



# Selecting a Hospital Destination

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## Step 1: Select the Green Predefined Tab

The screenshot shows a "Destination" form with two tabs: "Predefined" (highlighted in green) and "Address". Below the tabs, the "Destination Type" is set to "Hospital". Under "Destination Name", a hamburger menu icon is visible. To the right, a search results window is open, displaying a list of hospitals: MWHC Mary Washington Hospital, MWHC Stafford Hospital, HCA Spotsylvania Regional Medical Center, Sentara Northern Virginia Medical Center, Lifepoint Health - Fauquier Health, Novant Health UVA Culpeper Medical Center, Inova Fairfax Hospital, Children's National Medical Center, MedStar Washington Hospital Center, and VCU Health Systems. A red arrow points from the "Predefined" tab to the search results window.

Step 2: Destination Type will populate **Hospital** after you enter a disposition type under Dispositions (prior section)

Step 3: Select the hamburger menu icon under **Destination Name** will display a drop-down list of hospitals.

Step 4: Select a hospital and it will auto-populate the hospital's name and address.

If you are having to manually type in a hospital name and address you are not in the correct tab. Ensure you have selected the Predefined Tab

A close-up of the two tabs: "Predefined" (highlighted in green) and "Address" (grey). A red arrow points to the "Predefined" tab.