FirstNet – Clerical – ED Transfer Out



Digital Health Quick Reference Guide

This Quick Reference Guide will explain how to:

Identify patients that are being transferred out of ED and discharging the patient.

 When a patient is for transfer to an external facility, the patient will have an ED Transfer to External Facility order Placed in FirstNet. This order displays as a helicopter icon on the Tracking Board 'status' column.
 Note: Patients being transferred out will often be verbally communicated to the clerk as well.

Name	URN	Birth Date	Age	Allergy	Alert	lcon	To Do	Status	
		23/07/1998	24 years	<u> (</u>				2	

- 2. The **Bed Mx Comment** column is another space for important transfer comments to be added regarding the patient bed or transfer status.
- 3. Once transport has been booked, enter a comment in the **Bed Mx Comment** column, stating transport has been booked and the ETA.
- 4. Right-click on the patient's name and select Discharge Process

 From the Depart Process window, select the pencil icon next to ED Discharge Bed Mx Comment Transport booked ETA :14:00

Bed Mx Comment



Templates:	~
Principal Dx	s Inc.
Interactive View and Fluid Balance	s na
ED Injury Surveillance	s ha
Work Safe/TAC Certificate	s In
ED Doctor Workflow	s na
ED Full Registration[Menu]	s Sec.
ED Admit	2 min
ED Discharge	2 mil



6. From the **Discharge Encounter** window, select the appropriate **Discharge Disposition**

 Discharge Information 	 _			
*Discharge Disposition:	Disc	h/Referred to Location:	~	
Transfer Other Hosp Via EOU Transfer Out (Failed BAU) Transfer Out (Failed EOU) Transfer Out (Failed HUB) Transfer Out To Another CCU Transfer Out To Another HDU	 ^	harge Time:	÷	U
Transfer To Another Hospital				

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7. Additional fields will display. Complete all mandatory fields and click Complete.

*Discharge Disposition: Transfer To Another Hospital 🛛 🗸	*Disch/Referred to Location:	*Referred to Facility:	*Reason for Transfer:	*Departure Transport Mode:
*Discharge Date:	*Discharge Time:	User ID: P2CLERK1		

8. Once completed, the patient will fall off ED Admin Tracking Board and can be viewed from the **ED Lookback** Tab

Note: the filter can applied depending on what patient search is required. Selecting the '**Manual**' filter providescustim search options.

Manual Filter Discharged Betweer Checked Out Between: $\begin{array}{c|c} \bullet & \bullet \\ \bullet & \bullet \\ \hline \bullet & \bullet \\ \hline$ Checked In Betweer FIN NBR: Contains 🗸 Provider Roles: <None> ~ ~ □ Include patients who are not assigned to any provider □ Include patients who are not assigned to a provider with the same role as the selected provider Events <None> Cancel Collected Complete In Progress Not Reviewed Request

OK Cancel



SH ED Lookback

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