



ieMR Advanced

Checking in, assign to patients and checking out – doctor

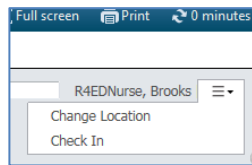
Quick reference guide

All Emergency Doctors will use the **FirstNet** check in and check out process at the change of every shift. This allows them to be assign patients for the duration of their shift and reassign patients on Check Out.

After logging in to **FirstNet**, the ED Doctor 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).



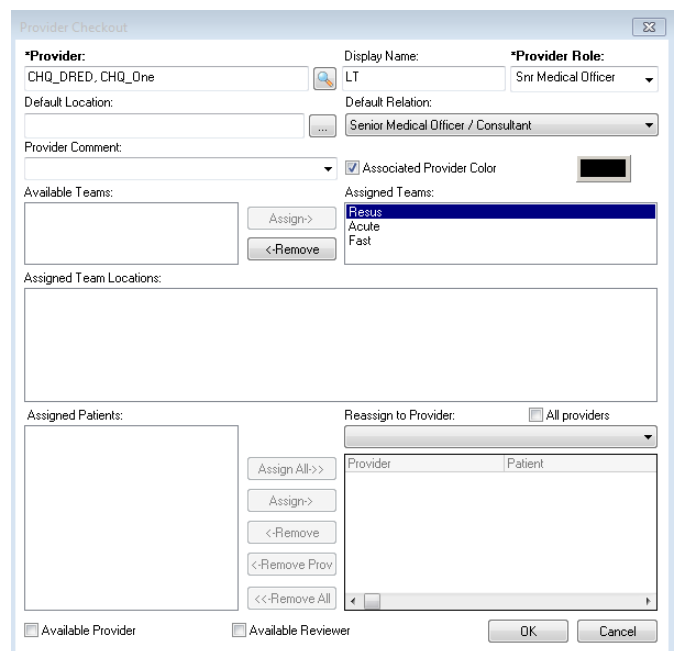
- The **Provider Check in** dialogue box displays and allows user to enter Provider information. Type user's own initials in **Display Name** field.
- In the mandatory field (yellow) **Provider Role**, click on drop down arrow to select your Role.
 - Treating Clinician** for Registrars, Residents and Nurse Practitioners.
 - Snr Medical Officer** for Consultants and Fellows.
- Select your designation from the **Default Relation** drop down list.
- Select an **Associated colour** for your default relationship.

Consultant	Black
Fellow	Grey
Nurse Practitioner	Red

Registrar	Blue
Resident (SHO/JHO/Intern)	Maroon
Medical Student	Yellow

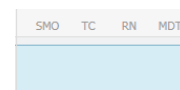
- Select all teams in the **Available Teams** section.
- Ensure **Available Provider** check box (bottom of screen) is ticked. Click **Ok**.
- You are now **Checked in** as a **Provider** to **FirstNet** and ready to be assigned patients.

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

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

- Ensure the **Reassign to Provider** process has been completed so that any patients that are still under your care are handed over appropriately.

- Select **Assign** (if assigning individual patients to different Providers. Or select **Assign All** (if reassigning all patients to the same Provider).

- Note the **Available Provider** is now unchecked.

- Click **OK**. This will check you out and reassign your patients to the selected provider.

