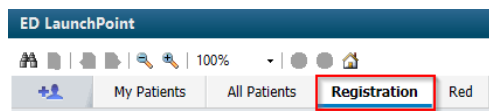


Registering a patient in FirstNet

Quick reference guide

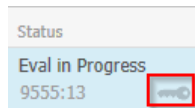
The ED AO must complete the following for every patient presenting to Emergency after completing the HBCIS registration.

Patient's are identified as requiring registration if they are located on the LaunchPoint Registration Zone.



OR

If a key is present in the status column on LaunchPoint.



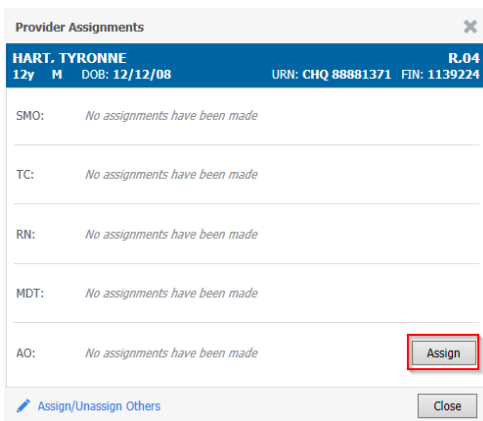
Assign yourself to the patient

- In **LaunchPoint**, click in the staff assignment column on the patient's row, i.e. under SMO TC RN MDT

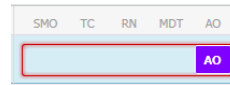


Provider Assignments screen opens.

- Click on **Assign** button to assign yourself the patient.



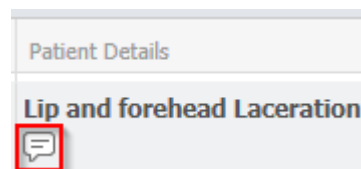
Your initials will display under the **Provider Role** selected at **Check In**.



Update the Nursing Comments

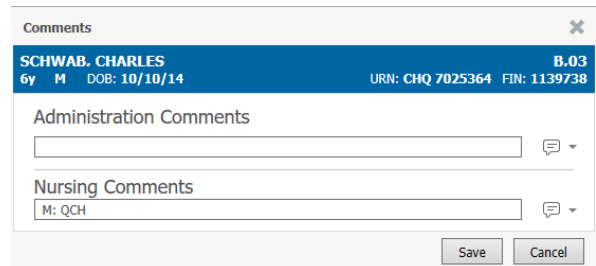
At Queensland Children's Hospital the Nursing comments is used to communicate the patients Private Health Insurance (PHI) Status and local catchment area to the Nursing and Medical Staff. This information may be used if the patient requires admission and transfer to a private or local hospital is appropriate.

- Click on the **Speech Bubble** in the **Patient Details** column on LaunchPoint.



This will open the **Comments** window.

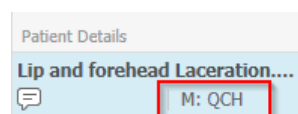
- In the **Nursing Comments** document the patients PHI and local catchment eg (**P-QCH**).



Note: Options for PHI are:

- P – Private
- M – Medicare Only
- NE – Not Eligible

- Click **Save**. The comment is now displayed on LaunchPoint.



Complete the ED Arrivals Conversation

1. Right Click on the patient and select **Modify Conversations**, then **ED Arrival**.

The screenshot shows the 'My Patients' registration screen. A patient list is displayed with columns for Room, Patient Information, URN, LOS, and Status. A right-click context menu is open over the patient CHARLES SCHWAB (URN: CHO 7025364). The menu options include Patient Information, ED Summary, Orders, Documentation, Clinical Notes, Alerts, Problems & Diagnosis, Attach Prearrival, **Modify Conversations**, Admit to Inpatient, Request Event, Start Event, Complete Event, Set Events, Assign/Unassign Others, Patient Summary Report, Set Privacy, and Discharge Process. The 'Modify Conversations' option is highlighted, and a sub-menu is open with 'ED Arrival' selected.

This will launch the **ED Arrival Conversation**.

The 'ED Arrival' form is displayed. It includes the following fields:

- URN: CHO 7025364
- Family Name: SCHWAB
- Given Name: CHARLES
- Title:
- Date of Birth: 10-Oct-2014
- Age: 6Y
- Sex: MALE
- Suburb:
- Postcode:
- Medicare Number:
- DVA Number:
- Pension/Health Care Card Number:
- Arrival Information:
 - Attending Clinician: THOMPSON, FIONA KA
 - Mode of Arrival: Walked in / public or private
 - Interpreter Required: (dropdown menu)
 - Insurance Status: (dropdown menu)
 - Compensable Status: (dropdown menu)
 - Referred By: Self / Family / Friends / ...
 - Residential Setting: (dropdown menu)
 - Referring Facility: (dropdown menu)
 - Employment Status: (dropdown menu)
 - Occupation: (text field)
 - eARF Number: (text field)

2. Update the **Interpreter Required** field.
- Interpreter Required: (dropdown menu)
3. Complete the **Insurance Status** and **Compensable Status** for the patient. Reference the **QRG – AO Compensable and Insurance Status** for details.
 4. The **eARF Number** will also need to be completed for any patients arriving via Ambulance.
 5. Click **OK**.

