IT Dept Quick Reference Guide (QRG)

Document No - Ref 267



Version Number – 2.0

## **ED** - UPLOADING INFO FROM DOWNTIME FORM

Steps 1-4 relate to patient registration and must be completed in PM Office. Steps 5-12 relate to discharge and must be completed using Launchpoint. Steps 13-18 are for putting the patient into a bed from the worklist.

	From PM (	Office,	select	Con	versat	ion fr	om le Reg	ft mer jistrati	iu and then sele on.	ect Downtime E	D Full patient
🛞 A	ccess Manag	ement (	Office								
<u>T</u> ask	<u>V</u> iew <u>G</u> r	oups	<u>H</u> elp								
a	8	đ		<b>5</b>	۱	0	6	۲	🄄 As Of 10:47	🧭 Groups 🔻	R? Help
Conv Adu Beu Bit Dir Dir Dir Dir Dir Dir Dir Dir Dir Dir	rersation d Person Witho d Swap(Within th Amendments cease Patient ect Services charge IWNTIME ED I WNTIME ED I WNTIME Inpatient regency Inpatient regency Inpatient me Birth Delive me Leave me Leave Exte	ut Enco Same W Full Patie tient Ad Admissi ent Adm ry nded	unter /ard Onl ent Regi mission on ission	y) stration							
	Search for Name: I MRN: NHS Number: Date of Birth: **/*** Gender: FIN NBR: Search Reset	the pa	No per	oy con ounte	a d	ng the	e patie ient is	ent se s not f	arch fields. If the bund, select Add	e patient is four d Patient.	nd, select Add

2	Organisation box appears, type F	RD8 in the box, c	lick on the el	ipses and	I select RD8	– Milton Keynes
5.	Ha Ora			OR.		
		anisation	- P - 1 - 1			
	register	select the facility and/or the new encounter.	r client where you	would like to		
	Facili	ty Name Facility Alias			_	
	RD8					
	BD8	-Hilltops Medical Centre				
	RD8	-Milton Keynes General I	Hospital			
	BD8	-Newport Pagnell Medic	e al Centre			
	RD8	-Olney Clinic		Ŧ		
	Facility	:				
	RD8-N	filton Keynes General H	ospital			
			ОК	Cancel		
			<u> </u>			
1	The downtime ED full patient regist	ration screen ap	pears. This is	s the sam	e as the norn	nal full registration
4.	is supplied by ED Reception and	will be written on	the downtim	neeus io ie form. C	complete all n	nandatory boxes
	(highlighted in yellow). Ensure that a	all dates are as p	er the downt	time form	not the time	you are completing
		the Reg	istration.			
	C DOWNTIME ED Full Patient Registration					
	MRN NHS Number	NHS No Status	Encounter Type Emergency Depar	Finano tmer 👻	ial Number	
	Title Surname	First Name	Middle Name	Maide	n Surname	Bachelor Surname
	TEST	DOWNTIME				
	Alternate Surname Alternate First Name	Preferred Surname	Preferred First Name			
_	The patient now appears on Launch	point. Note the L	aunchpoint	time will r	eflect the tim	e patient arrived in
5.	ED Launchpoint	ED so LOS may	y show as Bl	ack.		(D) Full scree
	A D A A A DON - O A	DTA				0
	Image: Section 2         Image: Section 2<	Its Current: 1 Last Hour: 0 Today: 0 Median Di	oor to Doctor:	Departm	ent WR: 95 Preamvals: 0 Current: 1	12 Last Hour: 0 Today: 1 Median LOS: Median Door
	Room : Patient Information MRN : I DE DR RN Patient Detail	k		Sta	tus V 4 EWS Total	
	WR 01/01/36 82Y M 925:24 9 Chest Pain			22 Ur	24 mo assigned	
	2 22/09/60 57y M O 120:31			12	):31 -	
	The Discharge process now need	s to be completer	1 Rt Click or	the natie	ent name and	select discharge
6.	process from the dropdown. The ma	andatory fields m	ust be comp	leted, the	ED downtim	e form is designed
		to replicate	this process			Ū
	If the patient has had any invest	igations such as	MRI, X-ray, (	CT or Ultr	asound or an	y Haematology
	studies, the ED Downtime Investiga	ations section nee	eds to be cor	npleted. (	lick on the p	encil to the right of
		com	plete.	e green t		
		Diagnosis	·	she.		
		Medication Reconciliation	on	she .		
		ED Treatment Form	-			
		ED Discharge Information	on Form	2 min		
		ED Confirm Final Discha	rge Summary Form	- Mar		
		ED Downtime Investiga	tions	she		
		Admit Patient		shere .		
1		Discharge		s m		

	If the patient is to be discharged then select the pencil to the right of Discharge and complete the form.
7.	Discharge Method Discharge Destination Discharge Follow Up
	Treatment complete   Usual Place of Residence   No referral
	Comment/Discharged To
	RTT Status
	Deceased Info
	Discharge Info
	Discharge Date Discharge Time User ID
	Discharging Staff Member
	If the patient is to be admitted then a DTA (decision to admit) must firstly be complete. Go to the patient in
8.	Launchpoint, Rt click select Patient Management, select ED Decision to Admit. Complete the DTA fields,
	ensure dates and times match those on the ED Downtime Form.
	Admission Details
	Referring Physician Decision to Admit Date Decision to Admit Time
	Francis , Shindo Puthoo 🔍 🔭 🖛 두 🚽
	ED Source of Referral Source of Admission
	Self Referral
	Lead Olipician Main Specialty Treatment Function
_	Rt click on the patient in Launchpoint and select Discharge process to continue the admit process (the
9.	DIA process can be completed prior to any of the discharge process being completed). Select admit and
	a blank box will appear, select OK, patient will then be removed from Launchpoint but will be visible on
	the Energency Department tab.
	Task Edit View Patient Record Notifications Navigation
	ED Launchpoint Emergency Department ED Real Time Dashboard
	From the Emergency Department view, celect the In transit Tab and celect the nations
10	From the Emergency Department view, select the intransit rab and select the patient.
10.	Emergency Department
	Whiteboard Minors Whiteboard Paeds Whiteboard Resus CheckOut Breaches
	In Transit Incomplete Doc All Beds All Patients Majors Minors
	Patienti TEST DOWNITIME - WR-0 Tetal: 5 Avg LOS: 417/25 Eilten In Transit
	MRN Name Age Reason for Visit DR RN LOS (Check-In) LOS (Encounter)
	755116 FARATH, QUDAN MOHAMED 36 v ?abscess on breast 174:12 673:15
	668140 MAIERU, ORIANA NICOLE 24 y injury to left ankle 193:07 672:50
	902394 SOUIPRA, BBBTEST 82 y Abdo Pain 18:49 42:33
	▶ 902403 TEST, DOWNTIME 82 y Chest pain 25:48 25:52
	902216 TESTED, NAWARA 29 y HEART PAIN NM 5:28 672:37

11	Select PM Conversation on the top Toolbar and from that drop down select Pending transfer.
	AdHoc IIIII Medication Administration 🖓 Discharge Medications II Specimen Collection 🔒 PM Conversation 🛪
	Autor minimucaleaton Automatication (goisenange medications ) operation concerton - The contestation - 1
	Complete the receiving building and receiving department/ward. Note that if admitting to OU or SOU then
12.	ED will have to receive patients into that department by using PMoffice.
	Encounter Type Inpatient
	Receiving Hospital Receiving Building Receiving Department/Ward Receiving Room/Bay Receiving Bed
	HD8-Milton Keynes Lien   Bedboard
	Pending Date         Pending Time           18/04/2018         II:43
	User ID Transaction Date Transaction Time 655110652106 18/04/2018 V V 11:43 V
	In order to accept a Patient onto a ward, go to PM Office, select Worklist and then Pending Admissions
13.	ED by Ward.
	<u>T</u> ask <u>View G</u> roups <u>H</u> elp
	Conversation
	Worklist
	Admitted Patients with WL Encounter
	<ul> <li>Beds to be Lleaned</li> <li>Incomplete Person Data</li> </ul>
	Incomplete Person Data w/Filter spd1
	Leave of Absence View      Mospital      Overdue Discharges by Hospital
	Toverseas Visitor Worklist
	Past Due Referrals
	Patients Fit to Leave
	Patients Scheduled Past Breach Date
	🏹 Patients suspended more than 90 days
	PDS CAB Date of Birth Differences
	PDS Invalid NHS Numbers
	PDS Reprint Documentation
	Pending Admissions ED by Ward
	Box appears select RD8-GH and select OK.
14.	Filters: Pending Admissions ED by       Select Ward
	H POPEZ H POPEZ RDB-GH
	UK Cancel

	Select the required Location This would normally be the Observation Unit or Seated Observation Unit				
15.	(Acorn Suite selected just as an example) and select OK.				
	🕈 Filters: Pending Admissions ED by 👝 💷 💌				
	Select Ward				
	BDR-GH ACIO PD				
	RD8-GH ADAU				
	- ⊕ RD3-GH ADWU				
	RD8-GH AF				
	Select the natient to be transferred from the list. Right click on the Patient and select transfer				
16					
10.					
	MRN Name FIN NHS Number Gender Bith Date/Time Age Admit Method Encounter Type Tree				
	Bostatu Markeo, URIana NICUCE ITTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTT				
	Accident and a second and a se				
	🙀 📝 902216 TESTED, NAWARA 4135719 Female 17/Oct/1988 29 Years Emergency-ED/Dental Inpatient Acci				
	Compared US221 BIANCU, VILENZINA 3/80514 422-953-5287 Female U//Jan/195911:00 49 Years Transfer From Uther Provider (not Emerge Inpatient Pre-Admission Gen     The Provider of the Provi				
	A warning box appears. Check the details and if OK, select Yes.				
17.	Transfer 33				
	This patient currently has a pending transfer to RD8-GH/GH/RD8-GH     Acorn Suite//				
	with an estimated complete date and time of 18/04/2018 11:43.				
	would you like to complete the pending transfers				
	Yes No Cancel				
	Complete the required fields. Ensure that any dates reflect the ED Downtime Form. Select OK and the				
18	notion twill now annear on the ward as an innationt				
10.					
	Transfer Reason				
	Transfer from ED				
	Receiving Hospital Receiving Building Receiving Department/Ward Receiving Room/Bay Receiving Bed Site Code of Treatment				
	RD8-Milton Keynes Gen 👻 GH 🔍 RD8-GH Acom Suite 👻 Bedboard Bay 1 🔍 Bed1 👻 This Site 💌				
	Lead Clinician- Main Specialty				
	Francis , Shindo Puthon 🔍 Accident and Emerger V Accident and Emergency V				
	Transfer vare         Transfer ime         User IU           18/04/2018         ▼         12/1         ★				