

FirstNet – Clerical Inpatients (from ward or home) presenting to ED



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Quick Reference Guide

This Quick Reference Guide will explain how to:

Manage patients that present to the Emergency Department that are already admitted on iPM and therefore have an open inpatient encounter. This QRG applies to all patients that present to ED that have an iPM admission – this includes those admitted to

- Hospital in the Home (HITH)
- GEM at Home
- Community Based Mental Health
- COVID Monitoring at Home and all inpatient wards

Overview

If a patient presents to ED and they are an existing inpatient on iPM, they will have an open inpatient encounter in the EMR. These patients should be registered on FirstNet as per normal workflows. Once registered on FirstNet they will have two open encounters; clinicians are to use the Emergency Presentation. Two encounters will remain open until a decision has been made regarding further care for the patient.

If it is decided that the patient will be discharged directly from ED, do not amend the iPM admission, discharge the patient from FirstNet as normal which is outlined in **Workflow #1** below.

If it is decided that the patient will be admitted to an inpatient ward from ED, follow **Workflow #2** below to discharge the iPM encounter and re-admit to ED, using Single Encounter Logic (SEL).

If it is decided the patient will be admitted to the Emergency Short Stay Unit (SSU), Behavioural Assessment Unit (BAU) or Mental Health Hub (HUB), follow **Workflow #3** below.

Workflow #1 – Patient discharged home from ED

Follow this workflow if an inpatient is seen in ED and is then discharged home.

1. Do **not** touch the iPM admission.
2. Discharge the patient from FirstNet.
3. The emergency encounter will close and the inpatient encounter will remain open.
4. Email the ED DAC team to exclude the ED presentation from the VEMD reports via DACTeam@wh.org.au
Provide the patient's name, UR number and the date and time of the ED presentation.

Workflow #2 – Patient requires admission to an inpatient ward from ED

Follow this workflow if an inpatient presents to ED, and a bed request is entered for an inpatient ward.

1. Look up the patient's existing encounters with the FirstNet search box
2. Locate the open ED encounter and the existing inpatient encounter.
Take note of the time the ED encounter starts.



Site	Visit Type	Unit	Room	Bed	Clinical Unit	Admit Date	Disch Date	Visit No	Admitting Dr
Sunshine	Emergency	S ED	LR WR		Emergency - Gener...	11/08/2023 11:26		21002455	
Sunshine	Inpatient	S HITH	R01	B03	Hospital In The Home	20/05/2023 11:00		21000978; (IPE75376204)	Mateevici, Olimpia - SMO

- Go to iPM and discharge the existing inpatient admission 1 minute before the ED encounter began. Select the discharge method as 'Other acute hosp/ext care/rehab'
- Look up the patient's encounters with the FirstNet search box. Confirm the inpatient encounter is closed.

Site	Visit Type	Unit	Room	Bed	Clinical Unit	Admit Date	Disch Date	Visit No	Admitting Dr
Sunshine	Emergency	S ED	ADULT	24	Emergency - General Presentation	11/08/2023 11:26		21002455	Ayton, Gary - SMO
Sunshine	Inpatient	S HITH	R01	B03	Hospital In The Home	20/05/2023 11:00	11/08/2023 11:25	21000978; (IPE75376204)	Mateevici, Olimpia - SMO

You can now continue with your usual admission process.

- Admit the patient to the *S Emergency* or *F Emergency* ward under the requested specialty.
- Look up the patient's encounters with the FirstNet search box. Confirm that Single Encounter Logic has worked. The Visit No will display with an IPE number in brackets.

Note: If another encounter opens, Single Encounter Logic has not worked, please check the iPM admission has been completed correctly.

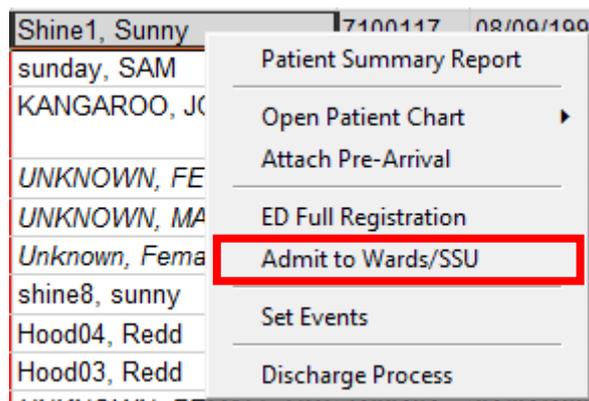
Site	Visit Type	Unit	Room	Bed	Clinical Unit	Admit Date	Disch Date	Visit No	Admitting Dr
Sunshine	Emergency	S ED	ADULT	24	Emergency - General Presentation	11/08/2023 11:26		21002455; (IPE75376664)	Ayton, Gary - SMO
Sunshine	Inpatient	S HITH	R01	B03	Hospital In The Home	20/05/2023 11:00	11/08/2023 11:25	21000978; (IPE75376204)	Mateevici, Olimpia - SMO

- Once the patient is ready to go to the ward, locate the patient on the tracking board. Right click and select **Admit to Wards/SSU**

- Enter the **ED Depart Disposition** as **Admission to Ward**.
Note: If the patient is going to CCU, select Admission to CCU. If the patient is going to ICU, select Admission to ICU.

- Fill out the **Inpatient Admit Date** and **Inpatient Admit Time** and select complete.

- Go to iPM and *edit* the iPM admission. Amend the admission date and time to match the time you entered into the **Admit to Wards/SSU** conversation (Step 9). Change the ward to the one they are heading to.



*ED Depart Disposition: Admission to Ward *Inpatient Admit Date: 11/08/2023 *Inpatient Admit Time: 14:04

Admission date: 11/08/2023 Time: 14:04 Actual admission Admit Now

- The Visit Type for this encounter will now display as **Inpatient** and the patient should move to the ED Lookback tracking board.

Site	Visit Type	Unit	Room	Bed	Clinical Unit	Admit Date	Disch Date	Visit No	Admitting Dr
Sunshine	Inpatient	S 1A	R01	B01	Gen Intl Med SH A	11/08/2023 11:26		21002455; (IPE75376664)	Ong, May - SMO
Sunshine	Inpatient	S HITH	R01	B03	Hospital In The Home	20/05/2023 11:00	11/08/2023 11:25	21000978; (IPE75376204)	Mateevici, Olimpia - SMO

Workflow #3 – Patient requires admission to SSU/BAU/HUB from ED

Follow this workflow if an inpatient presents to ED and they need to be admitted to SSU/BAU/HUB

1. Look up the patient’s existing encounters with the FirstNet search box
2. Locate the open ED encounter and the open inpatient encounter. Take note of the time the ED encounter starts.



Site	Visit Type	Unit	Room	Bed	Clinical Unit	Admit Date	Disch Date	Visit No	Admitting Dr
Sunshine	Emergency	S ED	ADULT	06	Emergency - General Presentation	11/08/2023 14:38		21002459	Ayton, Gary - SMO
Sunshine	Inpatient	S HITH	R01	B02	Hospital In The Home	31/01/2023 15:25		IPE75374314	Ayton, Gary - SMO

3. Go to iPM and discharge the HITH admission 1 minute before the ED encounter began. Select the discharge method as ‘Other acute hosp/ext care/rehab’.
4. Look up the patient’s encounters with the FirstNet search box. Confirm the inpatient encounter is closed.

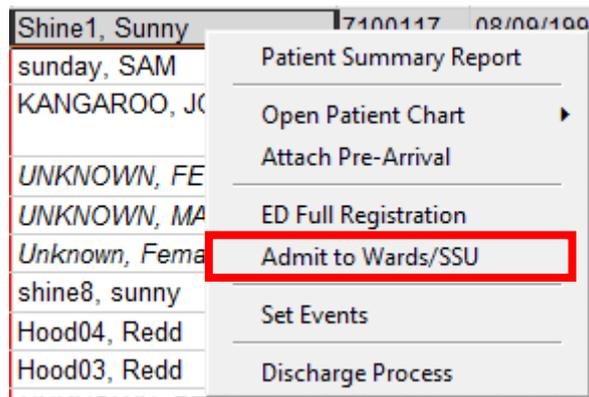
Site	Visit Type	Unit	Room	Bed	Clinical Unit	Admit Date	Disch Date	Visit No	Admitting Dr
Sunshine	Emergency	S ED	ADULT	06	Emergency - General ...	11/08/2023 14:38		21002459	Ayton, Gary - SMO
Sunshine	Inpatient	S HITH	R01	B02	Hospital In The Home	31/01/2023 15:25	11/08/2023 14:37	IPE75374314	Ayton, Gary - SMO

You can now continue with your usual admission process.

5. Locate the patient on the tracking board. Right click and select **Admit to Wards/SSU**
6. Enter the **ED Depart Disposition**

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

7. Fill out the **Inpatient Admit Date** and **Inpatient Admit Time** and select complete.
8. Go to iPM and admit the patient to the assigned ward (SSU, BAU or HUB). Ensure the admission date and time match the time you entered into the **Admit to Wards/SSU** conversation (Step 7).



*ED Depart Disposition: Admission To Emergency Obse...
 *Inpatient Admit Date: 11/08/2023
 *Inpatient Admit Time: 15:10

Admission date: 11/08/2023 Time: 15:10 Actual admission

9. The Visit Type for this encounter will now display as **Inpatient** and the Visit No will show an IPE number in brackets.

Site	Visit Type	Unit	Room	Bed	Clinical Unit	Admit Date	Disch Date	Visit No	Admitting Dr
Sunshine	Inpatient	S SSU	SSU	04	Emergency - General Presentation	11/08/2023 14:38		21002459; (IPE75376666)	Ayton, Gary - SMO
Sunshine	Inpatient	S HITH	R01	B02	Hospital In The Home	31/01/2023 15:25	11/08/2023 14:37	IPE75374314	Ayton, Gary - SMO

10. If the patient is discharged from SSU/HUB/BAU back to GEM at Home, complete a **Statistical Discharge** from SSU and a **Statistical Admission** back to the original ward and care type. If the patient is discharged from SSU/HUB/BAU to HITH complete a **transfer** for this patient.