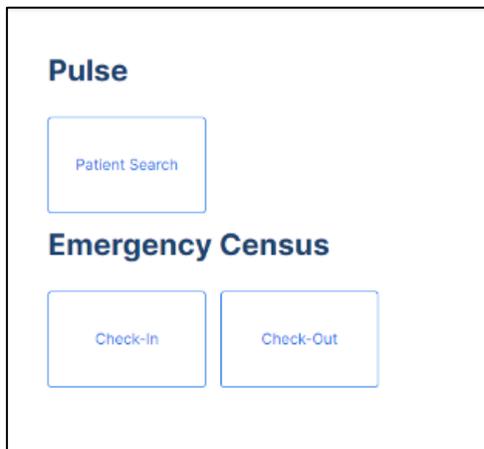
PULSE

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**.

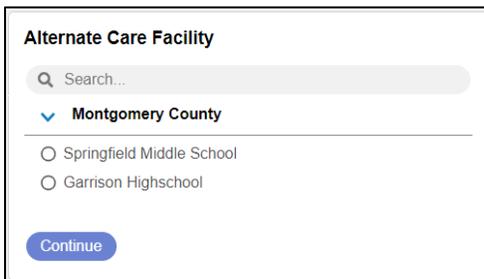
Check-In



The screenshot shows the PULSE navigation dashboard. At the top, the word "Pulse" is displayed. Below it is a "Patient Search" button. Underneath that is the "Emergency Census" section, which contains two buttons: "Check-In" and "Check-Out".

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**.



The screenshot shows the "Alternate Care Facility" selection screen. It features a search bar with a magnifying glass icon and the text "Search...". Below the search bar, "Montgomery County" is selected with a dropdown arrow. Underneath, there are two radio button options: "Springfield Middle School" and "Garrison Highschool". At the bottom of the screen is a blue "Continue" button.

- 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.

Check-In

Bulk-Check-In Drag your file here or [Browse File](#)

Required Fields*

First Name* Middle Name Last Name*

Birth Month* Date* Year* Gender*

Address Line 1

Address Line 2

City State Zip Code*

Country Code* Area and Phone Number*

- 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

Check-Out

[← Back to Home](#)

Required Fields*

Last Name* First Name

NAME	DOB	GENDER	ADDRESS	PHONE	CHECK-IN DATE
<input checked="" type="checkbox"/> Testerson, Test	01/01/1980	F	21228	+01 123-456-7890	05/24/2021

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.

Select Check-Out Destination

NAME	DOB	GENDER	CHECK-OUT DESTINATION
Test Testerson	01/01/1980	F	Home

Home
Other
Deceased

- 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.