

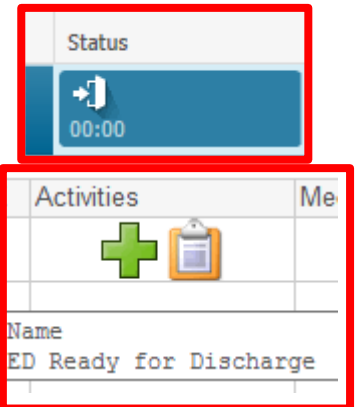
# FirstNet – Discharging an ED Patient



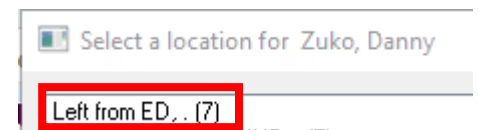
## This Quick Reference Guide will explain how to:

Discharge an ED patient in FirstNet, including how to move the patient to the incomplete zone.

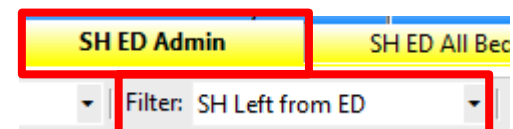
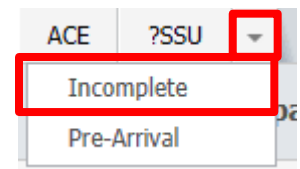
1. Patients who are directly discharged from ED will have an order placed by the treating clinician. This displays in the status column on **LaunchPoint** or in the Activities column on **Tracking Board**.



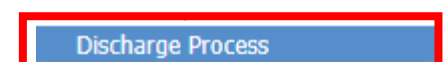
2. If the patient **has left ED** but requires further documentation to be completed, double click on the room/bed field and select the '**Left from ED**' location. This will move the patient to an 'incomplete' space and free up the bed for another patient.



3. The Patient will now display in the **Incomplete Zone** on **LaunchPoint** and the '**Left From ED**' filter on Tracking Board.



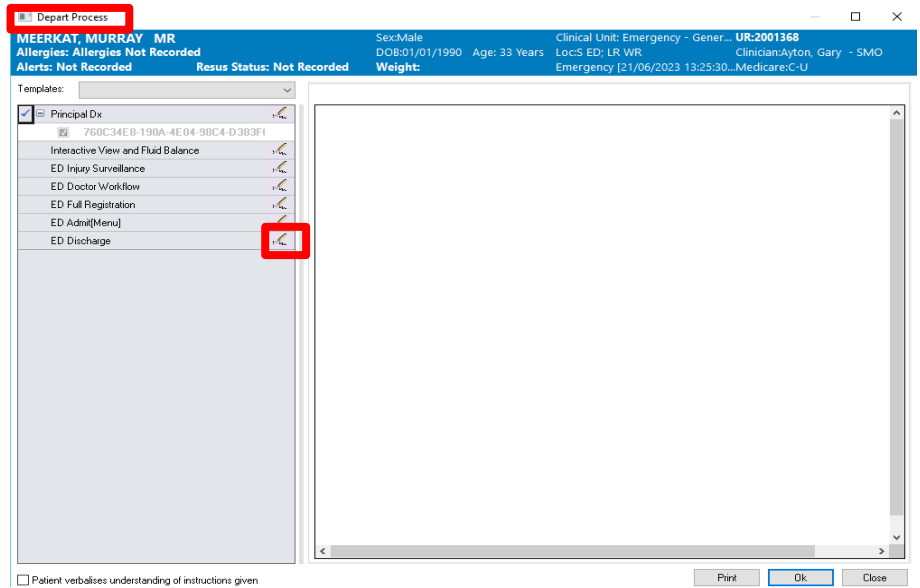
4. Once all discharge documentation has been completed, right click on patient's name and select **discharge process**.



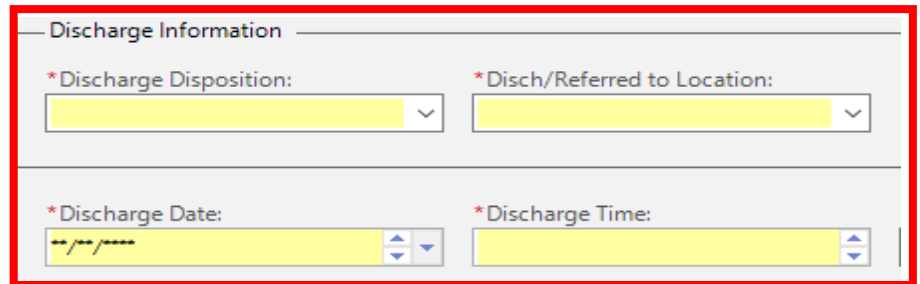
5. Depart process window will display. It is used for patients who are

- Discharged from ED
- Left at own risk
- Died in ED
- Transferred to external hospital

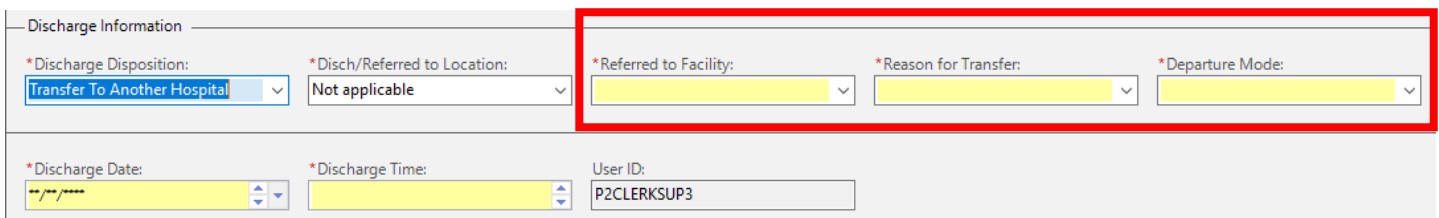
To discharge a patient, select the pencil icon against **ED Discharge**.



6. This will bring you to the Discharge Encounter window. Go to the drop-down arrow near the **Discharge Disposition** field. Complete all yellow mandatory fields.



7. For **Transfers to another hospital** additional mandatory fields will display as follows:



8. Once all fields are completed, click **Complete**. Your patient will now show in the **ED Lookback Tracking Board** or the **Discharge Patient Zone on LaunchPoint**.



**Important**

- There are **HARD STOPS** for discharge. FirstNet will alert you and not allow the patient to be discharged until the mandatory documentation is completed.
- Any patient that has had an admission **MUST** be discharged by the clerical staff member.