ED – ASSIGNING TO A PATIENT

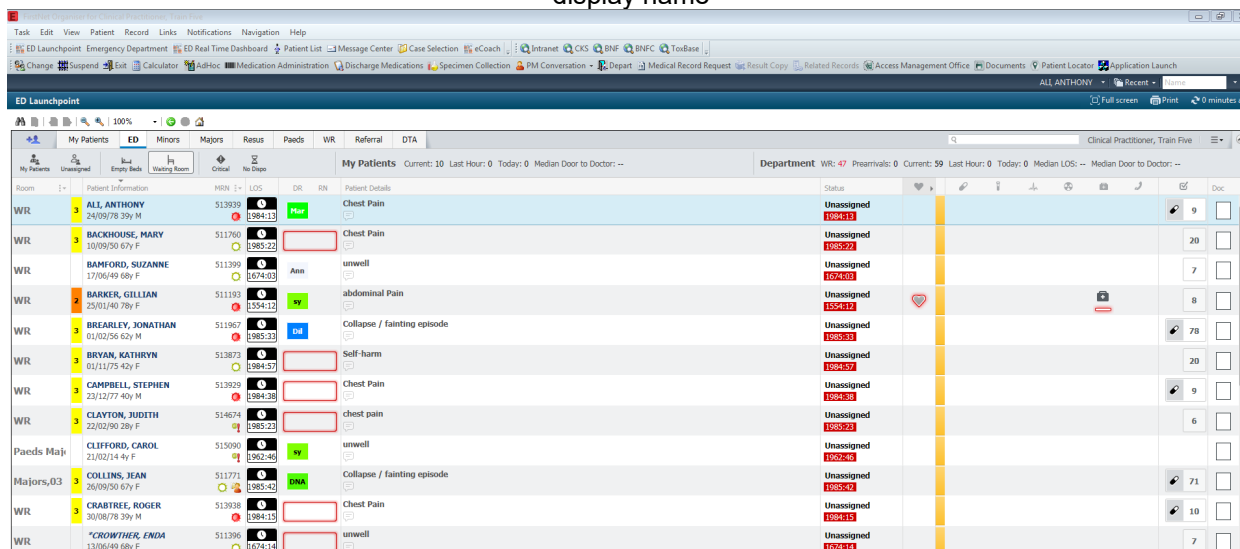|	
1.	Ensure that you are on your ED Launchpoint view.
2.	You firstly need to Check In to Launchpoint. To do this, click the drop down in the top right hand corner next to your name and select check in. Please note there is a separate guide for the Check In process should you need to know it.
3.	Find the patient that you wish to assign yourself to and click in the Dr or RN box (job role dependant).

| 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.
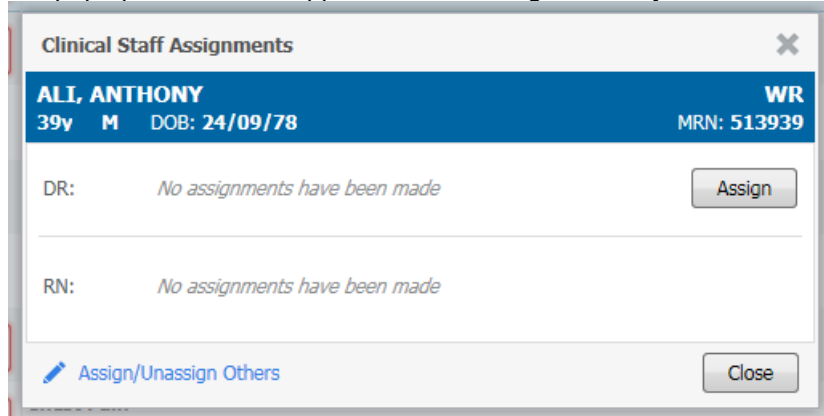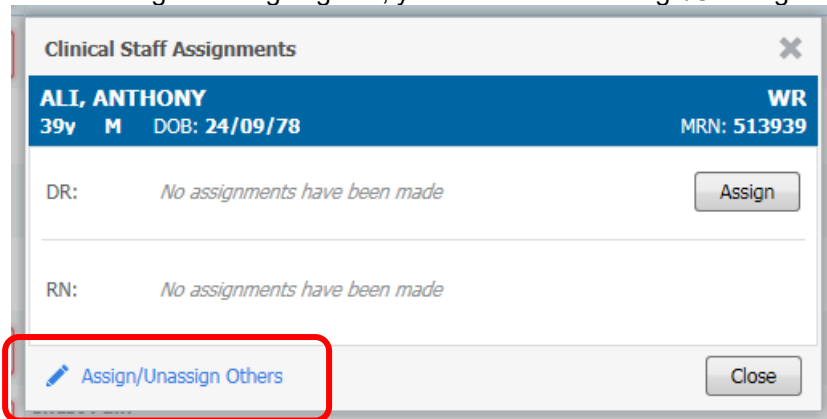
7.	From here you can assign clinical staff to the relevant roles and even unassign all staff if necessary (usually done by the EPIC).
8.	To view a list of all patients that you have assigned yourself to, click on the My Patients tab.