

# FirstNet – Completing ED Internal Consult Order for Discharged Patients



**Digital Health**  
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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

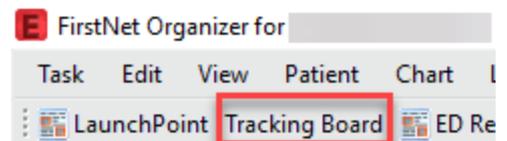
### Definitions:

**ACE** - Advice, Coordination & Expertise Team

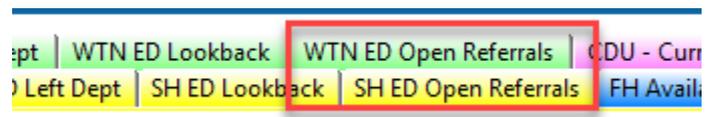
**AOD** – Alcohol and Other Drugs

**EMH** – Emergency Mental Health

1. From **FirstNet**, navigate to the **Tracking Board** from the Navigational Toolbar.



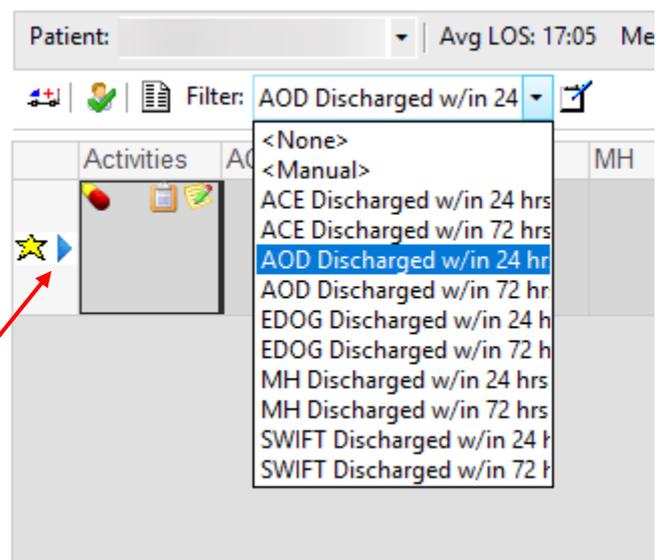
2. Select the **ED Open Referrals** tab for your ED location.



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.



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

Patient: | Avg LOS: 52:29 Median LOS: 15:47 Total: 5 WR: 0

Filter: ACE Discharged w/in 721

Activities	ACE	AOD	EDOG	MH	SWIFT	Checkout Date/Time	Discharge I
	Request					27/07/2023 15:12	27/07/2023
Name		Details					
ED Internal Consult to ACE		ED to ACE Referral 27/07/2023 13:35					

- 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
- Select the **Document** button

Document Activities

MAR  Refresh

- Medications (0)
- Patient Care (0)
- Assessments (1)
- Other (1)**

**5**

- ED Internal Consult to ACE  
27/07/2023 13:35:00; ED to ACE Referral

Show completed tasks

Not Done **6** Document Cancel

- Enter in the correct date and time of when the referral is completed
- Click **OK**
- The patient will no longer display in the list as the ED Internal Consult Order has now been completed.

ED to ACE Referral (Chart Done)

Date/Time: 28/07/2023 12:11 AEST

Performed by:

OK Cancel