

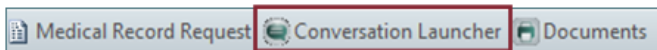
FirstNet – cancel a discharge

Quick reference guide

If performed in error, a **FirstNet** Discharge can be cancelled. **This function can only be performed by an ED Administration Officer**, as an ED Nurse/Doctor will not have access to ED Cancel Discharge functionality.

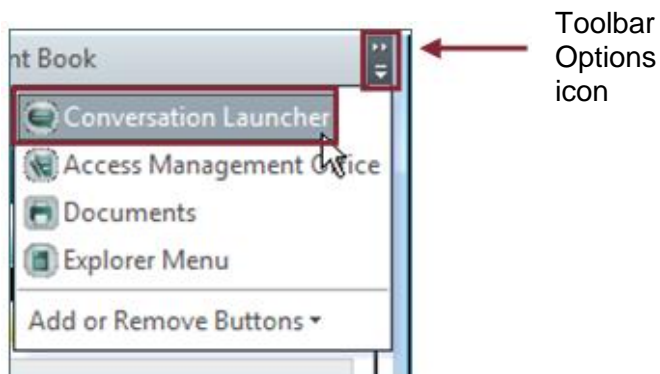
Cancelling a Discharge

1. Click on the **Conversation Launcher** button from the PowerChart toolbar.



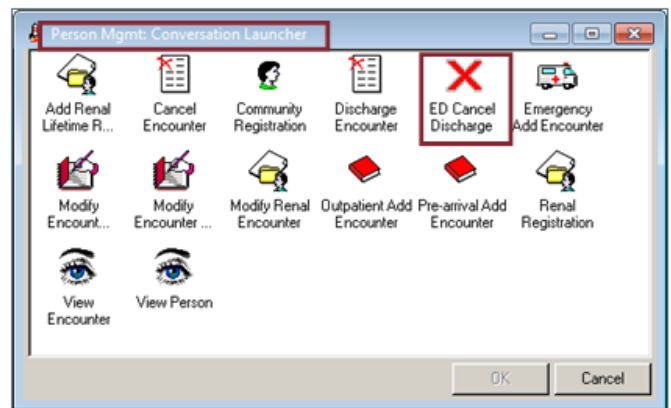
Or,

2. Click the **Toolbar Options** icon from the PowerChart tool bar.
3. A menu will be displayed.



4. Click on **Conversation Launcher**.

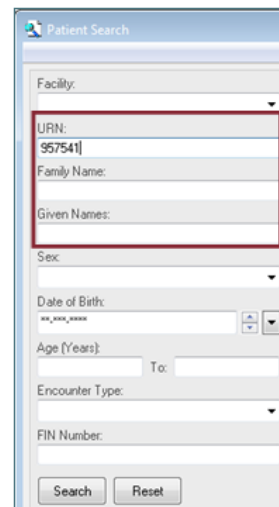
The **Person Mgmt: Conversation Launcher** window will be displayed.



5. Select the **ED Cancel Discharge** icon.
6. Click **OK**.

The **Patient Search** dialogue box will open.

7. Type patient's **MRN** (if known) in the URN field and press Enter. Alternatively (if MRN is unknown) type in **Family Name** and **Given Name** fields.



8. Select required patient's name and the encounter to be returned to the ED Tracking List.
9. Click **OK**.

The **ED Cancel Discharge** window will be displayed.

Confirm the correct patient and encounter has been selected.

The screenshot shows a 'Cancel Discharge' dialog box with the following fields:

- EDN:** 0000204
- Name:** BRIDGEMAN, MARTIN
- Date of Birth:** 04 Dec 2015
- Age:** 0
- Sex:** MALE
- Medicare Number:** [Empty]
- Person/Health Care Card Number:** [Empty]
- Encounter Type:** Emergency
- Start Date:** 04 Dec 2015
- Start Time:** 11:30
- Location:** [Empty]
- Building:** PAH BLDG 01
- Patient Location:** PAH B11 E10
- Room:** 170404E
- Bed:** [Empty]
- Attending Clinician:** [Empty]
- Specialty:** Emergency Medicine
- Cancel Date:** 04 Dec 2015
- Cancel Time:** 11:35
- Discharge Date:** [Empty]
- Discharge Time:** [Empty]
- Discharge Type:** [Empty]

Buttons: OK, Cancel

Footer: PRC20 (50/1/16) 04 Dec 2015 11:35 AM

10. Click **OK**.

The patient will be returned to **FirstNet ED Tracking List**.

