FirstNet - Checking Out and Unassigning Patients

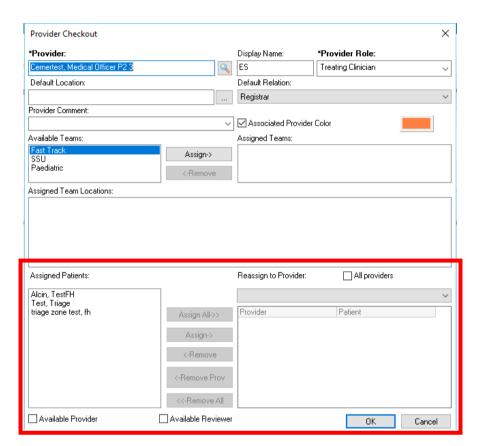


Digital Health
Quick Reference Guide

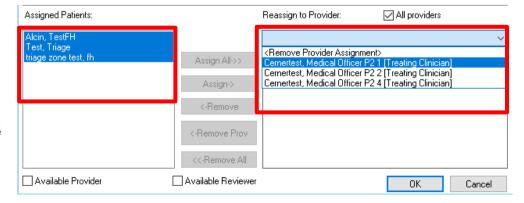
This Quick Reference Guide will explain how to:

Check out for a shift in ED and unassign self from patients.

- 1. Log into FirstNet and Navigate to LaunchPoint. From the hamburger icon in the top right hand section of LaunchPoint select 'Check Out'.
- In the bottom section of the Provider Checkout dialog box, providers can reassign patients to other providers
 - 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.
 - Assign AII: This action assigns all patients in the Assigned Patients column to the provider selected from the Reassign to Provider list.
 - Unassign All: This action allows you to revoke assigning patients to the clinician or provider selected from the Reassign to Provider list.



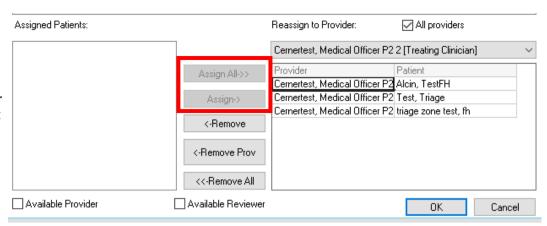
- 3. Select a patient or multiple patients from the Assigned Patients list
- 4. From the Reassign to Provider list, select the available provider to whom you want the patient reassigned. You can also search for a provider. Note: If you want to make a selection from the complete list of available and unavailable providers, select the All Providers check box before completing this step.



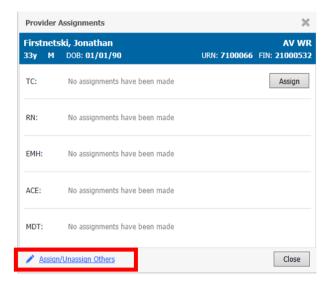




- 5. Click Assign. If you want to assign all of your patients to one provider, click Assign AII.
- 6. Repeat these steps for each patient you want to reassign to another provider.
- 7. Click **OK** to save your changes.



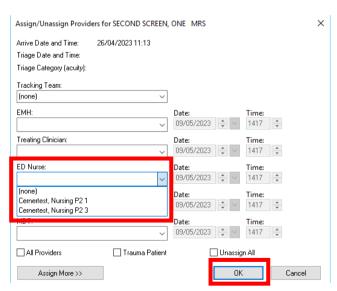
8. Back on LaunchPoint, click on the provider assign column to assign/unassign yourself or others as required. Select 'Assign/Unassign Others' link out.



- 9. The Assign/Unassign Others' window opens. Select 'None' to remove a provider. Or select an available 'Checked In' provider in the drop-down list.
- 10. To assign/Unassign a second provider click the 'Assign More >>' box.



11. Once changes have been completed click **OK**. The provider assign column will update accordingly.





Handy Hint

Reassigning your patients during check out automatically unassigns the provider from the patient.

