

FirstNet - Clerical – Full Registration



Digital Health
CONNECTING BEST CARE

Digital Health
Quick Reference Guide

This Quick Reference Guide will explain how to:

Complete Full Registration for a patient in the Emergency Department (ED) or Urgent Care (UC).

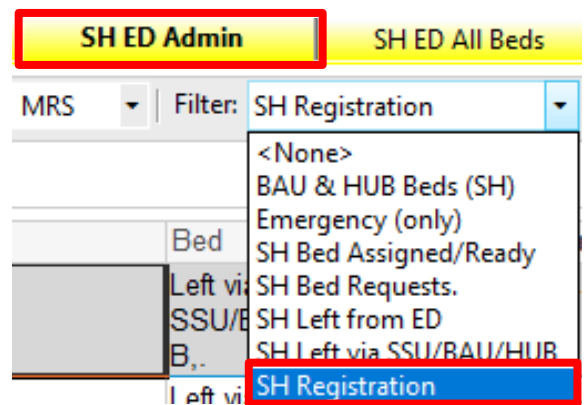


Important – ensure you have selected the ED/UC Admin Tracking Board associated with the campus you are working at.

| | | | |
|---------------------|----------------|--------------------|-----------------|
| SH ED Admin | = Sunshine | BM UC Admin | = Bacchus Marsh |
| FH ED Admin | = Footscray | M UC Admin | = Melton |
| WTN ED Admin | = Williamstown | | |

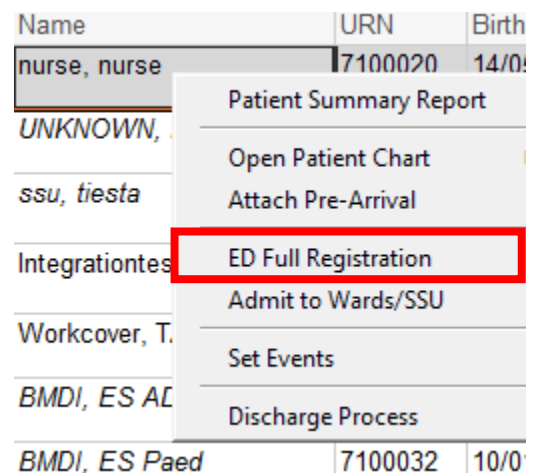
1. To identify patient's that require Full Registration, ensure you have selected the ED/UC Admin Tracking board associated with the campus you are working at and select the **Registration** filter.

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



2. Once identified, go to **iPM** and confirm all patient demographics directly with the patient. Update as required.

3. Go back to FirstNet, right click on the patient's name and select **ED Full Registration**.





- 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. Complete **mandatory fields** highlighted in yellow from the **Patient Information Tab**.

The screenshot shows the 'ED Full Registration' window with the 'Patient Information' tab selected. The 'Patient Identifiable' field is set to 'Yes'. The patient's name is TESTWHS ALISON, Title is IMS, and Admin Sex is Female. The birth date is 15/12/1990 and the age is 33Y. The birth sex is Female and gender identity is Woman, or girl, or female. The usual accommodation is 'Usual Accommodation'. The patient's address is in Williamstown, Victoria 3018, Australia. The phone number is 30327534 and the encounter data set is VEMD 29 (2024-23). The 'Referred By' field is highlighted in yellow.

- Click on the **Encounter Information** tab.
- Complete **mandatory fields** highlighted in yellow.
- Click **OK** to complete Full Registration.
- The patient will fall off the Registration filter. The key icon will no longer display for this patient.
- Print a sheet of labels for this patient from FirstNet.

The screenshot shows the 'ED Full Registration' window with the 'Encounter Information' tab selected. The visit type is 'Emergency'. The location is SH, Ward is 5 ED, and the specialty is 'Emergency - General Practitioner'. The current encounter information shows an arrival date of 22/04/2024 at 13:35. The type of visit is 'Emergency presentation', the reason for visit is 'ALLERGIC REACTION', and the referred by field is highlighted in yellow.



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 – Amending Full Registration Information.

- 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.