



**This Quick Reference Guide will explain how to:**

Complete Full Registration for a patient in the Emergency Department.



**Important – ensure you have selected the ED Admin Tracking Board associated with the campus you are working at.**

- SH ED Admin = Sunshine
- FH ED Admin = Footscray
- WTN ED Admin = Williamstown

- To identify patient's that require Full Registration, ensure you have selected the ED Admin Tracking board associated with the campus you are working at and select the **Registration** filter.

**Note:** Patient's that require Full Registration will also have the key icon in the To Do column.

- Once identified, go to **iPM** and confirm all patient demographics directly with the patient. Update as required.
- Go back to FirstNet, right click on the patient's name and select **ED Full Registration**.

The screenshot shows the 'SH ED Admin' filter selected in the top left. A dropdown menu is open, showing 'SH Registration' as the selected filter. Below, a table of patients is visible, with a right-click context menu open over a patient's name, highlighting 'ED Full Registration'.

Name	URN	Birth
nurse, nurse	7100020	14/0
UNKNOWN,		
ssu, tiesta		
Integrations		
Workcover, T.		
BMDI, ES AL		
BMDI, ES Paed	7100032	10/0

- The ED Full Registration window will open. Patient demographic information from iPM will populate in this window. Any updates need to be made in iPM. The yellow fields are mandatory and need to be filled in.
- The window will open on the Patient Information tab. Select the **Usual Accommodation** for this patient.

The screenshot shows the 'ED Full Registration' window with the 'Patient Information' tab selected. The form contains the following fields:

- UR Number: 1828370
- Patient Identifiable?: [Dropdown]
- Last Name: Bin2
- First Name: Batman
- Middle Name: [Empty]
- Title: MR
- Sex: Male
- Date of Birth: 15/08/2001
- Age: 22Y
- Medicare Status: [Dropdown]
- Medicare Number: 3327 36684 7-1
- Medicare Expiry Date: [Dropdown]
- FIN (Visit #): EMG72016988
- Encounter Data Set: VEMD 27 (2022-2023)

Below the patient information, there are tabs for 'Patient Information', 'Encounter Information', and 'Notes and Alerts'. The 'Patient Information' tab is active and shows sections for 'Address/Phone Information' and 'Personal Data'. In the 'Personal Data' section, the '\*Usual Accommodation:' field is highlighted in yellow.

- Click on the **Encounter Information** tab.
- Enter the **Type of Visit**, **Referred By** and **Compensable Status**.

The screenshot shows the 'ED Full Registration' window with the 'Encounter Information' tab selected. The form contains the following fields:

- UR Number: 1828370
- Patient Identifiable?: [Dropdown]
- Last Name: Bin2
- First Name: Batman
- Middle Name: [Empty]
- Title: MR
- Sex: Male
- Date of Birth: 15/08/2001
- Age: 22Y
- Medicare Status: [Dropdown]
- Medicare Number: 3327 36684 7-1
- Medicare Expiry Date: [Dropdown]
- FIN (Visit #): EMG72016988
- Encounter Data Set: VEMD 27 (2022-2023)

The 'Encounter Information' tab is active and shows sections for 'Location' and 'Current Encounter Information'. In the 'Current Encounter Information' section, the '\*Type of Visit:', '\*Reason for Visit:', and '\*Referred By:' fields are highlighted in yellow.

- Click **OK** to complete Full Registration.



9. The patient will fall off the Registration filter. The key icon will no longer display for this patient.
10. Print a sheet of labels for this patient from FirstNet.



### Important

- Wristbands will be printed from FirstNet once the Quick registration is completed. If demographic details change during Full Registration, the patient wristband **MUST** be reprinted.
- Labels are to be printed after the Full Registration process is completed to ensure they have the most up to date demographic details.
- If you receive an error message during this process, it is likely that **iPM** patient demographics need to be reviewed. All fields must be completed in iPM to continue with the Full Registration process in FirstNet.



### Handy Hint –

- You can re-open the Full Registration and make amendments if required by right clicking on the patient's name and selecting **ED Full Registration**. This is outlined above in Step 3.