

# FirstNet – Checking In and Assigning Patients

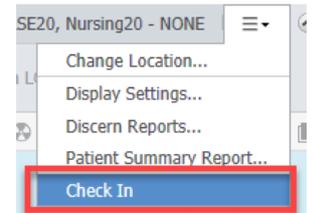


## This Quick Reference Guide will explain how to:

Check in for a shift in ED and assigning self to patients.

## Checking In

1. Log into FirstNet and Navigate to **LaunchPoint**. From the hamburger icon in the top right-hand section of LaunchPoint, select '**Check In**'.
2. Enter the required details in the **Provider Checkin** dialog box:



- **Provider:** This is your name as it is defined in your login credentials.
- **Display Name:** This determines what name is displayed in the Provider columns on LaunchPoint.

Provider Checkin

\*Provider: NURSE20, Nursing20 - NONE Display Name: NN \*Provider Role: ED Nurse

Origin Location: ED Nurse

Provider Comment:

Available Teams: Paediatric Fast Track

Assigned Teams:

Assigned Team Locations:

Assigned Patients:

Reassign to Provider: All providers

Assign All >> Assign > < Remove < Remove Prov << Remove All

Available Provider  Available Reviewer

OK Cancel

- **Provider Role:** This displays the role that represents your position. It determines the provider column your display name is displayed in. For example, if you checked in as ACE as your role, your display name is written in the ACE column for the patient you assign yourself to. If you checked in as a Nurse, your display name is written in the RN column for the patient you assign yourself to.

\*Provider Role:

ED Nurse

ED ACE

ED Clerk

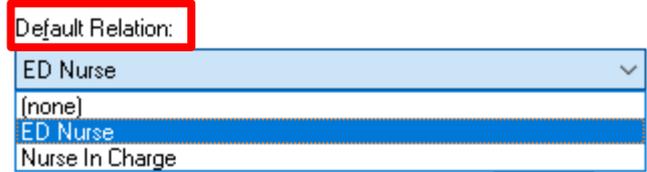
ED Nurse

EMH

MDT

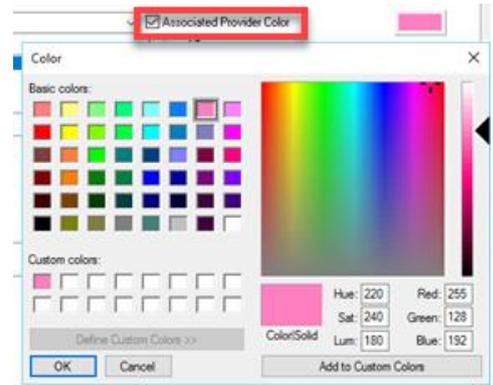
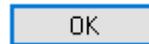
Treating Clinician

- **Default Relationship:** This defines your relationship to the patients. This avoids the need to define your relationship to patients each time you open a patient's chart.



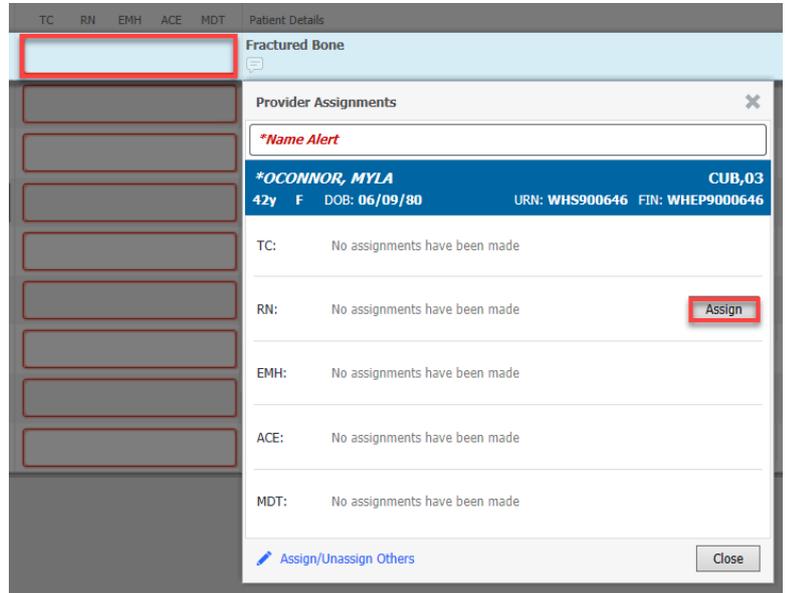
- **Assigned Patients:** This displays patients you are assigned to.
- **Reassign to Provider:** This allows you to select another clinician or provider who is checked in that you want to assign your patients to.
- **Associated Provider Colour:** This allows choice of colour that will display when assigning self to patients on LaunchPoint. Click OK.

3. Once all fields are updated click **OK**. Check in is now complete.



## Assigning Yourself to a Patient

1. Left click on the provider assignment column (TC/RN/EMH/ACE/MDT).  
The provider assignments window will open.  
After the user is checked in, the **'Assign'** button will appear next the provider role you selected.  
For example, checking in as an ED Nurse will allow you to assign yourself to the patient in the 'RN' column.





Assigning self to patient will update the status column in the following instances:

- Assigning as a Treating Clinician **(TC)** will change the status column to Dr Treatment Started.
- Assigning as a Nurse **(RN)** will change the status column to RN Treatment Started.
- Assigning as Emergency Mental Health **(EMH)** will not update the status column, it will 'stop' the clock in the background as treatment commenced though. Assigning self to patient will automatically stream the patient to the **MH/AOD zone**.
- Assigning as Advice Coordination Expertise **(ACE)** will not update the status column, it will automatically stream the patient to the **ACE zone**.
- Assigning as Multi-Disciplinary Team **(MDT)** will not change the status column.

Status
<b>Dr Treatment St:</b> 01:23
Status
<b>RN Treatment St</b> 91:42



**Handy Hint**

Ensure you select 'default relation' when checking in. This will avoid the *Assign a Relationship* pop-up window each time you enter a patient chart.