FirstNet – Completing ED Internal Consult Order for Discharged Patients

**Digital Health
Quick Reference Guide**

This Quick Reference Guide will explain how to:

Mark an ED Internal Consult referral order to ACE, AOD, EMH and SW as 'Completed' in FirstNet for a **discharged** patient

Definitions:

ACE - Advice, Coordination & Expertise Team

AOD – Alcohol and Other Drugs

EMH – Emergency Mental Health

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1. From **FirstNet,** navigate to the **Tracking Board** from the Navigational Toolbar.
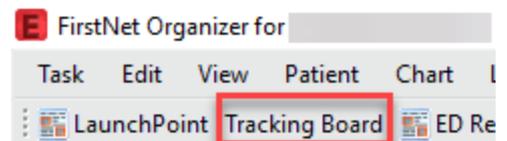
2. Select the **ED Open Referrals** tab for your ED location.
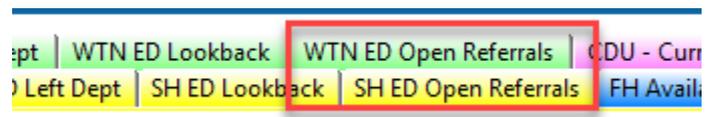
   The **ED Open Referrals** tab displays patients who have open referrals and have recently been discharged from the Emergency Department.

3. Select the drop-down button against the **Filter** field to display patient based on the desired filter.
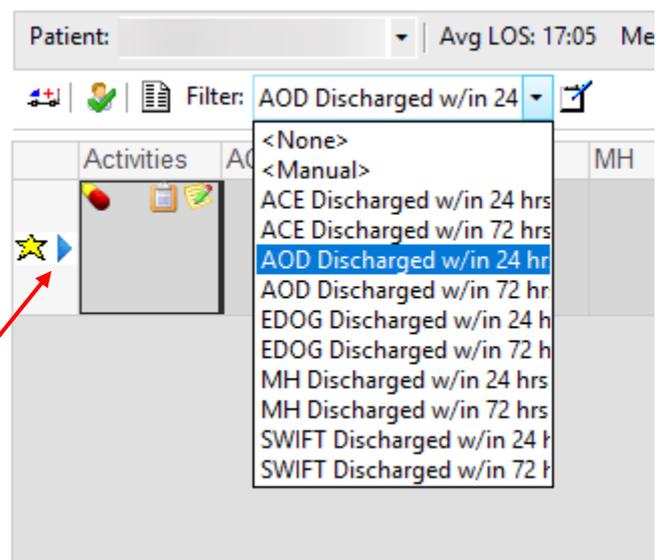
   For example, "**ACE Discharged w/in 24 hrs"** will display patients who have an open referral to the ACE Team and was discharged from the ED in the last 24 hours.

   Note: double click on the blue arrow next to the patient name to open the chart. Complete any required documentation for the patient.

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4. From the filtered list, navigate to the **Activities** column and double-click against the ✍ icon.

5. The **Document Activities** window displays. The **ED Internal Consult** order will display under **"Other"** section. Place a **tick** next to the **ED Internal Consult** order

6. Select the **Document** button

7. Enter in the correct date and time of when the referral is completed

8. Click **OK**

9. The patient will no longer display in the list as the ED Internal Consult Order has now been completed.