



Digital Health Quick Reference Guide

### 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.

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	Patient Summary Report			
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Workcover, T.	Set Events			
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- 4. 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.
- 5. The window will open on the Patient Information tab. Select the Usual Accommodation for this patient.

ED Full Registration					-		×
UR Number: 1828370	Patient Identifiable?:						
Last Name: Bin2 Date of Birth: 15/08/2001	First Name: Batman Age: 22Y	Middle Name:	Title: MR Medicare Number: 3327 36684 7-1	Sex: Male Medicare Expiry Date:	V		
FIN (Visit #): EMG72016988	Encounter Data Set: VEMD 27 (2022-2023)						
Address/Phone Information	nation Notes and Alerts						
Residential Home Address: N 6 West Ct Williamstown, Victoria 3016 Australia	Aailing Address: Add Address						
Phone Number:	Mobile Phone Number: 0479110660	Work Phone Number:	Email Address:				
– Personal Data –							
Preferred Language: English	Interpreter Required:	ATSI Status: NOT Aboriginal or TSI	Marital Status: Never Married	Religion: V No Religion	~		
*Usual Accommodation:	NDIS Participant Number:	DVA Number:	DVA Card Colour:	Individual Health Identifier:			
VID Indicator					ОК	Can	ncel

6. Click on the Encounter Information tab.

#### 7. Enter the Type of Visit, Referred By and Compensable Status.

R. Number: Patient Identifiable?:   182370     ast Name: First Name:   Middle Name: Title:   Sex: Male				- 0
ast Name: First Name: Middle Name: Title: Sec: Sin2 Batman Medicare Status: Medicare Number: Medicare Expiry Date: Sin2 Date of Birth: Age. Medicare Status: Medicare Number: Medicare Expiry Date: Sin2 Date of Birth: Age. Medicare Status: Medicare Number: Medicare Expiry Date: Sin2 Date of Birth: Age. Medicare Status: Medicare Number: Medicare Expiry Date: Sin2 Date of Birth: Age. Medicare Status: Medicare Number: Medicare Expiry Date: Sin2 Date of Birth: Age. Medicare Status: Medicare Number: Medicare Expiry Date: Sin2 Date of Birth: Age. Medicare Status: Medicare Number: Medicare Status: Medicare Number: Medicare Status: Medicare Number: Medicare Status: Medicare Number: Sin2 Date of N	JR Number: 1828370	Patient Identifiable?:	<b>~</b>	
Is/08/2001 Image: Status:   Is/(Visit #):   Encounter Data Set:   WEMD 27 (2022-2023)   Itient Information   Encounter Information   Notes and Alerts	Last Name: Bin2 Date of Birth:	First Name: Batman Age:	Middle Name: Title: MR Medicare Status: Medicare Number:	Sex: Male Medicare Expiry Date:
IN (Visit #): Encounter Data Set:   MG72016983 VEMD 27 (2022-2023)   tient Information Encounter Information   Building: Ward:   SED Emergency - General Presentatior ~   Current Encounter Information   *Arrive Date:   *Arrive Time:   *Type of Visit:   *Reason for Visit:   *Referred By:   22/08/2023   ************************************	15/08/2001	<b>→</b> 22Y	3327 36684 7-1	
Encounter Information Notes and Alerts     Location   Building:   Ward:   *Specialty (Service Type):   SED   Emergency - General Presentation ~     Current Encounter Information     *Arrive Date:   *Arrive Time:   *Type of Visit:   *Reason for Visit:   *Referred By:   22/08/2023   * Type of Visit:   *Reason for Visit:   *Referred By:   22/08/2023   * Type of Visit:   *Compensable Status:   Other (incl private car, walked)   Clinician:   *Encounter GP:   Ayton, Gary - SMO   No Gp, No Gp   Additional Information	FIN (Visit #): EMG72016988	Encounter Data Set: VEMD 27 (2022-2023)	×	
Building: Ward: *Specialty (Service Type): SED * Emergency - General Presentation * Current Encounter Information *Arrive Date: *Arrive Time: *Type of Visit: *Reason for Visit: *Referred By: 22/08/2023 * 13:01 * Type of Visit: *Referred By: 22/08/2023 * Till 13:01 * Triage Not Completed * *Arrival Transport Mode: *Compensable Status: Other (incl private car, walked) * Clinicians - *ED Clinician: *Encounter GP: Ayton, Gary - SMO * No Gp, No Gp * Additional Information	atient Information Encour	nter Information Notes and Alerts		
Current Encounter Information  *Arrive Date: *Arrive Time: *Type of Visit: *Reason for Visit: *Referred By:  22/08/2023   *Compensable Status:  Triage Not Completed  *Compensable Status:  Cther (incl private car, walked)  Clinicians  *ED Clinician: *Encounter GP: Ayton, Gary - SMO  Ko Gp, No Gp Ko	Building: SH	Ward:	*Specialty (Service Type):	
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8. Click **OK** to complete Full Registration.



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- 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.

