

# FirstNet – Clerical – Admit to Ward Via SSU/BAU/HUB



## This Quick Reference Guide will explain how to:

Admit patient to the ward via SSU, BAU or the HUB.

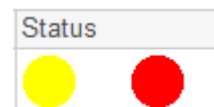


### Important – Bacchus Marsh and Melton Urgent Care

- Short Stay Unit (SSU) patients will continue to be admitted to the Medical Surgical Unit (MSU) Ward. Follow the “FirstNet – Clerical – ED to Inpatient Admission” QRG for instructions on how to admit a patient.

Note: This workflow begins after the patient has already been admitted to the S Emergency or F Emergency holding ward.

1. The ED Doctor or NIC will place a bed request to SSU/BAU/HUB. As they already have an inpatient bed request, a second dot will display indicating the new bed request.



2. Once allocated to SSU, the new dot will turn yellow.

3. To admit the patient, right click on the patient's name on the tracking board and select **Admit to Wards/SSU**

	MR	DOB	Age
Screen 2, Second	7100161	31/05/1999	24 years
Screen 3, Seco			00 23 years
Screen 4, Seco			86 37 years
SCREEN 5, SE			78 45 years
Screen 7, Seco			97 26 years
SCREEN 8, SE			86 37 years

- Patient Summary Report
- Open Patient Chart
- Attach Pre-Arrival
- ED Full Registration
- Admit to Wards/SSU**
- Set Events
- Discharge Process

4. The **ED Admit** window displays. Amend the Depart Disposition field, select **Admit to Ward via EOU**. Enter the Inpatient Admit Date and Time. Take note of the date and time as they will need to match the date and time entered into your iPM admission.

\*ED Depart Disposition: [Dropdown] \*Inpatient Admit Date: [Date Picker] \*Inpatient Admit Time: [Time Picker]

- Admission To CCU
- Admission To Emergency Observation Unit
- Admission To ICU
- Admission to Ward
- Admit To Ward Via EOU**
- Cardiac Catheter Laboratory
- EOU Admit Home Via Discharge Centre
- Mental Health And AOD Hub Admission
- Mental Health Observation/Assessment Unt

- Go to **iPM** and **edit** the current admission that is in the S Emergency or F Emergency holding ward.
- Amend the **Ward** to SSU/BAU/HUB, update the **Actual Bed** to the new bed number, update the **Admission Date** and **Time** to the date and time entered in the **ED Admit** window.

Admission Details

Clinician: Ayton, Dr Gary Set...

Specialty: Emergency Set...

Ward: S Emerg SSU

Requested bed category: Not Specified

Actual bed: 06-SSSU Set...

Named nurse: Not Specified Set...

Readmission:  Not Specified

Planned Procedure: [Empty]

Previous IP days: 0  Related admission

ACC expiry: 29/09/2023

Billing bed category: Shared

No visitors requested:

Visit by chaplain requested:

Date

Admission date: 25/08/2023 Time: 11:31  Actual admission Admit Now

Expected discharge date: 01/09/2023 Admission notes: [Empty] Note

- Under the Administrative Tab, amend the Management intention to **Same Day** and the Admission criteria to **ED Short Stay Observation Unit**.

Administrative Details

Administrative category: Public - Eligible

Admission source: Home/Private Residence/Accor Note

Admission type: Admission from ED

Management intention: Same Day

Admission criteria: ED Short Stay Observation Unit

Care type: Acute inc Qual Newborn

Ad. Funding Source: Not Applicable

Program Id: Not Applicable

Funding Arr.: Not Specified

Presenting problem comment: 1:Dyspnoea (shortness of breath)

HARP flag:

My Health Record upload consent: Upload to MyHR

- Select **OK**
- The patient will move on the tracking board to the SSU/BAU/HUB bed that they have been admitted to in iPM.
- Look up the patient’s encounters with the FirstNet search box. Confirm that Single Encounter Logic has worked. There should only be one open encounter for this patient.

Note: If another encounter opens, Single Encounter Logic has not worked, please check the iPM admission has been completed correctly.

Site	Visit Type	Unit	Room	Bed	Clinical Unit	Admit Date	Disch Date	Visit No	Admitting Dr
Sunshine	Inpatient	S SSU	SSU	15	Emergency - General Presentation	24/08/2023 15:05		30159295; (IPE5572550)	Ayton, Gary - SMO