# FirstNet – Clerical – Cancel Discharge of a Patient
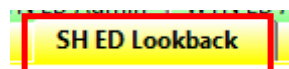
**Digital Health**
**Quick Reference Guide**

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**This Quick Reference Guide will explain how to:**

**Cancel** a discharge that has been completed in FirstNet.

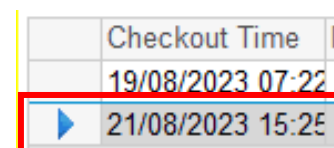For example, discharging the wrong ED patient.

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## Reverting an ED discharge

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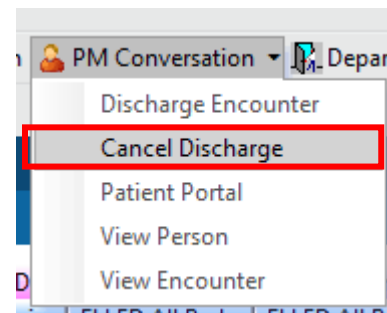


### Option 1 to locate patient:

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



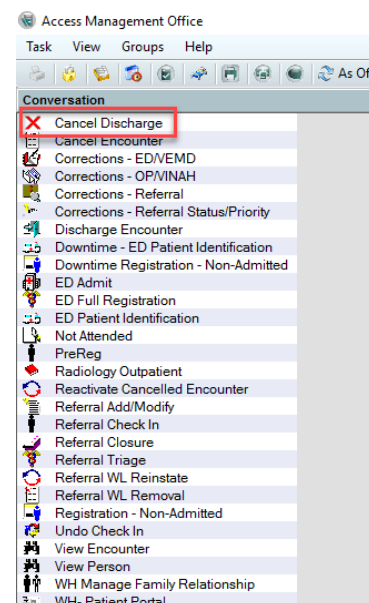3. From the toolbar, click on **PM Conversation** then select **Cancel Discharge**



### 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



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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 **ok**



Patient encounters will appear here:

## After completing Option 1 or Option 2:

8. The **Cancel Discharge** window will open

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



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.