IT Dept Quick Reference Guide (QRG)

Document No - Ref 269



Version Number – 2.0

ED – REGISTERING PATIENTS IN FIRSTNET

Revision of Patient: Page 3
When FirstNet launches, open the Emergency Department view. Then click on the All Patients tab.
Emergency Oppartment C Full coren Print Of minute sign Reaches C ReaCoat Majors In Transt. Doctor Workfar Discharged webin 26 in minute sign Reaches C ReaCoat Majors In Transt. Doctor Workfar Discharged webin 26 in Minute sign Reaches C ReaCoat Majors In Transt. Doctor Workfar Decomplete Doc. Wating Room Reace All Reds All Reds All Reds All Reds All Patients Paeds Patients Seeds Patients Seeds Patients Paeds Patients Paeds Patients Paeds Patients Paeds Patients Paeds Paeds Patients Paeds Paeds Patients Paeds Paed
News Spape Bed P Name Age A Reason fW tat NeWS To De List Activities Decisions Spacialty L/G RN / DR MER / DR MER Mer<
WR 6 200 X7EST, HILARY 54 yO
Click the Full Registration icon under the tab lists <
Patient Search Window will appear. Search patient Name, Gender and DOB to then perform a PDS Search. Once you have found the patient on the PDS, Add Encounter.
Name: Image: I
Search Reset PDS Search OK Cancel Preview Add Patient
Full Registration Conversation will appear, fill in mandatory boxes (highlighted yellow) and click OK once
complete.
A new window will appear. Untick the Do not print Documents and tick the specific items you want printing if not all. You can click Edit to change the printer or the number of copies to be printed and click OK.
Document Printer Copies Ø ØAEE Facesheet rd8mkgh6263prt3 1 Ø Admission Label rd8mkgh6263prt2 1 Ø Wristband Zebra 2824z rd8mkgh9009wr 1 tal S Ø Do ont print documents Edit 0K 10

IT Dept Quick Reference Guide (QRG)



Version Number – 2.0

Document No – Ref 269

	A New window appears to inform you that the following patient has been registered. Click the OK button and
6.	patient will appear in the list on Emergency Department, All Patients tab.
	907053 1 WR 932 2221EST, OLIVE 32 y Dog Bite 913905 WR 532 XXXTEST, A 18 y
	913906 O Majors,03 B 45 XXXTEST, B 19 y 914002 WR 0:04 XXXTEST, PEACH 28 y Fall
	Majors RATing,C '9:59 xxxtest, oil 43 y
	QUICK REGISTRATION
	Repeat Steps 1-3 and then click the Ambulance Icon for Quick Registration
7.	
8	Patient Search Window will appear. Search patient Name, Gender and DOB to then perform a PDS Search.
0.	Patient Search
	Name. No patients found.
	MRN:
	NHS Number:
	Date of Birth:
	Gender:
	FIN NBR:
	Search Reset PDS Search 1
	OK Cancel Preview Add Patient Add Encounter
9.	Quick Registration Conversation will appear, till in mandatory boxes (highlighted yellow) and click OK once complete.
	A new window will appear. Untick the Do not print Documents and tick the specific items you want printing if
10.	not all. You can click Edit to change the printer or the number of copies to be printed and click OK.
	Cocument Selection Conies
	✓ A&E Facesheet rd8mkgh6263prl3 1 ✓ Admission Label rd8mkgh6263prl2 1
	t I whitband Zebra 2824z rd9mkgh9009wr 1 tal S
	L
	3 Do not print documents Edit OK 701.
	tact Details Next of Kin Emergency Contact Parent/Guardian
	A New window appears to inform you that the following natient has been registered. Click the OK button and
11.	patient will appears to inform you that the following patient has been registered. Click the OK button and
	913906 Q Majors,03 6:07 XXXTEST, B 19 y
	914002 VVR 0:26 XXX IEST, PEACH 28 y Fall 914003 VVR 0:03 TEST, SARAH 18 y
	Majors RATing,C 30:21 xxxtest, oil 43 y
	Pre Arrival 52:09 XXXtest, jstwo 43 y

IT Dept Quick Reference Guide (QRG)



Document No - Ref 269

Version Number – 2.0

	PLEASE NOTE: BEFORE YOU CAN ADMIT A PATIENT, A FULL
	REVISION ED PATIENT REGISTRATION
14.	Click the patient you wish to complete revision on and click the Pencil icon ᄰ line 🤣 🤱 🚺 🍻 🕼 🕼 🌿
15.	Revision ED Full Patient Registration Conversation will appear, fill in mandatory boxes (highlighted yellow) and click OK once complete.
16.	You will be asked to confirm any necessary changes for example if the patients name has changed etc.Click Yes.
	Revision ED Full Patient Registration
	The person's name has changed from TEST, RICKY . Would you like to commit this change?
	Yes No
	Patients information is now updated on the Emergency Department All Patients tab.
17.	914002 V WR 0:57 XXXTEST, PEACH 28 y Fall
	914004 92 WR 0:06 TEST, SARAT 10 yrant 914004
	Majors RATing,C 30:53 xxxtest, oil 43 y