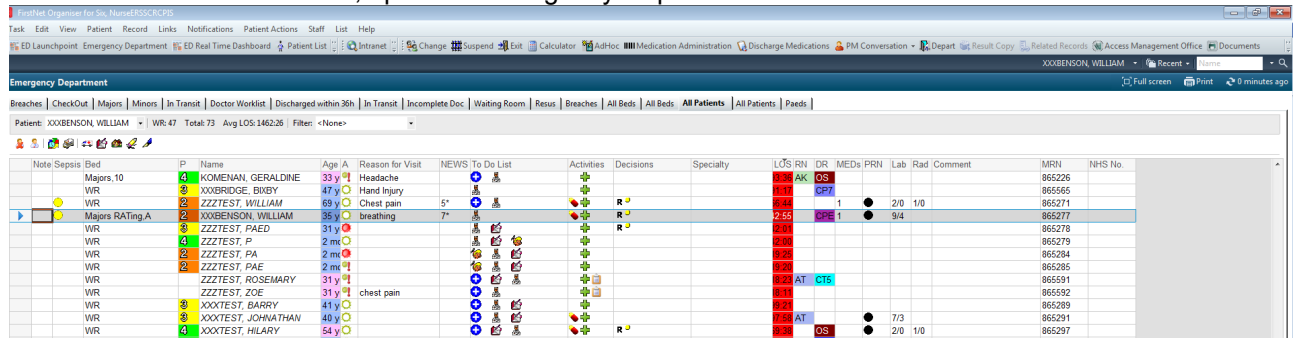


## ED – REGISTERING PATIENTS IN FIRSTNET

Full Registration: Page 1  
Quick Registration: Page 2  
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1.

When FirstNet launches, open the Emergency Department view. Then click on the All Patients tab.



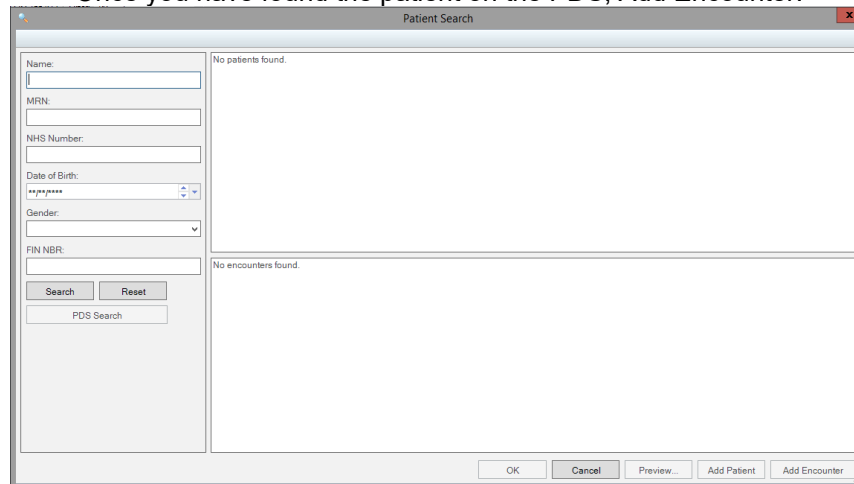
2.

Click the Full Registration icon under the tab lists



3.

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.

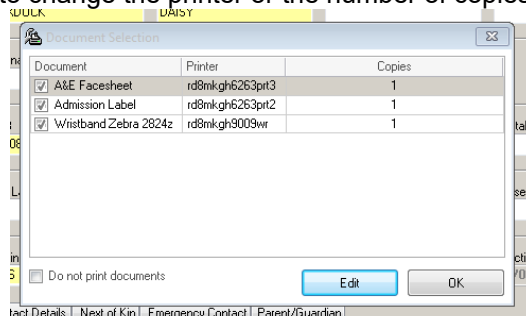


4.

Full Registration Conversation will appear, fill in mandatory boxes (highlighted yellow) and click OK once complete.

5.

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.



6. A New window appears to inform you that the following patient has been registered. Click the OK button and patient will appear in the list on Emergency Department, All Patients tab.

	907053	WR	09:32	ZZZTEST, OLIVE	32 y Dog Bite
	913905	WR	05:32	XXXTEST, A	18 y
	913906	Majors_03	05:45	XXXTEST, B	19 y
	914002	WR	0:04	XXXTEST, PEACH	28 y Fall
		Majors RATing,C	09:59	xxxtest, oil	43 y

## QUICK REGISTRATION

7. Repeat Steps 1-3 and then click the Ambulance Icon for Quick Registration



8. 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.

9. Quick Registration Conversation will appear, fill in mandatory boxes (highlighted yellow) and click OK once complete.

10. 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
<input checked="" type="checkbox"/> A&E Facesheet	rd8mk.gh6263prt3	1
<input checked="" type="checkbox"/> Admission Label	rd8mk.gh6263prt2	1
<input checked="" type="checkbox"/> Wristband Zebra 2824z	rd8mk.gh9009wr	1

11. A New window appears to inform you that the following patient has been registered. Click the OK button and patient will appear in the list on Emergency Department, All Patients tab.

	913906	Majors_03	06:07	XXXTEST, B	19 y
	914002	WR	0:26	XXXTEST, PEACH	28 y Fall
	914003	WR	0:03	TEST, SARAH	18 y
		Majors RATing,C	00:21	xxxtest, oil	43 y
		Pre Arrival	02:09	XXXtest, jstwo	43 y

**PLEASE NOTE: BEFORE YOU CAN ADMIT A PATIENT, A FULL REGISTRATION MUST BE COMPLETED!**

**REVISION ED PATIENT REGISTRATION**

14.

Click the patient you wish to complete revision on and click the Pencil icon

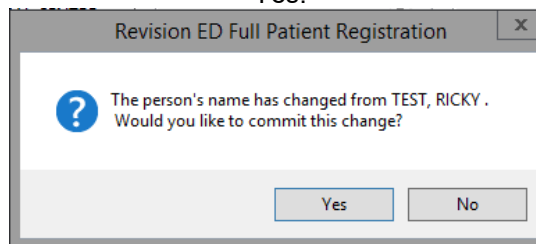


15.

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.



17.

Patients information is now updated on the Emergency Department All Patients tab.

	914002		WR	0:57	XXXTEST, PEACH	28 y Fall
	914003		WR	0:34	TEST, SARAH	18 y fall
	914004		WR	0:06	TEST, RICHARD	22 y Fall
			Majors RATing,C	0:53	xxxtest, oil	43 y