

Checking in, assign to patients and checking out – admin officer

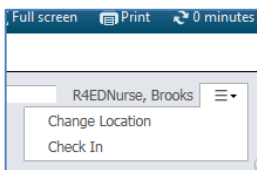
Quick reference guide

All Emergency Administration Officers will use the FirstNet check in and check out process at the change of every shift. This allows them to be assigned patients for the duration of their shift.

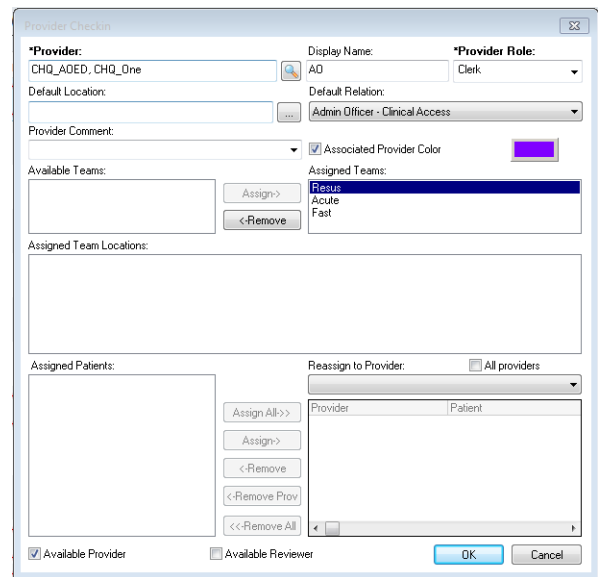
After logging in to FirstNet, the ED AO coming onto the shift must complete a **Provider Check In** and outgoing AO **Provider Check Out**.

Checking In as a Provider

- From **ED LaunchPoint** screen, click on **Provider Check in** drop down (top right side of screen).



- The **Provider Check in** dialogue box displays and allows user to enter Provider information. Type user's own initials in **Display Name** field.
- In the mandatory field (yellow) **Provider Role**, click on drop down arrow to select **Clerk**.
- Select **Admin Officer – Clinical Access** from the **Default Relation** drop down list.
- Select an **Associated colour** for your default relationship. For ED AO's this is **Purple**.
- Select all teams in the **Available Teams** section.
- Ensure **Available Provider** check box (bottom of screen) is ticked. Click **Ok**.

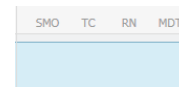


- The ED AO is now **Checked in** as a **Provider** to **FirstNet** and is ready to be assigned patients.

Note: The ieMR system will remember your default details each time you check in.

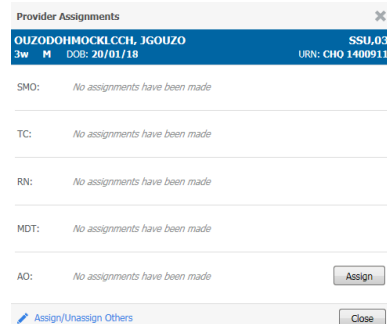
Assign yourself to patient(s)

- In **LaunchPoint**, click in the staff assignment column on the patient's row, i.e. under SMO TC RN MDT.

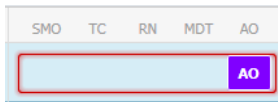


Provider Assignments screen opens.

- Click on **Assign** button to assign yourself the patient.



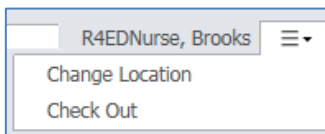
Your initials will display under the **Provider Role** selected at **Check In**.



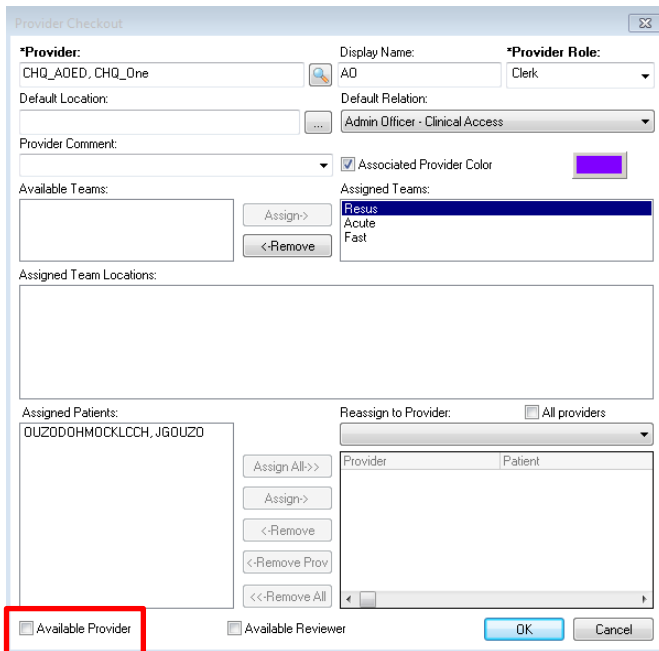
Checking Out as a Provider & Re-Assigning Patients

The ED AO must “Check out” as the end of a shift. This is done once patients have been handed over and reassigned to another nurse.

1. From ED LaunchPoint screen, click on Provider Check out drop down (top right side of screen).



2. Note the Available Provider is now unchecked



3. Click OK.

