IT Dept Quick Reference Guide (QRG)



Document No - Ref 285

Version Number – 2.0

ED - COMPLETING TASKS AND ACTIVITIES

4	Ensure that you are in the ED Launchpoint view.	
1.	ED Launchpoint	
	H My Patients ED Minors Majors Resus Paeds WR Referral	
	Age Age Linet Image My Patients My Patients Empty facts Empty facts Critical No Dispo	
	Room 1 v Patient Information MRN 1 V LOS DR RN Patient Details	
	WR 01/01/95 23y M 01 1296:45	
	WR *ZZZTEST, SWXLAX 913902 02/02/00.29/ E 013902 1159-10	
	Click the estivity ison at the and of the national your this is a number 7. Th	
2.	Click the activity icon at the end of the patient row, this is a number.	e number indicates
		pietion.
	When you click on it the activities will be listed. Select the activity you wa	ant to document
3		
0.	WK 32y F D08: 01/05/86 MRN: 907053 Visit	Id: 15271653
		<u> </u>
	Activities Drug Chart IIII Orde	rs 🤁 Refresh
	Assessments (7)	⊒-
	7 Assessments	
	VTE Re-Assessment (within 24hrs) Requested Start Date/Time 02/11/2018 04:19:31 WET, once ONLY, Stop Date/Time 02/11/2018 04:19:31 WET, VTE Re-Assessment (within 24hrs) Comments: Ordered automatically on admission.	
	Environmental Safety Requested Start Date/Time 01/11/2018 14:00:00 WET, Environmental Safety Comments: Ordered automatically on admission.	
	Safety Assessment Requested Start Date/Time 01/11/2018 11:00:00 WET, Safety Assessment Comments: Ordered automatically on admission.	
	Activities of Daily Living Assessment Requested Start Date/Time 01/11/2018 11:00:00 WET, Activities of Daily Living Assessment Comments: Ordered automatically on admission.	
	ED Adult Triage and Assessment Form 01/11/18 10:19:32	
	VTE on Admission (within 6hrs) Requested Start Date/Time 01/11/2018 10:19:31 WET, once ONLY, Stop Date/Time 01/11/2018 10:19:31 WET, VTE on Admission (within 6hrs) Comments: Ordered automatically on admission.	
	Adult Basic Admission Assessment Requested Start Date/Time 01/11/2018 10:19:27 WET, once ONLY, Stop Date/Time 01/11/2018 10:19:27 WET, Adult Basic Admission Assessment	
	comments. Ordered advinationally on admission.	
	Click Document (1)	
4.	Cilck	
	Complete the relevant task/activity and ensure that whatever entries have be	en made are signed
5	for	en made are signed
0.		
6.	Once complete, click refresh on Launchpoint and the number of tasks shou	ld have decreased.
	ago 2 minutes ago	