

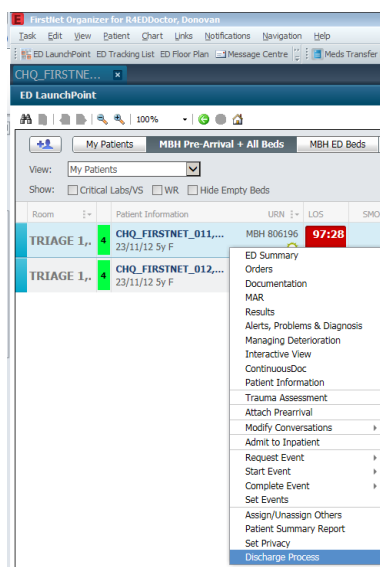
FirstNet – discharge patient and completing statement of attendance

Quick reference guide

When a patient is ready to leave the Emergency Department of the Hospital, the ED Clinician must complete the Discharge Processes below.

Via Launch Point:

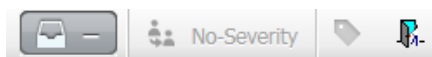
1. Right Click on patient row and select from the menu **Discharge Process**.



Via ED Doctor workflow:

1. In LaunchPoint click on the **patient's name**. **ED Doctor Workflow** opens.

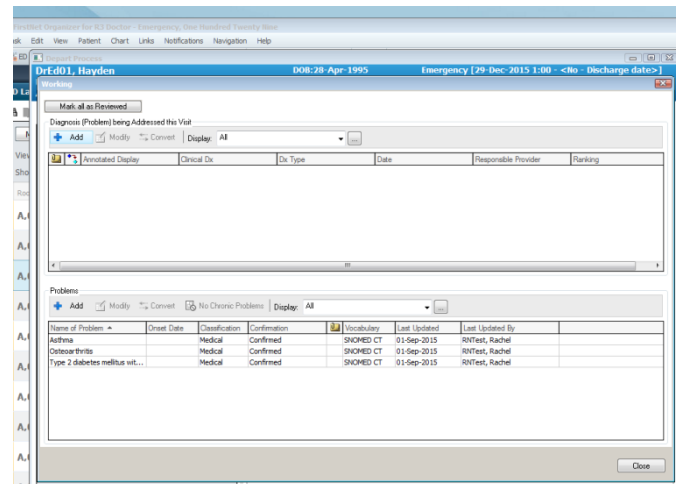
Click on the **Discharge Process** icon  in the top right of the screen.




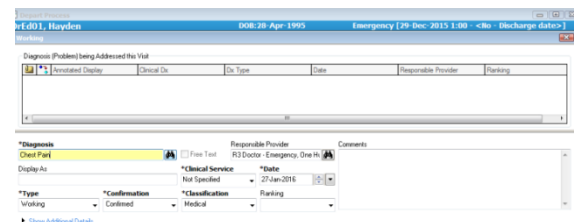
2. The **Depart Process** window opens. The **Depart Process** window will open where **Working Diagnosis** can be entered (if it is not already recorded).

Adding the working diagnosis:

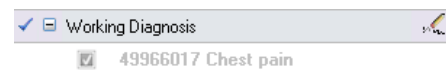
1. If the **Working Diagnosis** has not already been entered. Click on the **pencil icon** to the right of Working Diagnosis. The Working window will open.



2. Select **+Add** and search for the diagnosis.
3. Click the binoculars  and select the relevant diagnosis and click **OK**. The default type of diagnosis is **Working**. Click **Ok** to record the diagnosis.



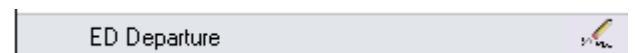
4. Click **Close**.
5. The **Working Diagnosis** will now appear with a tick and the diagnosis will appear under the Working Diagnosis heading.



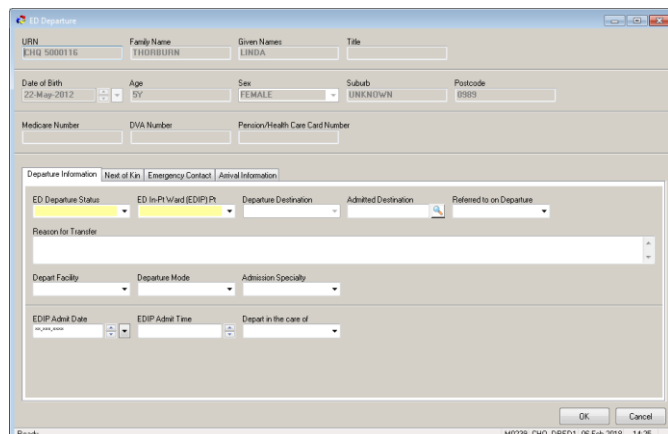
Completing ED Departure

The ED Medical Officer will need to complete **ED Departure** for discharging patients from Emergency.

1. Click on Pencil icon beside ED Departure.



ED Details screen appears.



2. Select **Departure Status** from drop down menu (i.e. **Discharged ED service completed**).
3. Select **"No"** from **ED In-Pt Ward (EDIP) Pt** drop down list.
4. Select **Departure Destination** from drop down menu (i.e. Home / Usual Residence).
5. Select **Referred to on Departure** from drop down menu (e.g. Nil Referral, Fracture Clinic).
6. For patients < 16 years, select **Depart in the Care of** and enter the relevant response (eg, Mother/ Father).
7. Click **OK**. This will take the user back to the **Depart Process** screen where the **Statement of Attendance** can be completed.

Completing Depart Ready Time

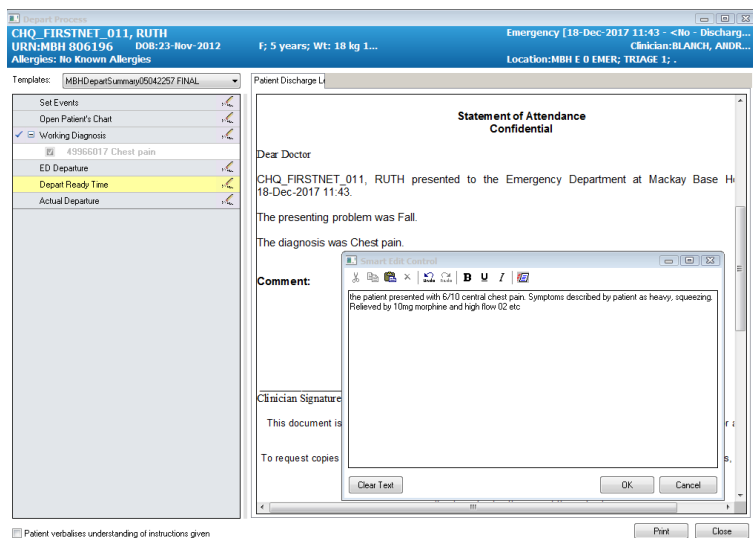
ED Clinician will complete **Depart Ready Time**

1. Click on **Depart Ready Time** to allocate the default of **"Today"** and **"Now"**.

Completing the Statement of Attendance

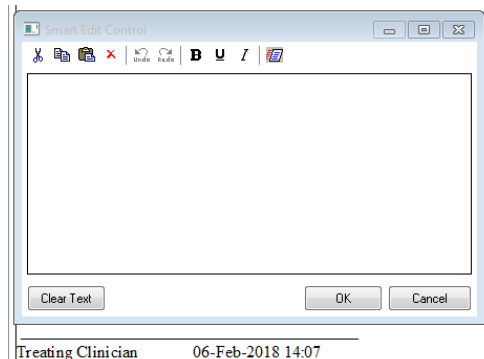
1. In the **Statement of Attendance** window click on the word **Comment** to enter information.

To start a new paragraph, use **Ctrl Enter**.
When complete click **OK**



Clinician Signature and setting up Autotext

1. Within the **Statement of Attendance** window, click on the words **Treating Clinician**, a free text box will open.

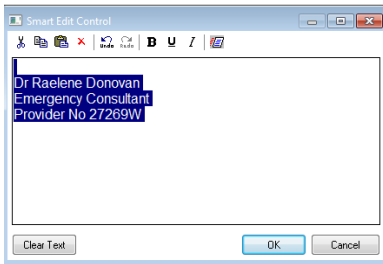


2. This box will enable you to enter your name, role and provider number and it will print below
 - a. your signature line
 - b. Alternatively you can set up an autotext signature and use the autotext option to place pretyped details

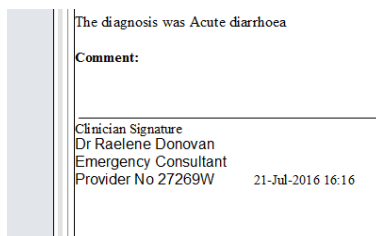


Set up Autotext

1. To set up Autotext click the **ctrl+enter** keys (this will give a free line and allow for better positioning of you name when printing).
2. Type your details, remembering to hit **Ctrl+enter** for each new line.
3. **Highlight** all the text and the empty line.



4. Right click the mouse and select **Save as Autotext** from the drop down menu.
5. The **Manage Auto Text** window opens. You can give your autotext a name. Enter the name in the **Abbreviation** field, remember to include a grave (`), e.g. `Signature. Click **Save then Close**.
6. Next time you open the Clinical signature box, right click within the box and select **Insert Autotext**. Choose your signature and select Enter. Alternatively, you can commence using the grave (`) and select the abbreviation and click **Enter**
7. Your signature will populate the box. Select **OK** and the Signature will display within the letter.



8. Click **Print**

Completing Actual Departure

ED Clinician will complete **Actual Departure**.

1. Click on **Pencil** icon beside **Actual Departure** to confirm/amend default of "Today" and "Now". Click **OK**.
This will remove the patient from FirstNet

