FirstNet – Clerical – Cancel Discharge of a Patient



Digital Health Quick Reference Guide

This Quick Reference Guide will explain how to: Cancel a discharge that has been completed in FirstNet.

For example, discharging the wrong ED patient.

Reverting an ED discharge

1. Go to the relevant SH/FH/WTN ED Lookback Tab

Option 1 to locate patient:

- 2. Locate the patient on the list and click to select the patient. The selected patient will have a blue arrow beside the checkout date
- 3. From the toolbar, click on PM Conversation then select Cancel Discharge



SH ED Lookback



Option 2 to locate patient:

4. From the toolbar, click on Access Management Office



5. In the Conversation section, double-click on Cancel Discharge option

lask	: View Groups Help
8	🔞 🛸 👩 🗑 🛹 🖻 🗟 🌒 20 As Of
Con	versation
X	Cancel Discharge
12	Cancel Encounter
Ľ.	Corrections - ED/VEMD
<u> 1</u>	Corrections - OP/VINAH
-	Corrections - Referral
×.	Corrections - Referral Status/Priority
3	Discharge Encounter
35	Downtime - ED Patient Identification
E,	Downtime Registration - Non-Admitted
Ð	ED Admit
*	ED Full Registration
	ED Patient Identification
N	Not Attended
Ŧ	PreReg
۰	Radiology Outpatient
0	Reactivate Cancelled Encounter
÷.	Referral Add/Modify
Ŧ	Referral Check In
4	Referral Closure
₹÷	Referral Triage
Ó.	Referral WL Reinstate
Ĕ.	Referral WL Removal
E .	Registration - Non-Admitted
10	Undo Check In
÷4	View Encounter
14	View Person
ŧψ.	WH Manage Family Relationship

Western Health 📢



- 6. Type in patient UR in the person identifier field and click Search button. This will display all patient encounters
- 7. Select the correct encounter you want reverted and click $\boldsymbol{\mathsf{ok}}$

🔍 Encounter Search										\times
Recent Persons										
Person Identifier (URN, Medicare #):	Name	URN	Sex	DOB	Ag	je	Address		Subu	irb/Towi
2001023	JELLY, RED M	R 2001023	Male	01/01/195	50 73	3 Years	Shop 5 2-	14 Calder Park Dr	Taylo	ors Hill
Last Name:										
First Name:						Р	atient e	encounters]
Date of Birth:						W	ill appe	ear nere:		
** ** ****										•
Any Phone Number:	<									>
	FIN	Pt Type	Location	/Ward F	Room	Bed	Specialty			Treatin
Encounter Identifier (FIN):	21000706	Emergency	SED	L	RWR		Emergency	y - General Present	ation	
	21000572	Emergency	SED	L	RWR		Emergency	y - General Present	ation	
Search Reset	21000569 NVE72001023	Emergency No Visit	S ED NOVISIT	L	RWR		Emergency	y - General Present	ation	
Reset										
Search Quality										
Assume Wildcards	<									>
							ок	Cancel	Prev	/iew

After completing Option 1 or Option 2:

8. The Cancel Discharge window will open

Cancel Discharge					_				- 0
UR Number: 7100097									
/10006/									
Name:		Sex:	Date of Birth:	Age:	Medicare Number:				
DISCERNRULE, OLIVIA		Female	09/09/1998	24Y	-				
FIN (Visit #):		Complete Reg?:							
21000694		Yes							
Encounter Information									
Visit Type:		Specialty:	Referred to:	Admitting Clinician:					
imergency		Emergency - General Presentation ~	Cernertest, Medical Officer P2 2	Ayton, Gary - SMO					
Discharge Information —									
Discharge Disposition:		Discharge to Location:	Discharge Date:	Discharge Time:	Cause of Death:	Deceased Date:	Deceased Time:	Discharge Personnel ID:	
*Home		No referral	21/08/2023	15:18		**/**/****	w.	P2CLERK5	
Location									
Building:		*Location:							
SH	~	S ED 🗸							
Cancel Discharge Informatio	n	*Court Distance Time	*Canal Diskasa Basas	Canal Demonal ID:					
21/08/2023	÷	15:18	Cancel Discharge Newson:	P2CLERK5					
			Other						
Devue Chart Datient Alexter			Transaction in Error						
Active Patient Alerts:									
Conversation Activity: NEW PERSON AND ENCOU	NTER								
09/05/2023 11:09 - ED Patie	t Identific	ation - OH046865 (DBA P1), PCID: N/A							
09/05/2023 14:01 - ED Full R	egistration	1 - OH046865 (DBA P1), PCID: N/A							





9. Complete the mandatory yellow fields. In Cancel Discharge Reason, select Transaction in Error option

Cancel Discharge Information					
* Cancel Discharge Date:	* Cancel Discharge Time:	* Cancel Discharge Reason:	Cancel Personnel ID:		
07/06/2023	10:44		P2CLERKSUP3		
		Other			
		Iransaction in Error			

10. Click **OK**

11. The patient will now display back on the ED Tracking Board. The patient will automatically return to the cubicle/space they were allocated to when discharged.