

## ED - ADMITTING A PATIENT TO THE OBSERVATION UNIT

A Decision to Admit (DTA) must have been completed and a clinician should have completed the yellow mandatory forms in the depart process.

- From within the Depart screen, select the Admit Patient button
- A blank box appears, Click OK.
- The patient is removed from Launchpoint and is now on the 'In transit' screen in FirstNet. To access this screen, select Emergency Department from the Toolbar.

4. From the 'In Transit' tab, select the patient to be transferred.

**Emergency Department**

Whiteboard Minors | Whiteboard Paeds | Whiteboard Resus

**In Transit** | Incomplete Doc | All Beds | All Patier

Patient: JOHN, SSSTEST | WR: 0 Total: 8 Avg LOS: 465:46 | Filter: In Transit

MRN	Name	Age	Reason for Visit
697560	CATTERALL, MARIA	81 y	BIBA- UNWELL
755116	FARATH, QUDAN MOHAMED	36 y	?abscess on breast
902411	GEORGE, CCCTEST	63 y	chest pain
902325	JOHN, SSSTEST	18 y	Chest pain

5. Go to the toolbar and select Transfer from the PM Conversation drop down (Transfer should only be used if the specified bed is known).

Discharge Medications
 Specimen Collection
 PM Conversation
 Depart

6. Complete the mandatory fields, including bay and bed. Click OK in bottom right hand corner once finished.

Receiving Location  
Transfer Reason: Transfer from ED

Receiving Hospital: RD8-Milton Keynes Gen... | Receiving Building: GH | Receiving Department/Ward: RD8-GH OBSERVE | Bedboard: | Receiving Room/Bay: Room 01 | Receiving Bed: 03 | Site Code of Treatment: This Site

Lead Clinician: Main Speciality: Francis, Shindo Puthoor | Requested Main Speciality: Accident and Emerger | Requested Treatment Function: Accident and Emergency | Requested Administrative Category: NHS

Transfer Date: 19/04/2018 | Transfer Time: 15:56 | User ID: 655110652106

7. Patient now shows in Observation Unit in PM Office.

As Of 08:51 | Groups | Help

Room-Bed	Bed Status	MRN	Name	Birth Date	Age	Est Depart Date
RD8-GH OBSERVE						
Room 01-01	Assigned	056925	JENKINS, MARY PATRICIA	02/Mar/1924 12:00	94 Years	
Room 01-02	Assigned	892617	WHITEHAND, LISA HELENE	23/May/1988 12:00	29 Years	
Room 01-03	Assigned	902325	JOHN, SSSTEST	01/Jan/2000	18 Years	
Room 01-04	Assigned	183254	JAKEMAN, LENA JOAN	13/Jan/1924 12:00	94 Years	
Room 01-05	Assigned	832777	SHIRLEY, MARGUERITE P	11/Dec/1927 12:00	90 Years	
Room 01-06	Assigned	147959	BAKER, EILEEN MARY	08/Jun/1924 12:00	93 Years	
Room 01-07	Assigned	004642	BAYLISS, BRENDA M	21/May/1926 12:00	91 Years	
Room 01-08	Assigned	751697	LAVERTY, STELLA	15/May/1955 12:00	62 Years	
Room 01-09	Available					