

FirstNet – Clerical – Cancel Discharge of a Patient



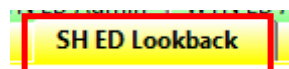
This Quick Reference Guide will explain how to:

Cancel a discharge that has been completed in FirstNet.

For example, discharging the wrong ED patient.

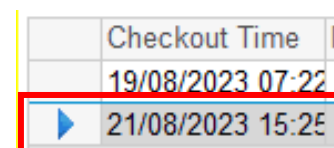
Reverting an ED discharge

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

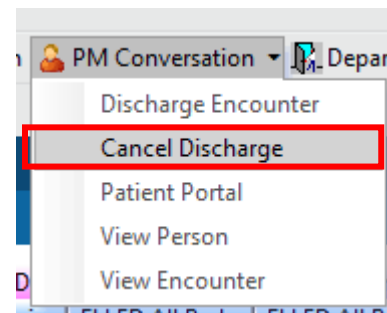


Option 1 to locate patient:

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**

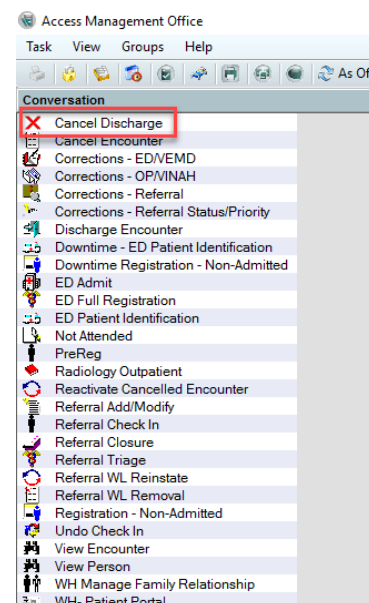


Option 2 to locate patient:

4. From the toolbar, click on **Access Management Office**



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



- Type in patient UR in the person identifier field and click **Search** button. This will display all patient encounters
- Select the **correct encounter** you want reverted and click **ok**

Encounter Search

Recent Persons

Person Identifier (URN, Medicare #):
2001023

Last Name:
First Name:
Date of Birth:
Any Phone Number:
Encounter Identifier (FIN):

Search Reset

Search Quality
 Assume Wildcards

Name	URN	Sex	DOB	Age	Address	Suburb/Town
JELLY, RED MR	2001023	Male	01/01/1950	73 Years	Shop 5 2-14 Calder Park Dr	Taylors Hill

Patient encounters will appear here:

FIN	Pt Type	Location/Ward	Room	Bed	Specialty	Treatin
21000706	Emergency	S ED	LR WR		Emergency - General Presentation	
21000572	Emergency	S ED	LR WR		Emergency - General Presentation	
21000569	Emergency	S ED	LR WR		Emergency - General Presentation	
NVE72001023	No Visit	NOVISIT				

OK Cancel Preview

After completing Option 1 or Option 2:

- The **Cancel Discharge** window will open

Cancel Discharge

UR Number:
7100087

Name: DISCERNRULE, OLIVIA Sex: Female Date of Birth: 09/09/1998 Age: 24Y Medicare Number:

FIN (Visit #): 21000694 Complete Reg?: Yes

Encounter Information
Visit Type: Emergency Specialty: Emergency - General Presentation Referred to: Cementest, Medical Officer P2 2 Admitting Clinician: Aytton, Gary - SMO

Discharge Information
Discharge Disposition: *Home Discharge to Location: No referral Discharge Date: 21/08/2023 Discharge Time: 15:18 Cause of Death: Deceased Date: Deceased Time: Discharge Personnel ID: P2CLERKS

Location
*Building: SH *Location: S ED

Referral Details

Cancel Discharge Information
*Cancel Discharge Date: 21/08/2023 *Cancel Discharge Time: 15:18 *Cancel Discharge Reason: Other Transaction in Error Cancel Personnel ID: P2CLERKS

PowerChart Patient Alerts
Active Patient Alerts:

Conversation Activity:
NEW PERSON AND ENCOUNTER
09/05/2023 11:09 - ED Patient Identification - OH046865 (DBA P1), PCID: N/A
09/05/2023 14:01 - ED Full Registration - 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	Other Transaction in Error	P2CLERKSUP3

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.