FirstNet – Clerical - ED to Inpatient Admission

This Quick Reference Guide will explain how to:

Manage a patient that requires admission from the Emergency Department to an inpatient ward.

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1. To identify the current bed requests for the department, go to **ED Admin Tab** and select the **All Bed Requests** filter.

Bed Requests can also be identified by the red and yellow dots on the tracking board.

🔴 The red dot indicates a bed request that has not been allocated a bed.

🟡 The yellow dot indicates a bed request that has been allocated a bed.

2. The requested specialty and bed type displays on the tracking board columns.

Bed Request Spe	SSU Specialty	Encounter Type	Bed Type
Oncology*		Emergency	Standard*

3. Once you have identified a new bed request and determined the requested specialty, go to **iPM** and admit the patient to the holding ward associated with the campus you are working at (*S Emergency or F Emergency).* Ensure you select the patient's correct compensable status.

4. Look up the patient's encounters with the FirstNet search box. Confirm that Single Encounter Logic has worked. The Visit No will display with an IPE number in brackets.

   Note: If another encounter opens, Single Encounter Logic has not worked, please check the iPM admission has been completed correctly.

Site	Visit Type	Unit	Room	Bed	Clinical Unit	Admit Date	Disch Date	Visit No
Sunshine	Emergency	S ED	ADULT	06	Emergency - General Presentation	24/08/2023 23:32		30159769; (IPE5572602)

5. Print new labels from iPM and replace any existing labels.

6. Once admitted on iPM, write a comment in the clerk comment box to indicate that the patient has been admitted on iPM.

Clerk Comment	Bed	ATS	LOS	Name		URN	Birth Date	Age	Allergy	Alert	Icon	To Do	Status
ADMITTED - ONCOLOGY	ADULT,06	2	11:05		MR	1029177		79 years	☀	⚠	☣		🔴

The patient will now wait for a bed to be allocated.

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7. Once the patient has been allocated a bed, the red dot will turn yellow, indicating that the bed request has been allocated. The patient will now sit under the **All Beds Assigned/Ready** filter.

8. Identify the **Ward Assigned** and **Ward ETA** from the tracking board columns.

Ward Assigned	Ward ETA	Bed Mx Comment
S 3F*	23/05/2023 12:04	

The nurse will indicate to you once the patient is ready for transfer to the ward.
Follow these steps once you have been told to initiate the transfer.

9. Ensure all labels are replaced with the new labels associated with the requested specialty.

10. Page the PSA to initiate the transfer.

11. In FirstNet, right click on the patient's name and select **Admit to Wards/SSU**

12. The ED Admit window will display. Enter the appropriate **Depart Disposition**, **Inpatient Admit Date** and **Inpatient Admit Time**. Ensure you take note of the Inpatient Admit Date and Inpatient Admit Time as you will match this date and time in iPM. Click **Complete.**

13. Edit the patient location in **iPM**, using the date and time entered into the FirstNet **ED Admit** window.

14. The patient can now be viewed in the ED Lookback tracking board.

15. Search for the patient with the FirstNet search box. The encounter for this patient will now display as **Inpatient** and the Unit, Room and Bed will update to the new ward and bed.

Site	Visit Type	Unit	Room	Bed	Clinical Unit	Admit Date	Disch Date	Visit No
Sunshine	Inpatient	S 2A	R04	B22	Gen Intl Med SH E	21/08/2023 19:14		30154647; (IPE5571238)

> ❗ **Important – The iPM Ward Admission date and time MUST match the date and time entered into the ED Admit Window for Single Encounter Logic to work.**