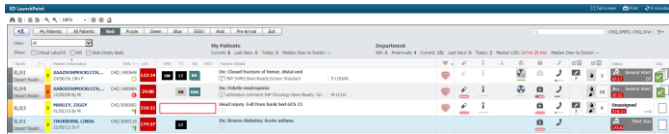


## FirstNet – ED doctor workflow

### Quick reference guide

The **FirstNet** default home page for an ED Doctor will be **ED LaunchPoint**.



### Accessing a Patient's Chart

1. **Click** on patient's name in the **Patient Information** column to open the patient's chart.

### ED Summary Functionality

The **ED Summary** contains three tabs:

- **ED Doctor Workflow**
- **Quick Orders**
- **Discharge**



The **ED Doctor Workflow** view is divided into -

- **Navigator Menu**
- **Workflow Body**

The user can scroll through the screen on the right (**Workflow Body**) or click on the field on the left (**Navigator Menu**) to go directly to the required field.

The available fields in the **ED Doctor Workflow** are designed to complement a clinician's natural workflow. These fields can be re-ordered.

### Re-order Fields

1. To **re-order** the **ED Doctor Workflow** fields, **click** on menu item, **hold mouse down and drag** the field to desired position within the menu.
2. **Release mouse** and menu item will have been repositioned.

### Free Text Fields

- **Presenting Complaint**
- **History of Present Illness**
- **Physical Exam**
- **Assessment & Management Plan**

1. Once the free text is completed within the section, **click Sign** (for **Presenting Complaint**) or **Save** (for **Presenting Complaint, History of Present Illness, Physical Exam & Assessment & Management Plan**).

### Non-Free Text Fields

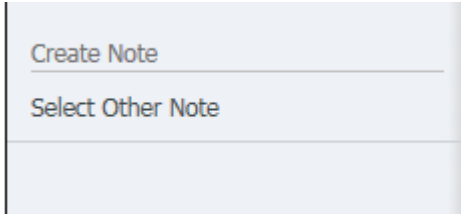
Some fields automatically pull data from sections in the **Patient Menu** (e.g. **Problems List, Allergies** etc.). **ED Doctor** can also use the **Add** function to enter patient information.

**Note:** If additional information is added, user must ensure the new information entered is saved by **clicking Save** or **OK** after adding to a section.

**Note:** All Free Text and Non-Free Text fields must be saved in order for the patient information to flow through to the Note (Progress Note).

## Creating a Note

1. **Click** **Select Other Note** from the **ED Doctor Workflow** Navigation menu.



This takes the user to the **Add Documentation** screen of the Patient's chart.

2. **Select** **Type of Note** (Progress Notes Emergency) from the drop down menu.
3. **Type** **Title** of Note using the Team/Role/Reason (eg ED Reg Assessment).
4. **Select** **ED Note** from the Note Templates.

All (22)		Favorites (0)	
*Note Templates			
Name	Description	Name	Description
★ Admission Note Adult	Admission Note Adult		
★ Admission Note Paediatric	Admission Note Paediatric		
★ Clinic Note	Clinic Note		
★ Clinical Event Summary	Clinical Event Summary		
★ Clinical Handover - SBAR	Clinical Handover - SBAR		
★ Consult Note	Consult Note		
★ Consultant Ward Round	Consultant Ward Round		
★ Consultant Ward Round - Brief	Consultant Ward Round - Brief		
★ Consultant Ward Round Paediatric	Consultant Ward Round Paediatric		
★ ED Note	ED Note		
★ Letter Template	Letter Template		
★ Medical Certificate	Medical Certificate		
★ Mental Health Consult Note	Mental Health Consult Note		
★ Operation Note	Operation Note		
★ Pharmacist Admission History	Pharmacist Admission History		
★ Pharmacist Discharge Note	Pharmacist Discharge Note		

5. **Click** **OK**.

The chosen **Note Template** will open and patient information will be pulled from the **ED Doctor Workflow** data fields. This information can be edited, added to, or deleted.



**Click** to **Refresh** the section to pull new information from **ED Summary**, **ED Doctor Workflow** fields.



**Click** to add free text into the section.



**Click** to remove entire section from the Note.

6. When **Note** (Progress Note) has been completed, **click** **Sign/Submit** to finalise the **Documentation**. **Note** (Progress Note) will now be viewable in **Documentation**, **Contiguous Notes** and **Clinical Notes View** of the patient's medical record.

**Note:** A **Note** must be created to document clinical information **permanently**. Unless the information is recorded in a **Note**, Free-text fields of **ED Doctor Workflow** will be lost when the patient is discharged.

