

FirstNet – Discharging an ED/UC Patient



This Quick Reference Guide will explain how to:

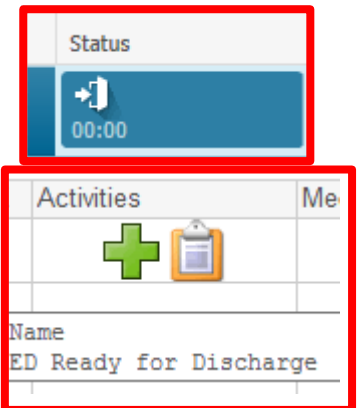
Discharge an ED/UC patient in FirstNet, including how to move the patient to the incomplete zone.



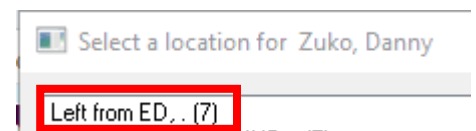
Important

- Discharges from FirstNet in the Emergency Departments and Urgent Care Centres are a clinical responsibility.
- Admissions to the ward from the Emergency Department or Urgent Care Centres **MUST** be completed by a clerical staff member.
- In ED at SH, FH and WTN, there are **HARD STOPS** for discharge. FirstNet will alert you and not allow the patient to be discharged until the mandatory documentation is completed.

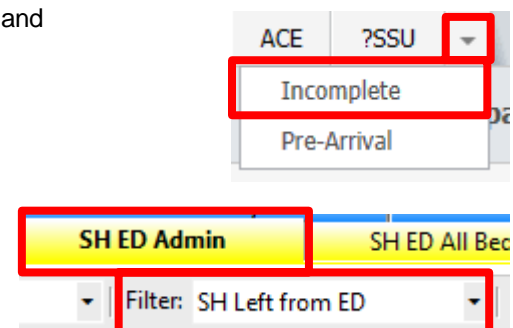
1. Patients who are directly discharged from ED/UC will have an order placed by the treating clinician. This displays in the status column on **LaunchPoint** or in the Activities column on **Tracking Board**.



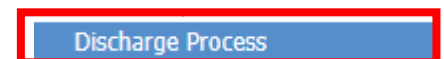
2. If the patient **has left ED/UC** but requires further documentation to be completed, double click on the room/bed field and select the '**Left from ED**' location. This will move the patient to an 'incomplete' space and free up the bed for another patient.



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**.

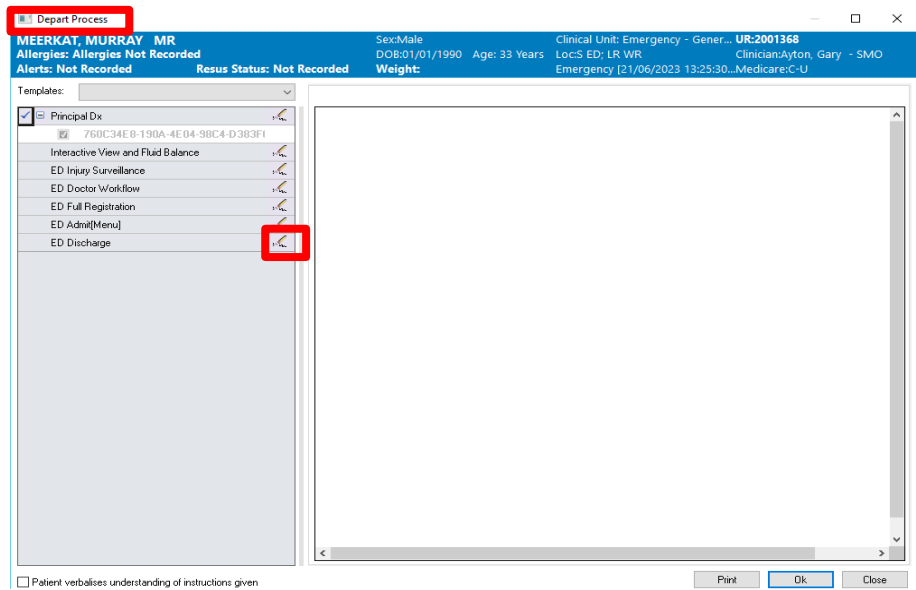




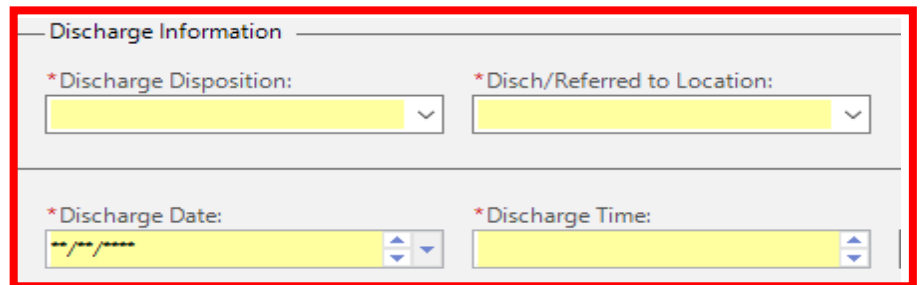
Depart process window will display. It is used for patients who are

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

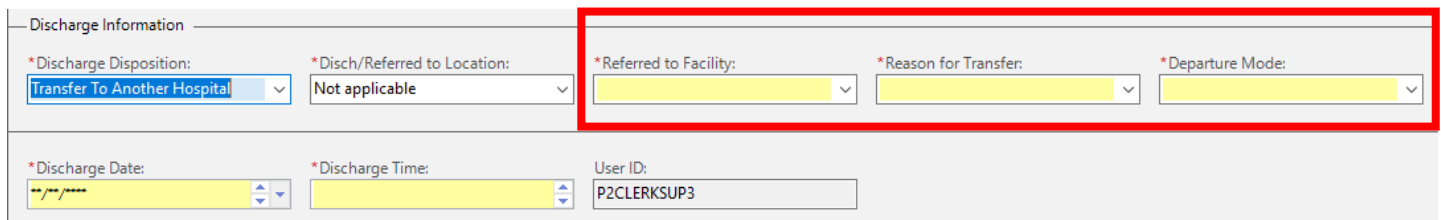
To discharge a patient, select the pencil icon against **ED Discharge**.



5. 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.



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



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