IT Dept Quick Reference Guide (QRG)



Document No - Ref 276

Version Number – 2.0

## **ED - COMPLETING AMBULANCE PRE-ARRIVAL AND ATTACHING TO** QUICK REGISTRATION

A pre – arrival form is used when a red call comes into the ED Department from the ambulance service. It allows clinical staff to record details of the phone conversation which in turn means the patient can be viewed on Launchpoint, so other users can see a pre-arrival patient is on their way.

	Ensure that you are in Launchpoint.						
1.	ED Launchpoint						
	HI My Patients ED Minors Majors Resus Paeds WR	My Patients ED Minors Majors Resus Paeds WR					
	Lassigned     Lassigned     Image: Finity Backs     Mailting Room     Critical     No Dispo						
	Click on the person icon in the top left hand corner and select from drop down, Ad	d prearrival.					
2.	ED Launchpoint						
	A 100% - 0 A						
	Add Prearrival						
	ED Quick Registration Value Active Plean Value Acti						
	Room : Patient Information MRN :						
	Pre-Arrival form opens. Complete details as appropriate (note the time defaults to 30minutes ahead although						
3.	this can be changed) and click OK once complete.						
	Pre-Arrival Form	×					
	SSN/NHS     Last Name     First Name     Location     Gender     Uate of Brith       Smith     Betry     Pre Arrival (6)     Fenale     ************************************						
	Age Pre-Arrival Type Estimated Arrival Date Primary Care Physician Reason for Visit Pre-Arrival User						
	Referring Source						
	Template	_					
	red call 🗸						
	Other Information Red Call						
	History: Fell half way down escalator in shopping centre.						
	Vital Signs						
	Temp: 37	=					
	BP: 140/90						
	Sats: 96%						
	OK Cancel						
	Pre-Arrival appears on Launchpoint with an ETA so clinical staff can see who is coming						
4.	Pre Arrival *UCTEST, Test	Pre-Arrival ETA 00:00					
	Pre Arrival *XXXTEST, ALLERGYT Testing	Pre-Arrival ETA 00:00					
	Pre Arrival *XXXTEST, Astrid 01/01/87 31y F	Pre-Arrival ETA 00:00					
	Pre Arrival <sup>sz</sup> oxtest, one 21/05/76 42y M	Pre-Arrival ETA 00:00					
	Pre Arrival <sup>*XXXtest, jstwo</sup> 01/01/75 43y M	Pre-Arrival ETA 00:00					
	Pre Arrival Smith, Betty Fall 66 F	Pre-Arrival ETA 00:21					
	Minors, ECC 3 *ZZTEST, FRED 913958 0 INC. COPD - Chronic obstructive pulmonary disease	<b>329:40</b>					
	Minors,ECC         *ZZZTEST, HNAONE 12/12/80 38y F         91385823         TEST	Unassigned 1715:01					

NHS IT Dept Quick Reference Guide (QRG) CARE Milton Keynes University Hospital NHS Foundation Trust Document No - Ref 276 Version Number – 2.0 When patient arrives they need to have a Quick Registration completed. To complete this from Launchpoint go to the person icon in the top left hand corner and select ED Quick Registration from the drop down. 5. ED Launchpoint A 🗎 📥 📥 🔍 🔍 🛙 100% - 🕘 🖷 🗳 +1 My Patients ED Minors Majors Add Prearrival • h ED Quick Registration Cri ral Wai

		Room 🕴	Patient Information	MRN 🚼			
Enter the patient	t details into the	e search window	. If you find the pat	ient, click Add I	Encounter, if y	ou cannot f	
	<u></u>	ine pau	Patient Search	ent.	×		
	Name:	No patients found.					
	smith.betty MRN: NHS Number:						
	Date of Birth: 14/09/1952 Gender: Fernale						
	FIN NBR:	No encounters found.					
			OK	Cancel Preview Add Pa	atient Add Encounter		
 Complete the	ED Quick Dogi	intration coroon o	anaa it annaara. Va	llow fields are r	mandatary Cli		
Complete the		Istration screen c	complete	ellow lielus are i	nandatory. Ci		
ED Quick Registration							
MRN:	User ID: 655110696108	Alert:	v			<u>^</u>	
*Surname: SMITH	*First Name: BETTY						
*Gender: Female	<b>v</b>						
*Birth Date Entry: Confirmed	*DOB: 14/09/1952	*Age:					
Encounter Type: Emergency Department	Tracking Group:	v				_	
Hospital Trust: RD8-GH Comments:	*Building:	*Department/Ward:	v Bedboard	Area:	Bed:	~	
Scheduling Location	v						
*Arrive Date: 19/12/2018	*Arrive Time:	*Arrival Mode:	*Ambulance ID and Job No.: V	*Conveying Ambulance Trus South Central Ambulance	st: *Incident Type: V Non-intentional injury	<b>~</b>	
Visit Date: 19/12/2018	Visit Time:	A					
*Major Incident: No	Major Incident Descripti	ion:				~	

IT Dept Quick Reference Guide (QRG)



Version Number – 2.0

Document No - Ref 276

8	Locate the Quick Registration	n patient on Launchpoint. Right click on their name in blue and select Attach Prearrival from the list that apears
0.	WR WR	ZZTES       Results Review       Iteration for an expected of the sector of the
	WR	11/05/     ED Treatment Form       Sepsis Screening     146:20       MANU     Attach Prearrival   C C C
	WR	22/05/     ED Decision to Admit     142:37       *XXXC     Request Event     Fall
	WR	15/05/ Statt Event Complete Event *7ES7 Set Events
	WR	1/108/     Assign/Unassign Others       *TESI     Patient Summary Report       05/07/2     Set Privacy
	WR	Olivity         Discharge Process           *SMITH, BETTY         914007           00:03         00:03
9.	Select the Pre-Arrival you wish	Arrivals box and click Close.
		Select Pre-Arrival to attach to patient SMITH, BETTY
	Attached Pre-Arrivals Smith, Betty	SSN/NHS Lat Name First Name Location           Smith         Betty         Pre Atrival (6)         ✓
		Gender         Date of Bith         Age         Pre-Arrival Type         Estimated Arrival Date           Female         ************************************
		Primary Care Physician Reason for Visit Pre-Arrival User Referring Source
	Attach Detach	Template E
	Available Pre-Arrivals	Other Information Red Call
	UCTEST, FLEERGYTWO >XXTEST, ALLERGYTWO >XXTEST, Ashid >XXXEst, Jaiwo >XXXest, Jaiwo >XXXest, Jaiwo >XXXEst, Sally	History: Fell half way down escalator in shopping centre.
		Pulse: 150 ≡
		BP: 140/90
		Sats: 96%
4.0	Patient now appears on	Launchpoint only as Quick Registration, not seperately as Pre-Arrival.
10.	If you need to locate the Pre-Arri	val, click on the patients name in blue and select documentation from the main enu of the patient record. The form will be viewable here.
	WR *TEST, 05/07/9	5, <b>RICHARD</b> 914004 9140000000000
	WR <b>SMITH</b> 14/09/5	<b>J, BETTY</b> 914007 52 G6y F 00:06