

# FirstNet – Backdating Assigned Clinician Time



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Quick Reference Guide

## This Quick Reference Guide will explain how to:

Backdate the Assigned Clinician seen time to allow FirstNet to accurately reflect the time that an assessment was made if the assignment on FirstNet was delayed.

1. Find the “Assign/Unassign Others” pop up. There are two options to find this.
  - a. Click in the Assigned Providers column in **LaunchPoint** to open the Provider Assignment box and find “**Assign/Unassign Other**” at the bottom.

The screenshot shows the LaunchPoint interface with a patient list. A pop-up window titled "Provider Assignments" is open for patient "Acatest, Acas3". The pop-up shows the patient's details and a list of providers. The "Assign/Unassign Others" option is highlighted in red at the bottom of the pop-up.

- b. Right click around the patient’s name in LaunchPoint and find “**Assign/Unassign Others**” in the Context Menu

The screenshot shows a context menu for a patient. The "Assign/Unassign Others" option is highlighted in red.



2. Open the Assign/Unassign Others pop up and change the date and time to reflect the time which a Provider was assigned.
3. Click **OK** to save this change.

Assign/Unassign Providers for UNWELL2, VERY REV

Arrive Date and Time: 07/06/2023 12:15  
Triage Date and Time: 07/06/2023 12:16  
Triage Category (acuity): 4

Tracking Team: (none)

ED Nurse: Cernertest, Nursing P2 1  
Date: 07/06/2023 Time: 1223

Treating Clinician: Cernertest, Medical Officer P2 1  
Date: 07/06/2023 Time: 1223

ED ACE: [Empty]  
Date: 19/06/2023 Time: 1634

EMH: [Empty]  
Date: 19/06/2023 Time: 1634

MDT: [Empty]  
Date: 19/06/2023 Time: 1634

All Providers  Trauma Patient  Unassign All

Assign More >> OK Cancel



### Important

- You can only backdate times using this pop-up.
- This pop up can also be used to reassign clinicians from one clinician to another.