FirstNet – Clerical – ED Transfer Out

This Quick Reference Guide will explain how to:

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

1. 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.

2. The **Bed Mx Comment** column is another space for important transfer comments to be added regarding the patient bed or transfer status.

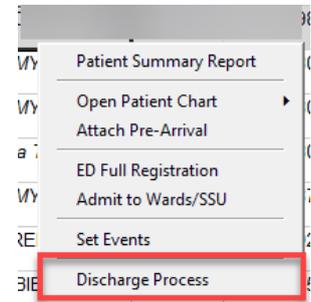3. Once transport has been booked, enter a comment in the **Bed Mx Comment** column, stating transport has been booked and the ETA.

4. Right-click on the patient's name and select **Discharge Process**

5. From the **Depart Process** window, select the pencil icon next to **ED Discharge**

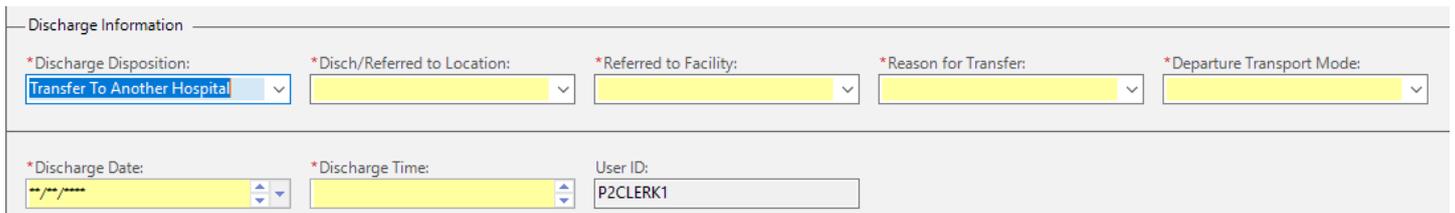Digital Health
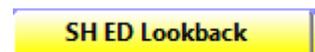CONNECTING BEST CARE

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6. From the **Discharge Encounter** window, select the appropriate **Discharge Disposition**
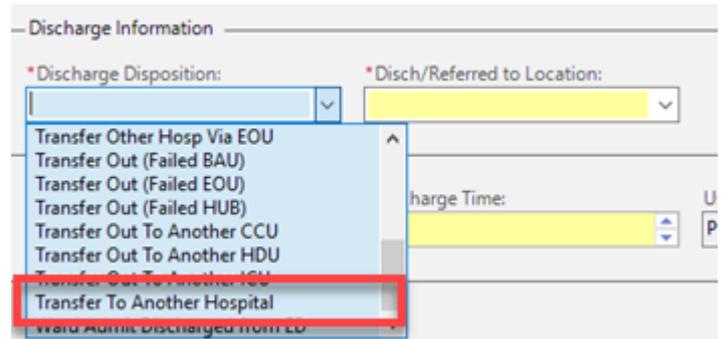
7. Additional fields will display. Complete all mandatory fields and click **Complete.**

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.