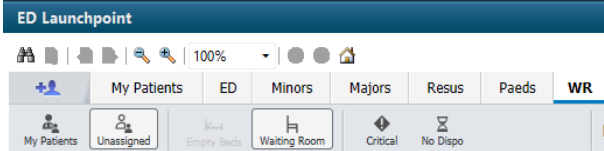
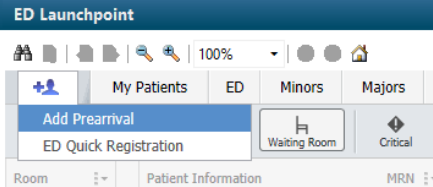
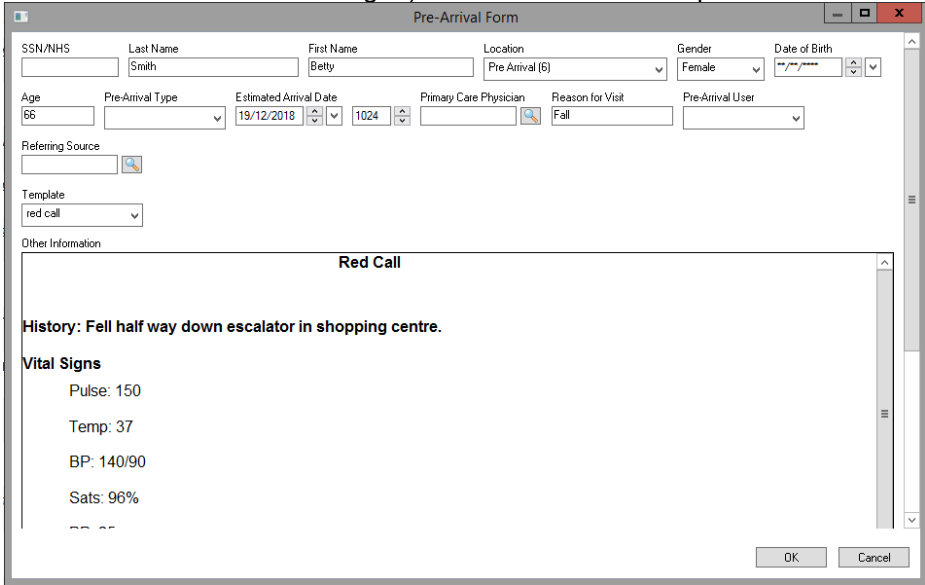
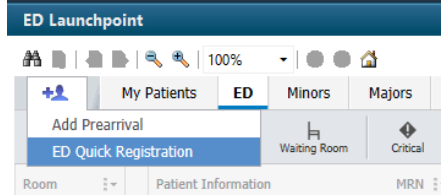


ED - COMPLETING AMBULANCE PRE-ARRIVAL AND ATTACHING TO QUICK REGISTRATION

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.

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------------|--|-------------|---------------|--|--------------------------|--|--------------------------|-------------|-----------------------|--|---------|--|--------------------------|-------------|------------------|--|--|--|--------------------------|-------------|---------------|--|--|--|--------------------------|-------------|-----------------|--|--|--|--------------------------|-------------|--------------|--|------|--|--------------------------|-------------------------------|----------------|--------|--------|--|--------|-------------|-------------------|----------|---------|------|-----------------------|
| 1. | <p style="text-align: center;">Ensure that you are in Launchpoint.</p>  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | <p style="text-align: center;">Click on the person icon in the top left hand corner and select from drop down, Add prearrival.</p>  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | <p style="text-align: center;">Pre-Arrival form opens. Complete details as appropriate (note the time defaults to 30minutes ahead although this can be changed) and click OK once complete.</p>  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | <p style="text-align: center;">Pre-Arrival appears on Launchpoint with an ETA so clinical staff can see who is coming.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Pre Arrival</td> <td style="width: 40%;">*UCTEST, Test</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;">Pre-Arrival ETA 00:00</td> </tr> <tr> <td>Pre Arrival</td> <td>*XXXTEST, ALLERGYT...</td> <td></td> <td>Testing</td> <td></td> <td>Pre-Arrival ETA 00:00</td> </tr> <tr> <td>Pre Arrival</td> <td>*XXXTEST, Astrid</td> <td></td> <td></td> <td></td> <td>Pre-Arrival ETA 00:00</td> </tr> <tr> <td>Pre Arrival</td> <td>*xxxtest, one</td> <td></td> <td></td> <td></td> <td>Pre-Arrival ETA 00:00</td> </tr> <tr> <td>Pre Arrival</td> <td>*XXXtest, Jstwo</td> <td></td> <td></td> <td></td> <td>Pre-Arrival ETA 00:00</td> </tr> <tr> <td>Pre Arrival</td> <td>Smith, Betty</td> <td></td> <td>Fall</td> <td></td> <td>Pre-Arrival ETA 00:21</td> </tr> <tr> <td>Minors, ECC Sepsis Red Fl.</td> <td>*ZZZTEST, FRED</td> <td>913958</td> <td>379:47</td> <td>Dx: COPD - Chronic obstructive pulmonary disease</td> <td>329:40</td> </tr> <tr> <td>Minors, ECC</td> <td>*ZZZTEST, HINAONE</td> <td>91385823</td> <td>1715:01</td> <td>TEST</td> <td>Unassigned 1715:01</td> </tr> </table> | Pre Arrival | *UCTEST, Test | | | | Pre-Arrival ETA 00:00 | Pre Arrival | *XXXTEST, ALLERGYT... | | Testing | | Pre-Arrival ETA 00:00 | Pre Arrival | *XXXTEST, Astrid | | | | Pre-Arrival ETA 00:00 | Pre Arrival | *xxxtest, one | | | | Pre-Arrival ETA 00:00 | Pre Arrival | *XXXtest, Jstwo | | | | Pre-Arrival ETA 00:00 | Pre Arrival | Smith, Betty | | Fall | | Pre-Arrival ETA 00:21 | Minors, ECC Sepsis Red Fl. | *ZZZTEST, FRED | 913958 | 379:47 | Dx: COPD - Chronic obstructive pulmonary disease | 329:40 | Minors, ECC | *ZZZTEST, HINAONE | 91385823 | 1715:01 | TEST | Unassigned 1715:01 |
| Pre Arrival | *UCTEST, Test | | | | Pre-Arrival ETA 00:00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pre Arrival | *XXXTEST, ALLERGYT... | | Testing | | Pre-Arrival ETA 00:00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pre Arrival | *XXXTEST, Astrid | | | | Pre-Arrival ETA 00:00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pre Arrival | *xxxtest, one | | | | Pre-Arrival ETA 00:00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pre Arrival | *XXXtest, Jstwo | | | | Pre-Arrival ETA 00:00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pre Arrival | Smith, Betty | | Fall | | Pre-Arrival ETA 00:21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Minors, ECC Sepsis Red Fl. | *ZZZTEST, FRED | 913958 | 379:47 | Dx: COPD - Chronic obstructive pulmonary disease | 329:40 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Minors, ECC | *ZZZTEST, HINAONE | 91385823 | 1715:01 | TEST | Unassigned 1715:01 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

5. 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.



6. Enter the patient details into the search window. If you find the patient, click Add Encounter, if you cannot find the patient, click Add Patient.

7. Complete the ED Quick Registration screen once it appears. Yellow fields are mandatory. Click OK once complete.

8.

Locate the Quick Registration patient on Launchpoint. Right click on their name in blue and select Attach Prearrival from the list that appears.

| | | | | | |
|----|---------------------------------|--|--------|--|------------|
| WR | ZZTES 12/10/ | Results Review ED Ambulance Handover ED Referrals Form | 164:43 | | chest pain |
| WR | *ZZZ 01/02/ | ED Consultant Review Form ED Victim of Assault ED Breach Classification Form | 162:06 | | |
| WR | COOK 11/05/ | ED Treatment Form Sepsis Screening | 146:20 | | chest pain |
| WR | MANU 22/05/ | Attach Prearrival ED Decision to Admit | 142:37 | | chest pain |
| WR | *XXX 15/05/ | Request Event Start Event Complete Event | 22:35 | | Fall |
| WR | *TES 17/08/ | Set Events Assign/Unassign Others | 22:12 | | fall |
| WR | *TES 05/07/ | Patient Summary Report Set Privacy Discharge Process | 21:44 | | Fall |
| WR | *SMITH, BETTY 14/09/52 66y F | 914007 | 00:03 | | |

9.

Select the Pre-Arrival you wish to attach from the available list. Click Attach to move it into the Attached Pre Arrivals box and click Close.

10.

Patient now appears on Launchpoint only as Quick Registration, not seperately as Pre-Arrival. If you need to locate the Pre-Arrival, click on the patients name in blue and select documentation from the main left hand menu of the patient record. The form will be viewable here.

| | | | | | |
|----|----------------------------------|--------|-------|--|------|
| WR | *TEST, RICHARD 05/07/96 22y M | 914004 | 21:47 | | Fall |
| WR | SMITH, BETTY 14/09/52 66y F | 914007 | 00:06 | | |