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Pre arrival information

Quick reference guide

Pre Arrival (Patient expect information) can be entered from the ED Tracking List or from LaunchPoint.

1. Through the ED Tracking list, Click the Pre Arrival icon 🚑. The Pre Arrival window will open Through Launch Point, select the the LCCH All beds and Prearrival or Triage tab, click the blue person icon and select Add Pre Arrival.

2. The Pre Arrival window will open
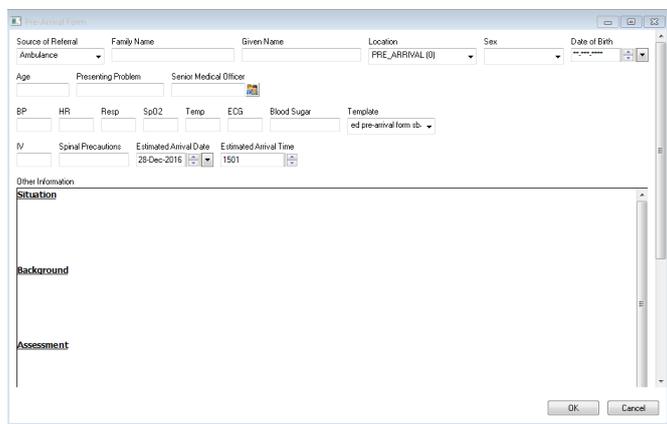
3. Using the drop down menu select the Source of Patient first prior to completing any other details of the prearrival, as updating this field can cause other information to be lost.

4. Enter as many details as possible/relevant and click OK.

5. Navigate back to the ED LaunchPoint. The Pre arrivals can be seen on the screen under the LCCH All beds and Prearrival

tab. The purple colour indicates a Prearrival patient.

6. Single-click in the Patient Information field to open the Pre arrival record.

7. Once the patient is in the department, the Pre arrival information can be linked to the current encounter.

8. The Triage nurse can attach the prearrival to the emergency encounter in tracking list by selecting the patient's name and selecting the ⏰ clock icon and the option to Attach Prearrival.

9. All other staff are able to attach Prearrivals in Launch Point by right clicking in the patient's row and selecting the option to Attach Prearrival.

10. The Prearrival screen will open. Search for your patient in the Available Prearrival section.

11. Once you have found your patient's name confirm it is correct patient by the available information recorded within the prearrival

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(for example DOB, SBAR). If the patient information is confirms it is the corret patient select the option to Attach the Prearrival to the patient encounter.

[Attach]

12. The Pre arrival information can be read via the documentation window or by clicking on the note icon in Lauchpoint.

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