

FirstNet - Clerical - Changing Encounter from Inpatient to Emergency



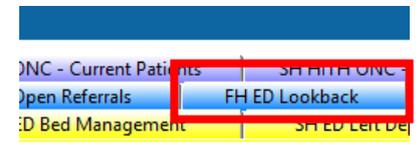
This Quick Reference Guide will explain how to:

Revert an Inpatient Encounter back to an Emergency Encounter. In the following situations:

- Patient ED to Ward processes followed and patient needs to remain in ED (includes SSU/BAU/HUB admissions)

NOTE: If a patient has been admitted to SSU/ BAU/ HUB in error, locate the patient from the tracking board you do not need to reactivate them. Proceed to Step 8.

1. Go to iPM and edit the Admitting Ward to the **Emergency Holding Ward**.
Do not delete the iPM admission prior to reverting the encounter.



2. Navigate to the ED Lookback Tracking Board for the relevant site (SH/FH/WTN)

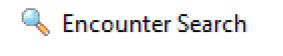
3. Locate the patient and click on the patient's name. This will highlight the entire row.

▶	22/06/2023 15:54	S 3F*	Bird, Bertie SIR	2001361	33 years
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4. Select **List** from the toolbar and select **'Reactivate Patient Search'**



5. The Encounter Search window will open. Search for patient.



6. Select the **Inpatient** encounter that requires reverting back to an **Emergency Encounter**. Once selected it will highlight blue, then click **ok**.

Encounter Search

Recent Persons

UR No. / Medicare Number:
2001361

Last Name:
First Name:
DOB:
-**-*
Phone Number:
Visit No:

Search Reset

Name	UR No	Sex	DOB	Age	Address	Suburb	Deceased	Medicare No
Bird, Bertie SIR	2001361	Male	01/01/1990	33 Years	U 1 6 Jade Way	Hillside	No	C-U

Site	Visit Type	Unit	Room	Bed	Clinical Unit	Admit Date	Disch Date	Visit No	Admitting Dr
Sunshine	Inpatient	S 3F	Hold	B01	Cardiology	22/06/2023 08:46		21001841: (IPE75376239)	Pereira, Jeremy - SMO
Footscray	No Visit	NOVISI				20/06/2023 09:29	20/06/2023 09:29	NVE/2001361	

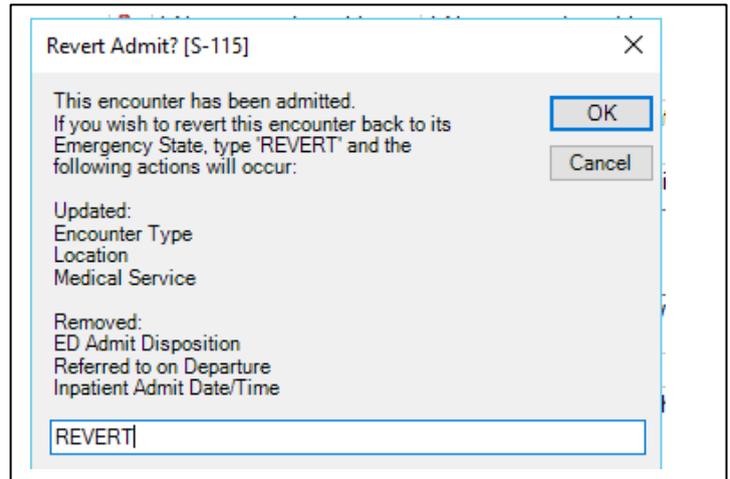


- The **Reactivate Patient** message will display. Click **Yes**.

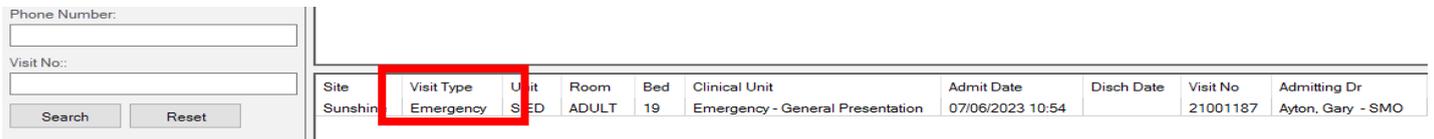


Revert Inpatient encounter to Emergency

- Right click on the patient and open the **ED Full Registration** window. The Revert admit window will appear. Type **REVERT** and click OK



- Search for the patient. To confirm the encounter has reverted from **Inpatient** to **Emergency**.



NOTE: If the REVERT message did not appear please log a service desk job to fix



Handy Hints

- The patient bed on FirstNet will automatically revert to the previous bed they were in. Confirm that the bed location is still correct for the patient.
- Continue to follow the **same workflows** as per patient journey e.g. ED to Ward or ED to Home
- For further encounter information refer to **QRG: Administration – Encounters – Single Encounter Logic**