



This Quick Reference Guide will explain how to:

Conduct doctor patient and/or change of shift handover.

Handover

1. Documentation of handover – either as a progress note or in the comments box on launchpoint.
2. Reassigning of patients from ED treating clinician to ED treating clinician at shift change is most efficiently done using the CheckOut process however it can also be accomplished by using the Assign/Unassign processes.

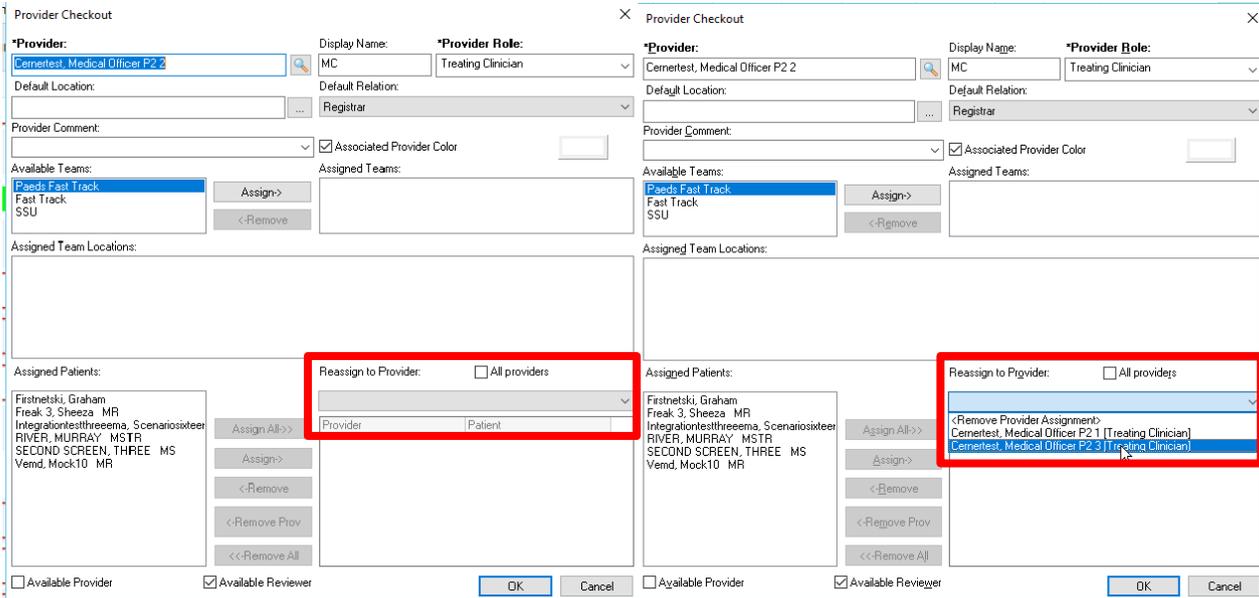
Reassigning of patients using Check Out process.

3. Using the Check Out process allows staff to simultaneously unassign themselves from patients and reassign the new treating doctor en masse. The Check Out process is a PUSH process where the current treating clinician PUSHes patients to the new treating clinician. I.e. The new clinician cannot use the Check Out process to assign themselves to the patient
4. The current treating clinician clicks on the drop down menu in the top right corner and selects Check Out.

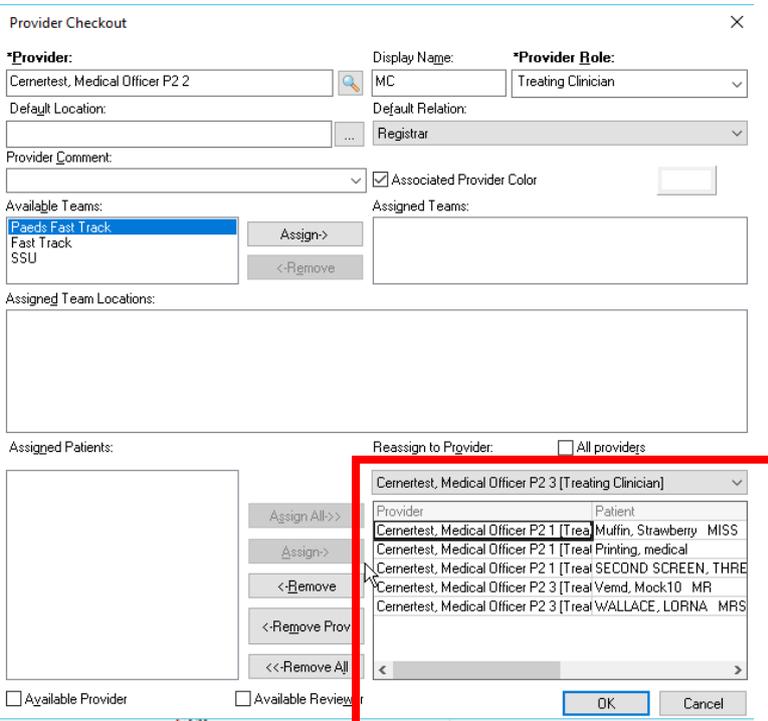
The screenshot shows the LaunchPoint interface with a table of patients. The table columns include Room, LOS, Patient Information, URN, Status, and Patient Details. A dropdown menu is open in the top right corner, showing options like 'Change Location...', 'Display Settings...', 'Discern Reports...', and 'Check Out'. The 'Check Out' option is highlighted with a red box. Another red box highlights the 'Check Out' option in the dropdown menu.

T	Room	LOS	Patient Information	URN	Status	TC	RN	EMH	ACE	MDT	Patient Details	RR	SpO2	BP	HR	TEMP	BOC		
LR	WR	07:22	MUFFIN, STRAWBERR... 01/01/70 53y F	2000176	Triage Needed 07:22						Triage Not Completed							1	
LR	WR	23:29	*Vemd, Language MS 01/01/80 43y F	2001104	Triage Needed 23:29													1	
LR	WR	23:26	*BISCUT, SUGAR MR 01/01/85 38y M	2000703	Triage Needed 23:26													1	
LR	WR	24:57	*BISCUT, ANZAC MR 01/01/85 38y M	2000701	Triage Needed 24:57													1	
SSU	O2	50:05	*Vemd, Mock16 MS 01/01/80 43y F	7100092	Transfer 49:31	HC	HC				Dx: No disease found / Illness N... transfer to RMH							8	
LR	WR	73:43	*Vemd, Mock10 MR 01/01/80 43y M	2001077	Transfer 72:29	HC	HC				Dx: Aches and pains, generalised							10	
LR	WR	73:55	*Vemd, Mock7 MR 01/01/80 43y M	2001073	Triage Needed 73:55						Admission							11	
LR	WR	76:37	DISCERNRIULE, OLIVIA 09/09/98 24y F	7100087	Triage Needed 76:37						Triage Not Completed							1	
RESUS	O1	78:10	Acti, TestSH 20/01/00 23y F	7100084	Dr Treatment St 77:59			ES			Dx: Anxiety		22	90	100/60			1	
AV	WR	103:36	*UNKNOWN, MALE GE... 01/01/93 30y M	7100082	Triage Needed 103:36													2	
ADULT	O5 Isolation	103:41	*Firstnetski, Graham 01/01/90 33y M	7100081	Dr Treatment St 00:05	HC	HC				I) CP 2/52, worsening today, EC...		18	99	170/90	66	36	6	21
CH	WR	104:20	rn, test m 13/05/12 10y F	7100080	Triage Needed 104:20			ES										1	
LR	WR	172:15	*UNKNOWN, MALE BB... 01/01/88 35y M	7100079	Unassigned 172:15						hjsadga							2	
EYE	-	174:17	*SECOND SCREEN, TH... 03/03/44 79y F	7000849	Dr Treatment St 174:11	HC					testing path result for second scr...							4	

5. The Provider Checkout box opens up and the current assigned patients are visible in the bottom left Assigned Patients box. Click on the provider button to open the list of all available providers (need to be checked in). Select the receiving provider.



- Click on the patients that you wish to assign to the receiving provider and click on assign to transfer these patients. Clicking on remove will move these patients back. You can assign patients to different treating clinicians.



- Clicking on OK will now check you out of FirstNet AND reassign any patients in the reassign box. Note that Cerner allows you to be checked out and have Assigned Patients. You will need to make sure that the Assigned Patients box is empty before Check Out to ensure that you have no patients assigned to you before leaving. If

you wish to remain checked in after reassigning patients – please check the available provider box before clicking OK

Provider Checkout

***Provider:** Cernertest, Medical Officer P2 2
 Display Name: MC
 ***Provider Role:** Treating Clinician

Default Location: Registrar
 Default Relation: Registrar

Provider Comment: Associated Provider Color

Available Teams: Paeds Fast Track, Fast Track, SSU
 Assigned Teams:

Assigned Team Locations:

Assigned Patients: Available Provider Available Reviewer

Reassign to Provider: All providers

Assign All-> Assign-> <-Remove <-Remove Prov <<-Remove All

Provider Patient: Cernertest, Medical Officer P2 3 [Treating Clinician] Muffin, Strawberry MISS, Cernertest, Medical Officer P2 1 [Treat Printing, medical], Cernertest, Medical Officer P2 1 [Treat SECOND SCREEN, THREE], Cernertest, Medical Officer P2 3 [Treat Vemd, Mock10 MR], Cernertest, Medical Officer P2 3 [Treat WALLACE, LORNA MRS]

OK Cancel

Handover using Assign/Unassign process.

- The assign/unassign other process is accessed either by accessing the patient context menu (right click on the patient name) OR through the provider assignments box (left click in the Assigned providers column)

LOS Patient Information URN Status

454:29 08/07/73 49y F 140:52

70:13 Acastest, Acas3 MS 01/01/50 73y F

314:03 DISCERNRULE, OLIVIA 09/09/98 24y F

311:21 *Vemd, Mock7 MR 01/01/80 43y M

244:48 Muffin, Strawberry MI... 01/01/70 53y F

97:13 Printing, medical 01/01/78 45y F

70:28 WALLACE, LORNA MRS 01/01/08 115y F

1853:2 *BMDI, ES ADULT 23/03/96 27y F

1150:5 Alcidion, Test Today R... 22/03/96 27y F

627:08 *Slice, Caramel MS 01/01/80 43y F

2000513 Triage Needed 627:08

MC NC

Dx: Generalised weakness

Provider Assignments

*Name Alert

*RIVER, OVSITALY LR WR
 23y M DOB: 01/01/00 URN: 2001144 FIN: 21000880

TC: MC Cernertest, Medical Officer P2 1 Assign

RN: NC Cernertest, Nursing P2 10

EMH: No assignments have been made

ACE: No assignments have been made

MDT: No assignments have been made

Assign/Unassign Others Close



- Clicking on this opens the assign/unassign providers window. Clicking on the button in the bottom left hand corner allows you to assign more than provider at a time to your patient. You can change the treating clinician by reassigning in either of the treating clinician drop down menus.

Assign/Unassign Providers for VEMD, GRAPE MR ✕

Arrive Date and Time: 18/05/2023 10:12
 Triage Date and Time: 18/05/2023 10:13
 Triage Category (acuity): 3

Tracking Team:

ED Nurse: <input type="text" value="Cernertest, Nursing P2 2"/>	Date: <input type="text" value="18/05/2023"/>	Time: <input type="text" value="1015"/>	ED Nurse: <input type="text" value=""/>	Date: <input type="text" value="22/05/2023"/>	Time: <input type="text" value="1324"/>
Treating Clinician: <input type="text" value="Cernertest, Medical Officer P2 1"/>	Date: <input type="text" value="19/05/2023"/>	Time: <input type="text" value="1003"/>	Treating Clinician: <input type="text" value=""/>	Date: <input type="text" value="22/05/2023"/>	Time: <input type="text" value="1324"/>
ED ACE: <input type="text" value=""/>	Date: <input type="text" value="22/05/2023"/>	Time: <input type="text" value="1324"/>	ED ACE: <input type="text" value=""/>	Date: <input type="text" value="22/05/2023"/>	Time: <input type="text" value="1324"/>
EMH: <input type="text" value=""/>	Date: <input type="text" value="22/05/2023"/>	Time: <input type="text" value="1324"/>	EMH: <input type="text" value=""/>	Date: <input type="text" value="22/05/2023"/>	Time: <input type="text" value="1324"/>
MDT: <input type="text" value=""/>	Date: <input type="text" value="22/05/2023"/>	Time: <input type="text" value="1324"/>	MDT: <input type="text" value=""/>	Date: <input type="text" value="22/05/2023"/>	Time: <input type="text" value="1324"/>

All Providers
 Trauma Patient
 Unassign All

Assign Less <<
OK
Cancel

- After reassigning all your patients, check out and look at the assigned patients box to make sure that all your patients have been reassigned to other clinicians.



Important

- Handover notes can be written as a comment or a progress note.
- Using the CheckOut function allows bulk handover to other treating clinicians.
- Clicking on available provider in the CheckOut window allows you to reassign without checking out.