


FirstNet - Checking Out and Unassigning Patients



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'.

2. 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 All:** 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.

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

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

- The Assign/Unassign Others' window opens. Select **'None'** to remove a provider. Or select an available 'Checked In' provider in the drop-down list.

- To assign/Unassign a **second** provider click the **'Assign More >>'** box.

- 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.