

FirstNet - Clerical - ED to SSU/BAU/HUB Admission



Digital Health
CONNECTING BEST CARE

Digital Health
Quick Reference Guide

This Quick Reference Guide will explain how to:

Complete an ED to SSU/BAU/HUB Patient Admission

1. To identify an SSU/BAU/HUB bed request, go to **ED Admin Tab** for the relevant site SH/FH/WTN and select the **Bed Requests** Filter.
2. Once the SSU/BAU/HUB bed has been assigned to the patient, they will show up under the **Bed Assigned/Ready** filter.



3. Go to the SSU Specialty Column to locate patients with a Yellow DOT for SSU/BAU/HUB Admission.

ED Admin	SH ED All Beds	SH ED All Beds SSU	SH ED Bed Management	SH ED Left Dept	SH ED Lookback	SH ED Diet	SH ED Open Referrals	FH Avail						
Filter: SH Bed Assigned/Ready Avg LOS: 1450:10 Median LOS: 1004:53 Total: 29 WR: 8														
Bed	ATS	LOS	Name	URN	Birth Date	Age	Allerg Alert	Icon	To Do	Status	Compensable	Prese Diagnosis	Bed Request S	SSU Specialty
SSU_18	3	1059:27	Acil, TestSH	7100084	20/01/2000	23 years		!		●		BLEE 1:Anxiety		S SSU*

- 4.

! Important

- The treating doctor must place a bed request and a diagnosis for the patient **before** the patient is admitted to SSU, BAU or HUB. This can be seen on the admin tracking board columns. **For example:**

Diagnosis	Bed Request Sp	SSU Specialty
1:Tachycardia, p		S SSU*

5. Right click on the Patient Name and select **Admit to Wards/SSU**

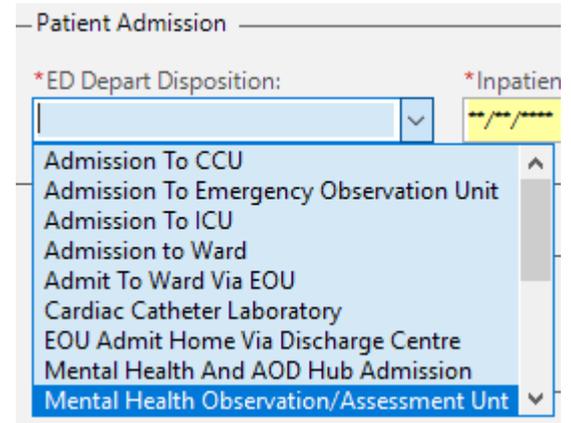
Name	URN	Birth Date
Acil, TestSH	7100084	20/01/2000
BIRD, BLUE MS		
BISCUT, ANZAC M		
BISCUT, SUGAR M		
BMDI, ES Paed		
BRATZ, JERRY M		
Bratz, Linda MS		

- Patient Summary Report
- Open Patient Chart
- Attach Pre-Arrival
- ED Full Registration
- Admit to Wards/SSU**
- Set Events
- Discharge Process



- The ED Admit window will open. Go to the Patient Admission section and select the drop-down menu on the ED Depart Disposition. Select appropriate **Disposition**.

SSU - Admission to Emergency Observation Unit
BAU - Mental Health Observation/Assessment Unit
HUB – Mental Health and AOD HUB Admission



- Complete the Inpatient Admit Date and Time.

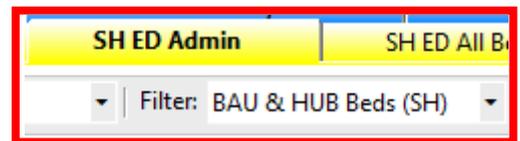
- Click **Complete**.



- Complete Admission to SSU/BAU/HUB in iPM, matching Date and Time between **FirstNet AND iPM**.

- Once the admission has been completed in iPM, your SSU patient will automatically appear in **the ED SSU location on FirstNet SSU Tracking Board**.

- If the admission was to BAU/HUB, the patient will appear in the **ED Admin Tracking Board with Filter BAU/HUB beds (SH)**.



- Check the patient encounter has joined from Emergency to Inpatient type. Search the UR in the top right hand corner search bar . The patient encounter search window will show. Locate the current registration date and the FIN NBR column will display the single encounter joined. For example, .



Important

- The ED Bed Request to SSUBAU/HUB form **must be completed prior to the iPM admission**. This supports the single encounter logic workflow. The NIC will complete this when the bed is ready in SSU/BAU/HUB. To see this task it displays in the Activities Column as the little clipboard.

