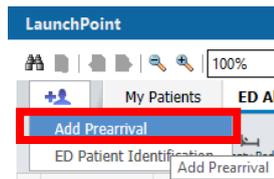


This Quick Reference Guide will explain how to:

Complete Pre Arrival Documentation for Ambulance calls, referrals and expects (returning patients). Attach/Detach a Pre Arrival note and how to cancel a Pre Arrival in LaunchPoint.

Documenting a Pre Arrival:

1. On LaunchPoint Click on Blue pt + icon
2. Select “Add Prearrival”

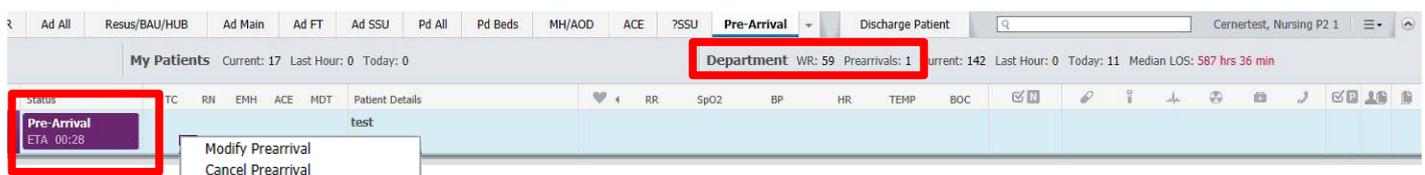


3. Fill out the pre arrival form with as much information as possible.

Note: A warning will pop up if changing referral type “Ambulance” from default “Referral”. Selecting yes will change the form

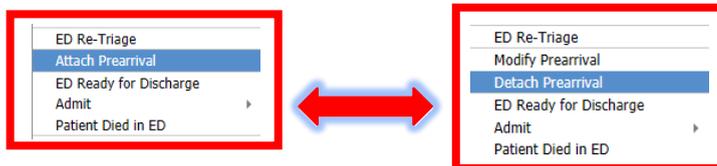
A screenshot of the 'Pre-Arrival Form' in LaunchPoint. The form is titled 'Pre-Arrival Form' and has several fields. At the top, there are dropdown menus for 'Pre-Arrival Type' (set to 'Ambulance'), 'EDA' (01/08/2022), 'ETA' (1058), 'Location' (PreArrival (2)), 'Pre-Arrival User' (WHSTEST, Medical), and 'Time Pre-Arrival Documented'. Below these are fields for 'UR Number', 'Last Name', 'First Name', 'Date of Birth', 'Age', 'Gender', and 'Weight'. There are also checkboxes for 'Presenting Problem', 'Infectious Risk?', 'RR', 'O2', 'BP', 'HR', 'TEMP', 'GCS', and 'BOC'. A section for 'Treatments Provided Before' has a text input field. Below that are checkboxes for 'ISO room?', 'STEMI', 'STROKE', 'Section 351', and 'Trauma Call?'. At the bottom, there is a section for 'Other Information' with a text area and a red box around the text 'Additional Information:'. There are 'OK' and 'Cancel' buttons at the bottom right.

4. The number of prearrivals are visible on the Department status, located under ED zones. The Prearrivals can be **Viewed, Modified** or **Cancelled** in the ‘Pre-Arrival’ zone on LaunchPoint. Right click on the prearrival as required.



Attaching/Detaching a Pre Arrival to a patient:

- Right click on the patient name and select “Attach Prearrival” or if required “Detach Prearrival” and the Pre Arrival form with patient expect details will pop up.



- Select appropriate patient from “available pre Arrivals” and click ‘Attach’ or ‘detach’. The pt will move into “Attached pre arrivals”.

- Click ‘Close’.

- Once the prearrival is attached the patient, the paper icon will now display on LaunchPoint next to the patient name. Clicking on this icon will provide a quick view of the document.



Handy Hint

- An “Additional Information” free text box is available on both note templates
- A pre arrival can be allocated a bed on LaunchPoint. This will ‘Hold the bed’ until the patient arrives



Important

- Pre Arrival documentation will automatically purge off the system within 7 days if the patient never presented.