

## ED – ASSIGNING TO A PATIENT

Ensure that you are on your ED Launchpoint view.

1.

Room	Patient Information	MRN	LOS	DR	RN	Patient Details	Status
WR	3 ALI, ANTHONY 24/09/78 40y M	513939	7822:34			Chest Pain Medicine 14:17	Unassigned 7822:34
WR	3 BACKHOUSE, MARY 10/09/50 68y F	511760	7823:43			Chest Pain	Unassigned 7823:43
WR	3 BAMFORD, SUZANNE 17/06/49 69y F	511399	7512:24			unwell	Unassigned 7512:24
WR	2 BARKER, GILLIAN 25/01/40 78y F	511193	7392:33			abdominal Pain	Unassigned 7392:33
WR	3 BREARLEY, JONATHAN 01/02/56 62y M	511967	7823:54			Collapse / fainting episode	Unassigned 7823:54
WR	3 BRYAN, KATHRYN 01/11/75 43y F	513873	7823:18			Self-harm	Unassigned 7823:18
WR	3 CAMPBELL, STEPHEN 23/12/77 40y M	513929	7822:59			Chest Pain	Unassigned 7822:59
WR	3 CLAYTON, JUDITH 22/02/90 28y F	514674	7823:44			chest pain	Unassigned 7823:44
Paeds Maj	3 CLIFFORD, CAROL 21/02/14 4y F	515090	7801:07			unwell	Unassigned 7801:07
WR	3 COLLINS, JEAN 26/09/50 68y F	511771	7824:03			Collapse / fainting episode	Unassigned 7824:03

2.

You firstly need to Check In to Launchpoint. To do this, click the drop down in the top right hand corner next to your name and select check in. Please note there is a separate guide for the Check In process should you need to know it.

Depart Medical Record Request Result Copy Related Records

ALI, ANTHONY Recent Name

Full screen Print 0 minutes ago

Clinical Practitioner, Train Thirty Six

Department: 58 Last Hour: 0 Today: 0 Median LOS: -- Median Door to Doctor: -- **Check In**

Doc

103

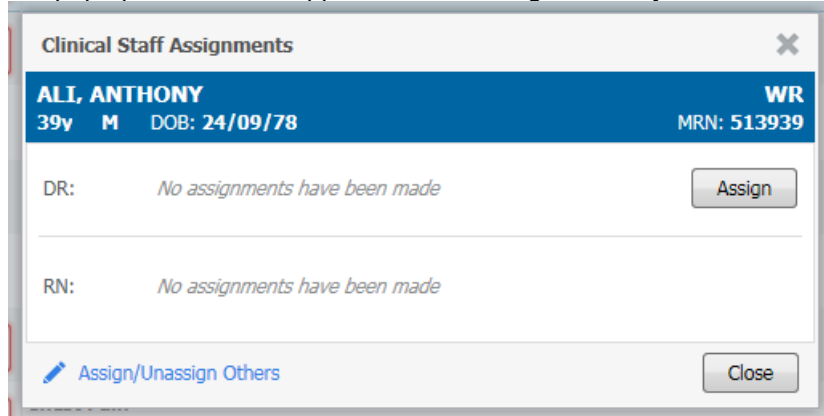
3.

Find the patient that you wish to assign yourself to and click in the Dr or RN box (job role dependant).

Room	Patient Information	MRN	LOS	DR	RN	Patient Details
WR	3 ALI, ANTHONY 24/09/78 40y M	513939	7822:43			Chest Pain Medicine 14:17
WR	3 BACKHOUSE, MARY 10/09/50 68y F	511760	7823:52			Chest Pain
WR	3 BAMFORD, SUZANNE 17/06/49 69y F	511399	7512:33			unwell
WR	2 BARKER, GILLIAN 25/01/40 78y F	511193	7392:42			abdominal Pain

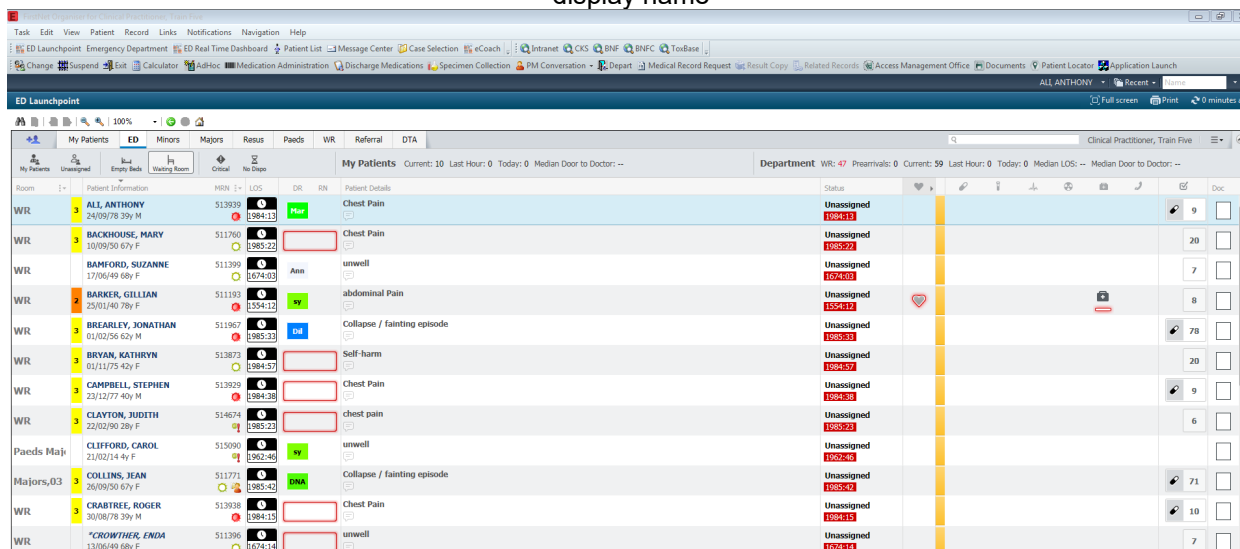
4.

In the pop up window that appears, select assign next to your relevant role.



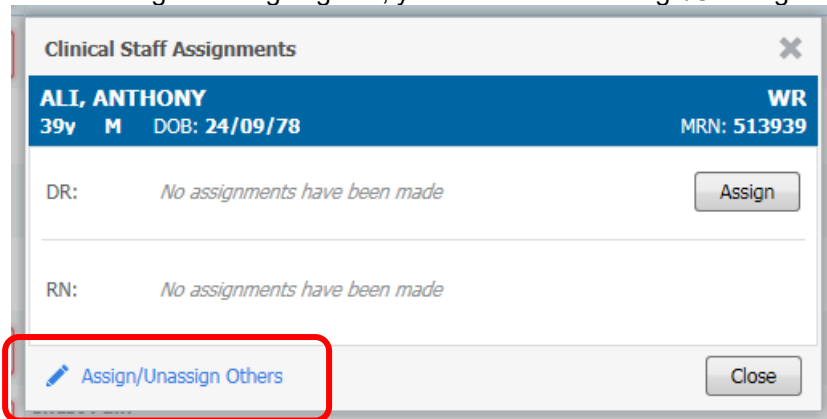
5.

Your display name should now appear under the relevant DR/RN header on Launchpoint. Please note this will only show the first 3 characters of your display name – if you hover over it, it will reveal the full display name



6.

Also from clicking the assigning box, you can chose to Assign/Unassign others.



7.

From here you can assign clinical staff to the relevant roles and even unassign all staff if necessary (usually done by the EPIC).

Assign/Unassign clinical staff for BARKER, GILLIAN

Tracking Team:  
none

Nurse:

Practitioners:  
Clinical Practitioner, Train Thirty Six

Student:

All Clinical Staff     Trauma Patient     Unassign All

Assign More >>    OK    Cancel

8.

To view a list of all patients that you have assigned yourself to, click on the My Patients tab.

ED Launchpoint

100%

My Patients    ED    Minors    Majors    Resus    Paeds    WR    Referral    DTA

My Patients    Unassigned    Empty Beds    Waiting Room    Critical    No Dispo

My Patients    Current: 4    Last Hour: 0    Today: 0    Median Door to Doctor: --

Room	Patient Information	MRN	LOS	DR	RN	Patient Details
WR	<b>2</b> BARKER, GILLIAN 25/01/40 78y F	511193	7394:02	DOC		abdominal Pain
WR	<b>3</b> BACKHOUSE, MARY 10/09/50 68y F	511760	7825:13	DOC		Chest Pain
WR	<b>3</b> ALI, ANTHONY 24/09/78 40y M	513939	7824:04	DOC		Chest Pain Medicine 14:17
WR	BAMFORD, SUZANNE 17/06/49 69y F	511399	7513:54	DOC		unwell