Start a Pre-Placement Episode

kinseed

Learn how to start a Pre-Placement Episode for a person on MediWork

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ⓘ Depending on your organisation and configuration, MediWork may automatically start Pre-placement for a person when they're added to the system. When this happens, you do not need to take any other action to start Pre-placement for that individual.

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1 In MediWork, find the right person in the **People View**

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2 Click on the person's row to open their record

ID	First Name ▽	Last Name	Crea
TOL-000001	Rebeka	Mayer	01/0!
TOL-000003	James	Grant	05/0
TOL-000006	Emily	Davies	05/0
TOL-000008	Charlotte	Brown	05/0
TOL-000009	George	Hughes	05/0
TOL-000011	Michael	Williams	05/0
TOL-000012	Sophie	Patel	05/0

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3 Click "Episodes"

ℹ️ Only one Pre-Placement episode can be running at a time for a person. Any existing Pre-Placement episode for that person must finish before starting a new one.

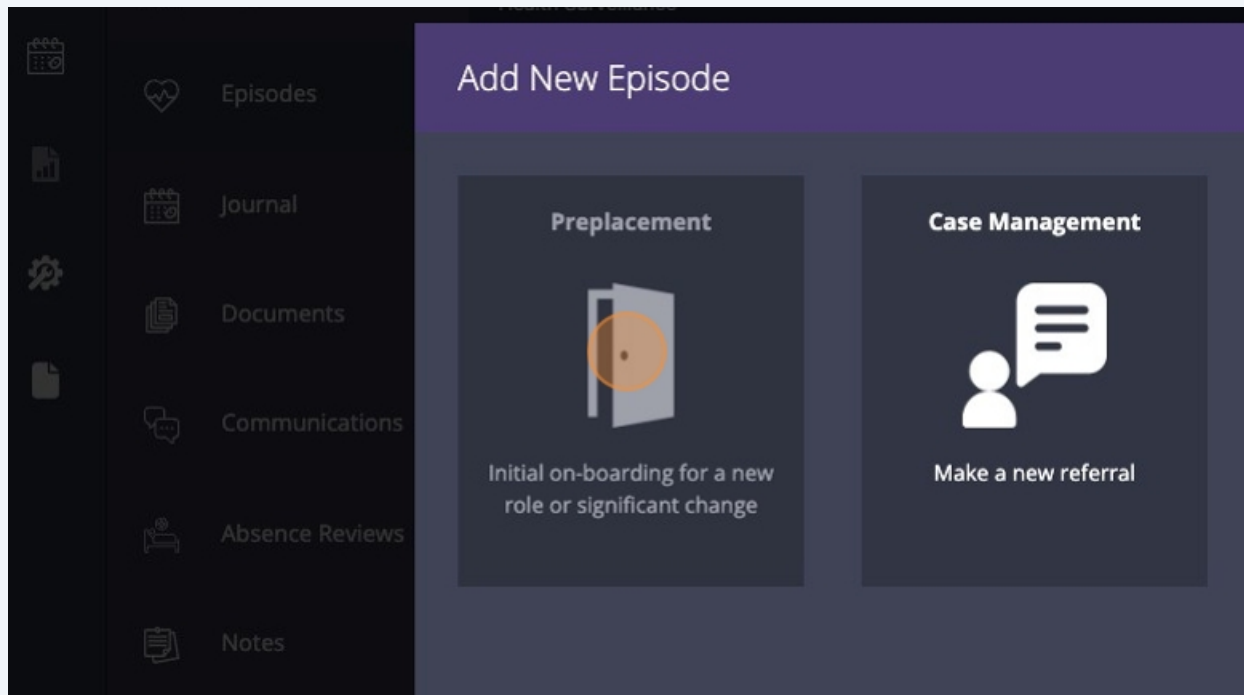**4** Check that any previous Pre-Placement episodes are Closed, Complete, or Cancelled.

Commencing	Status
19/06/2024	Report Issued
19/06/2024	New
	Closed
...ed.com 14/05/2024	Encounter Completed
01/02/2024	New

5 Click the "Add new Episode" icon

Josh Knight ▾

Commencing	Status
19/06/2024	Report Issued
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	Closed
...ed.com 14/05/2024	Encounter Completed
01/02/2024	New

6 Click "Preplacement"

7 Click "Start Preplacement"
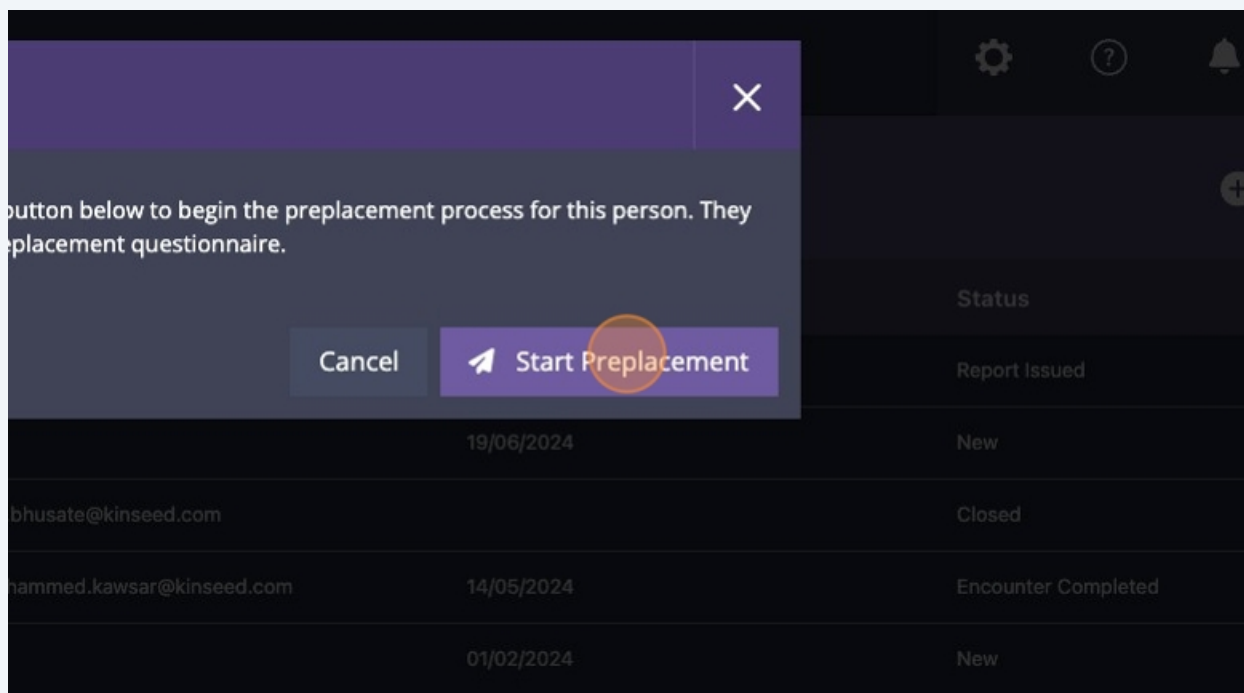
8 The Pre-Placement episode will be created and will open automatically. You can return to it at any time in the Episodes list, where it should appear at the top of the list as the newest episode.

	Episode Type	Assigned Clinician
Person	Preplacement	
Organisation	Case	mathew.hiley@kinseed.com
Episodes	Health Surveillance	
	Preplacement	pal.bhusate@kinseed.com
Journal	Immunisation	mohammed.kawsar@kinseed.c

MediWork   **People Manager**   **Person**   **Episodes**

Client
Test Organisation Limited

Person
Emily Davies