

ED – CHECKING IN AND OUT OF LAUNCHPOINT

1.

Ensure that you are on your ED Launchpoint view.

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	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	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.

Click the drop down in the top right hand corner next to your name and select check in.

3.

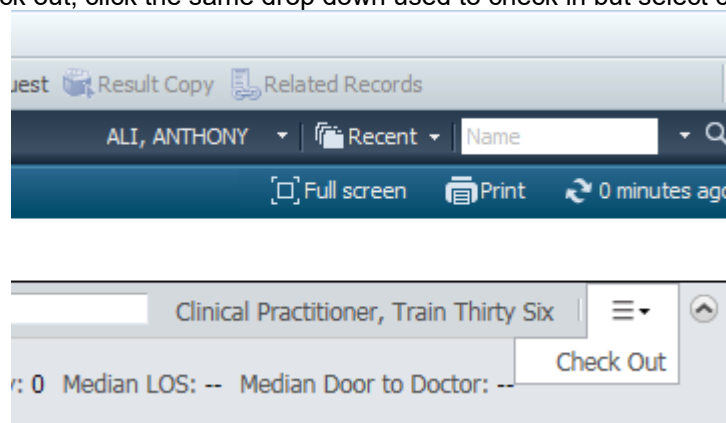
FIRST TIME SET UP ONLY

When you check in for the first time, you will need to assign yourself a display name and select a colour. You should also ensure the clinical staff role is selected to your role. Once this is done, click OK to save the changes.

You can change these details any time you check in, however it will save your previous settings, so if you are happy with your previous credentials, you can click OK.

4.

To Check out, click the same drop down used to check in but select check out.



5.

You will see that you get the same menu pop up. Here you can handover any patients that you had assigned to you to the next member of staff coming on shift. Select the staff member you are handing over to, select patients from the assigned patient list and either assign them 1 by 1 or if you are handing them all over, use the assign all.

Clinical Staff Check-Out

***Clinical Staff:** Clinical Practitioner, Train Thirty Six

Display Name: DOC

***Clinical Staff Role:** Practitioners

Default Location: ...

Default Relation: Clinical Practitioner Access Role

Clinical Staff Comment:

Associated Clinical Staff Colour

Available Teams:

Assigned Teams:

Assigned Team Locations:

Assigned Patients: ALI, ANTHONY
BACKHOUSE, MARY

Reassign to Clinical Staff: All Clinical Staff
Nurse, Train Six [Nurse]

Clinical Staff	Patient
Nurse, Train Six [Nurse]	BARKER, GILLIAN
Nurse, Train Six [Nurse]	BAMFORD, SUZANNE

Available Clinical Staff Available Reviewer