

QUICKSTART

A series of helpful guides provided by the Information Technology Department

Post Downtime Patient Recovery Process

Backdate Quick Reg

- Click the Quick Reg icon from the tool bar.
- Search the patient.
- Complete mandatory fields.
- Update the arrival date and arrival time.
- Click OK.

🖏 ED Quick Reg			
Facility:	Encounter Type: Emergency	Medical Record Number: 1373968	MRN Allocation Source: Emergency
Last Name: DOWNTIME	First Name: Patient	Middle Name:	
Date of Bith: 01/01/2010 🔹 💌	Age: 8Y	Sex: Female	i
Arrive Date: 04/07/2018	Arrive Time:	A Y	
Mode of Arrival: Private Car	Ambulance Case Num	ber:	
			OK. Cancel

Downtime Patient Event

Downtime Patient event should be setup for patients have downtime paper charts in place.

- Highlight the patient and click the **Set Event** icon from the tool bar.
- Tick x Downtime Pt.
- Click OK.

toyal Alexandra Hos DEMO, Learning * Allergies Not Reco	MRN:1326732	Age:5 years DOB:24/04/2013 Gender:Male	No Non-Clinical Alert ** No Dosing Weight A AdHoc Subscribe:Not	Location:Emergency Cubes; Adm:27/04/2018 17:10 Dis:	Triage CHW <no -="" discharg.<="" th=""></no>
Current Modify Admit Admit Paper Attended Antibiotics Bed - Ready BGL Needed Cannula CIN Review Consult - OtherMed	Consult - OtherSurg ConsultCmp-Psychia DISASTER Patient ED Physician Exam EWL Admission HFNP02 Needed Isolation IV Fluids MH/PECC Request	h NGT hr NP Exam Pathway - Sepsis Pre-Astival Pt Private Pt Protocol Commence To Be Discharged Transfer Transfer - Accepted	Transport Booked Treatment commenced Urinalysis X Downtime Pt	ALL EVENT TYPES Ac Change Activities Bed Status	BTF Communicatio Depart Action Depart Statu Discharge Documentatio Done/Compt Fast Track General
Request Start	Complete		Automated		
Time 09/07/2018 15 14:37 09/07/2018 07:00:00 27/04/2018 17:10:00	Event Type x Downtime Pt Info Depart Ready Admi Doctor Exam To D	Status Request Event MDepart Request Event o Request Event	User Test, Nurse-OrderMeds	Order Status	
				OK Apply	Close

• The Downtime Pt icon will appear on the Tracking Board.



Backdate Triage

- Highlight the patient and click the Triage icon from the tool bar.
- Complete mandatory fields.
- Update the Triage Date and Time.
- Green tick to sign off.

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*Performed on:	14/07/2018 🔹 💌 0210 🚔				
🗸 Triage CHW		Tria	ae Assessment		
Height/Weight/Al			.ge Assessment		
Pre-Arrival Note	MRN: 1373968 DOWNTIME, Pati Home Ph: Address	ent Sex: F Age: 8 Y Mobile:	ears DOB: 01/01/2010 Language:	Interpreter:	
General Neurolog	Aut 633.				
Orthostatic Vital S			Triage Details		
Pain Score Rest/	Presenting Information for Tracking Board	(Word limit)	Assessment (NO word limit)		
Pain (FLACC >2 m	see paper		Segoe UI 👻 9	- 🧐 🌡 🖻 🛍 B 🖳	I
Pain (Faces >4 Ye					
Pain (VAS >7 yea					
Pain (NIPS <2 mo					
Humidified High F	Turns of 1 first Emergency Property line		Presenting Problem	Triage Category	
CPAP/BIPAP Che	Type of Visic Emergency Presentation	•	Bleed PR -	3 v	
	Triege Author Liu, Ruoqing		Triage Date: 04/07/2018 🐨 🔽 0210 🕏	Mode of Care	
		Airway, Brea	athing, Circulation and Disability		
	Airway at Risk	O Yes 💿 No		Observation	Assessed Not Assessed
	Breathing Difficulties	🗅 Yes 💿 No			
	Circulation Abnormal	🗅 Yes 💿 No			
	Disabilities (AVPU)	Alert O Verbal	O Pain O Unresponsive		
			Problems & Alerts		
	No qualifying data available				

Backdate Nurse Initiated Protocol

- Highlight the patient and click the **Set Event** icon from the tool bar.
- Tick Protocol Commenced.
- Double click on the time of Protocol Commence.

Events < DOWNTIME, Patient >				×
Royal Alexandra Hos MRN:13739 DOWNTIME, Patient ** Allergies Not Reco	968 Age:8 years DOB:01/01/2010 Gender:Female	No Non-Clinical Alert Location:Emergency Cube ** No Dosing Weight Adm:04/07/2018 02:00 Dis AdHoc Subscribe:Not		Triage CHW : No - Discharg.
Current Modify				
Admik Consult - Ott Admik Paper Attended ConsultCmp Antibiotics Depart Ree Bed - Ready DISASTER BGL Needed ED Physicia Cannula EMU Admis CIN Review HFNPO2 Ni Consult - OtherMed IV Fluids	heiSurg MH/PECC Reques Psychiatr NGT dy NP Exam Patient Pathway - Sepsis in Exam Pre-Atrival Pt sion Private Pt seeded To be Discharged Transfer	t Transfer - Accepted Transport Booked Treatment commenced Urinalysis x Downtime Pt	ALL EVENT TYPES Ac Change Activities Activities Active Admit/Depart Alert Arrival Bed Management Bed Status	BTF Communicatio Depart Action Depart Statu: Discharge Documentatio Done/Comple Fast Track General
🔽 Request 🛛 Start 📄 Complete		Automated		
Time Event 04/07/2018 11:03:32 Protocol Commer 04/07/2018 02:00:00 Doctor Exam	Type Status Done/Complete Request Event To Do Request Event	User Ord	er Status	

- Modify Time window pops up.
- Update Date/Time of Nurse Initiated Protocol.
- Click OK.



Backdate ED Dr Seen/Subspecialty Review/Senior Early Review

- Highlight the patient and click the **Set Event** icon from the tool bar.
- Tick ED Physician Exam.
- Double click on the time of ED Physician Exam.

Events < DOWNTIME, Pat Royal Alexandra Hos DOWNTIME, Patiel ** Allergies Not Rec Current Modify	ient > MRN:1373968 nt	8 Age:8 y DOB:01 Gender:	ears /01/2010 :Female	No Non-Clinical Alert ** No Dosing Weight A AdHoc Subscribe:Not	Locatio .dm:04	on:Emergency Cubes; /07/2018 02:00 Dis:<	Triage CHW No - Discharg
Admit Admit Paper Attended Antibiotics Bed - Ready BGL Needed Cannula CIN Review Consult - OtherMed	Consult - OtherS ConsultCmp-Psy Depart Ready DISASTER Patie E D Physician Ex- EMU Admission HFNP02 Neede Isolation IV Fluids	urg MH chiatr NG ent Pa cam Pro ent Pro Pri Id Pro Tra	I/PECC Request T PExam b-Arrival Pt vate Pt blocol Commenced Be Discharged ansfer	Transfer - Accepted Transport Booked Treatment commenced Urinalysis x Downtime Pt		ALL EVENT TYPES Ac Change Activities Activities Actual Admit/Depart Admit/Depart Admit/Depart Bed Management Bed Status TIT	BTF Communicatio Depart Action Depart Status Discharge Documentatio Done/Comple Fast Track General
🗸 Request 🛛 🖉 Start	Complete			Automated			
Time 04/07/2018 11:14:05 04/07/2018 02:00:00	Event T ED Physician Exam D Doctor Exam 1	ype)one/Complete fo Do	Status Request Event Request Event	User	Order	Status	

- Modify Time window pops up.
- Update Date/Time of ED Physician Exam.
- Click OK.



Backdate Admit/To Be Discharge decision

- Highlight the patient and click the **Set Event** icon from the tool bar.
- Tick Admit/ To Be Discharge.
- Double click on the time of Admit/ To Be Discharge.

Events < DOWNTIME, Patient >			
Royal Alexandra Hos MRN:1373968 DOWNTIME, Patient ** Allergies Not Reco	Age:8 years DOB:01/01/2010 Gender:Female	No Non-Clinical Alert Locati ** No Dosing Weight Adm:04 AdHoc Subscribe:Not	on:Emergency Cubes; Triage CHW 4/07/2018 02:00 Dis: <no -="" discharg<="" th=""></no>
Current Modily Admit Consult - OtherSurg Admit Paper Altended ConsultCmp-Psychia Antibiotics Depart Ready Bed - Ready DISASTER Patient BGL Needed ED Physician Exam Cannula EMU Admission IN Review HFNP02 Needed Consult - OtherMed Iv/ Fluids	MH/PECC Request str NGT Pathway - Sepsis Pre-Arrival Pt Private Pt Protocol Commences To Be Discharged Transfer	Transfer - Accepted Transport Booked Treatment commerced Urinatysis x Downtime Pt	ALL EVENT TYPES BTF Ac Change Communicati Activities Depart Action Activities Depart Statu Admit/Depart Discharge Alert Documentati Arrival Done/Comple Bed Management Fast Track Bed Status General
🖉 Request 🔍 Start 📃 Complete		Automated	
Time Event Type 04/07/2018 15:16:59 Admit Admit 04/07/2018 02:00:00 Doctor Exam To D	e Status it/Depart Request Event Do Request Event	User Order	Status

- Modify Time window pops up.
- Update Date/Time.
- Click OK.



Backdate Departure Ready

- Highlight the patient and click the **Set Event** icon from the tool bar.
- Tick **Depart Ready.**
- Double click on the time of **Depart** Ready.

Admit Admit Paper Attended Antibiotics Bed - Ready BGL Needed Cannula CIN Review Consult - Orthopaed Consult - OtherMed	Consult - Other ConsultCmo-Ps Depart Ready DISASTER Pal ED Physician E EMU Admission HFNP02 Need Isolation IV Fluids	Surg Mi wchiatr N(itient Pa ixam Pr n Pr led Pr To To Tr	H/PECC Request ST P Exam e-Arrival Pt e-Arrival Pt vate Pt otocol Commenced Be Discharged ansfer	Transfer - Accepted Transport Booked Treatment commence Urinalysis x Downtime Pt	ed.
Request Start	Complete			Automated	
Time	Event	Туре	Status	User	Or
06/07/2018 11:58:20	Depart Ready	Admit/Depart	Request Event		
18/04/2018 15:06:00	Doctor Exam	ToDo	Request Event	JM01, TEST	

- Modify Time window pops up.
- Update Date/Time.
- Click OK.



Backdate Discharge

- Highlight the patient and click **Depart Process** from the tool bar.
- Click Actual Discharge.

Print Record / Summary

- Discharge Conversation window pops up.
- Complete mandatory fields.
- Update Discharge date and time.
- Click OK.

🚔 ED Discharge		
10		*
Registration Information Registration Date: 02/03/2018	Registration Time:]
Discharge Date: 06/07/2018	Discharge Time: 02:00	FN Discharge Disposition: Departed: Treatment 👻
Referred to on Discharge: Medical Pract other t 👻	Referred to Facility:	Reason for Hospital Transfer:
Deceased Information Deceased Date:	Deceased Time:]
DELAY REASUNS Triage to Treatment Delays		
		OK Cancel