

## ED - COMPLETING AN AMBULANCE HANDOVER FORM

In order to complete an ambulance handover form; the patient must have been Quick or Full Registered on Launchpoint.

1. Ensure that you are on Launchpoint.

2. Right click on the patient and select ED Ambulance Handover from the drop down.

3. The ED Ambulance Handover will open, complete as appropriate. CAD ID and Crew Number ID are supplied by Ambulance Crew. By pressing Yes to Complete Full Handover, this activates the ambulance handover icon on Launchpoint.

Note – any medications given by Paramedics must be noted in the Handover Details section.

4. Some entries may trigger sub forms to appear. For example, Documenting allergies, Pain Assessment, Medical or Medication History. Once you complete this, click on the back arrow to return to the main form.

5. Once the ED Ambulance Handover form has been complete, sign using the green tick in the top left hand corner.

6. A person icon will now appear on Launchpoint to the right of the patient name. If you click on this icon, it will display a patient summary from which you can click on the ED Ambulance Handover to view it.