FirstNet – Clerical - Failed SSU/BAU/HUB to Inpatient Admit

Digital Health
CONNECTING BEST CARE

Digital Health
Quick Reference Guide

This Quick Reference Guide will explain how to:

Manage patients that are admitted to SSU, BAU or the HUB that have then 'failed' as they require admission to an inpatient ward.

---

1. The ED Doctor or NIC will inform the clerk that the patient requires an inpatient bed and a new bed request will be completed. Additionally, the new bed request can be identified on the tracking board with the addition of a new red dot against the patient.

2. Once you have identified a patient has failed, locate the patient and double click the clipboard in the **activities** column to identify which specialty the patient has been referred to.
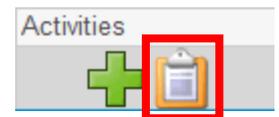
3. The *Document Activities* window will open. Locate the most recent 'ED Bed Request to Wards' that has been ordered by the ED doctor and confirm the specialty requested.

    Note: **DO NOT** click 'Document' against the task in this window. This will be done by the bed manager.

4. Open **iPM** and transfer the patient to the newly requested clinician and specialty.

5. Re-print a label sheet and replace all existing labels for this patient.

6. In **FirstNet,** right click on the patient's name and select **Discharge Process.**

7. The *Depart Process* window will open. Select the pencil icon next to **ED Admit.**

8. The *ED Admit* window will display. Amend the **ED Depart Disposition** by clicking on the drop-down arrow and selecting the appropriate option.
    SSU: Ward Admit (Failed EOU)
    BAU: Ward Admit (Failed BAU)
    HUB: Ward Admit (Failed HUB)
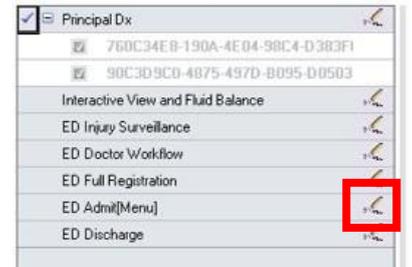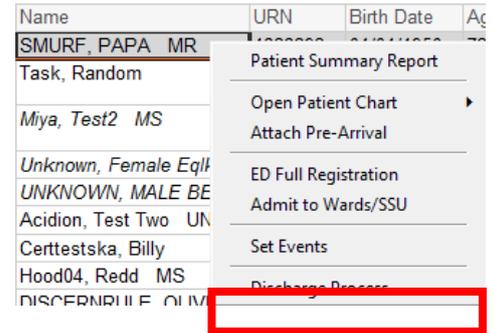
    Note: **Do not update the time or date in this window. This will stay as the time they were initially admitted on iPM.**

9. Click **Complete**

    You have completed the *Failed SSU/BAU/HUB* process. The patient will now wait for a bed to be allocated to them under the requested specialty. Continue with the next steps when the patient is ready to be transferred to a ward.

Continue with these steps once the patient has been allocated a ward bed, and the nurse advises that the patient is ready to be transferred.

10. Ensure labels affixed to any paperwork have been replaced with labels from the new specialty.

11. Transfer the patient to the new ward and bed in **iPM.**

12. The patient will fall off the SSU/BAU/HUB tracking board and move to the ED Lookback Tracking Board.