

## QUICKSTART

A series of helpful guides provided by the Information Technology Department

## **Firstnet – Cancel Emergency Encounter**

When a patient is registered in Firstnet, an emergency encounter is created. In situations where the system freezes the patient may drop off the Firstnet Tracking Board but still have an "open" emergency encounter.

To ensure the patient is back on Firstnet Tracking Board – a "cancel encounter" action needs to be performed on the patient.

To do this:

• While logged into FirstNet click on the magnifying glass icon



• Search for patient by either MRN / Family Name, First name then highlight the patient found and the emergency encounter in the bottom half of the screen and click **OK** 

S Encounter Search															X
MRN:	Deceased	Family Name, First Name TEST, Freeze	MBN 1416751W	Sex Female	Date of Birth 01/01/2018	Age 19 Months	Medicare	Address	Suburb	Post Code					
Family Name, First Name: test, freeze	-						_								
Date of Birth: xx /xx /xxxxx															
Medicare Number:															
Visit Id:															
Search Reset															
	Patient Aler	t Client Royal Alexandra Hospit	al for Children	MRN 141675	Enc Type 1W Emergen	e Location cy Emerger	n ncy Cubes	Admit Dat 15/08/20	9 09:56	Disch Date	Med Service Emergency Medicine	Admitting Doctor Nogajski, Rebecca	R (Medical Specialist)	Reason For Visit	Financial Class F No Charge - NAP
								$\square$							
	•														4
													OK	Cancel	Preview

• The patient's chart under that emergency encounter will open



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- Click on PM conversation from the main toolbar
- Select Cancel Encounter

📕 TEST, Freeze - 1416751W Op	ened by Vijatovic, Milica							
Task Edit View Patient (	Chart Links Notifications Navigation	Help						
🗄 Tracking Board 🛛 Floor Plan 🛓 Patient List 🎬 Launchpoint 🖃 Message Centre 🔐 Multi-Patient Task List 🏢 Scheduling 購 Analytics 🎬 My Portal 👫 Primed View								
🔚 Explorer 🛔 dcptools 🧾 phabatchreport 🏭 POManager 🧖 PPManager 🝘 ctadminapp 👎 DVDev 🔍 Quickstarts for PowerChart 💐 eMM Links 💐 Meds4Kir								
🗄 🗽 Tear Off 🏥 Suspend 🦻 Ch	arge Entry 🔟 Exit 📓 Calculator $~^{10}$ AdHo	🔒 PM Conversation 🚽 🕽 Depart 🕞 Communicate 👻 🗎 Medical Record Request 🕵 l						
TEST, Freeze 🛛 🛛		Add Encounter						
Royal Alexandra Hospital for C	hildren MRN:141675	Add Person ge:19 months						
TEST, Freeze		Modify Person Details OB:01/01/2018						
** Allergies Not Recorded **		EDD Update	ender:Female					
Menu	👎 🔷 👻 🛉 🚹 ED View	Lifetime Relationships						
ED View	AA	Modify Person						
Management Plans		Request for Admission (eRFA)						
Allergies 🕂 Ado	ED Summary X	View Encounter	Discharge	× Summary V				
BTF Observation Chart	Patient Demographics	Cancel Discharge	≡• 😔 🚺	bservations 🔫 👘				
Clinical Notes 🗕 Add		Cancel Encounter						
Clinical Trials	Patient Contacts		≡∙⊗ P	athology Result				
ContinuousDoc	Providers		≡• 😔 🦻	athology Report				
			Ŭ	57 1				
	Triage information		≡• 😔 м	icrobiology (0)				
			- 0					
Growth Charts	Clinical Trials (0)		=• 🛛 M	edical Imaging				
Histories			= - 0	lossuromente an				
Imaged Documents	Alerts (0)		- •	casarements an				
Immunication History								

- A Cancel Encounter reminder pop up message will appear: Are you sure you want to cancel this Encounter?
- The Encounter type is in the top left corner for user to double check.
- Click Yes

Encounter Type: Urgency of Admission:	lback Worklist 📲 Real Tim
	nier Digital Dictation System
MRN: Medicare Flag: Medicare Number: Medicare Expiry Date: Patient Alert:	I 🚾 Collections Inquiry 👔
Title: Family Name: First Name: Middle Name:	linical Alerts Recorded
IESI Freeze	bscribe:Not Subscribed
Nesidemial Address     Suburb/Town:     State:     Postcode:     Country:     Home Phone Number:       V     V     V     V     V	
Encounter Details	ED CHW Quick Orders
Create Date:         Create Time:         Create Personnel ID:         Visit Number:           15/08/2019         Image: Ward of the second s	
Registration Date:     Registration Time:     Discharge Date:     Discharge Time:       15/08/2019     *     99:56     *     *	
Facility: Building: Ward/Unit: Bed Unit/Type:	
CHW Uutpatient Emergency Cubes Cancel Encounter	×
Readu	el this Encounter?
⊿ Diagnoses (This Visit / Selected Visit)	_
ED Quick Orders Diagnosis Classification Status	<u>N</u> ∘
MAR No Diagnoses entered for this visit.	



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- Transaction date/time and reason are already populated.
- Click **OK** to cancel the encounter

2 Cancel Encounter					- 0 🔀
Encounter Type: Emergency	Urgency of Admission:				
MBN: 1416751W	Medicare Flag:	Medicare Number:	Medicare Expiry Date:	Patient Alert:	*
Title:	Family Name: TEST	First Name: Freeze	Middle Name:		
Residential Address Street/Address:	Suburb/Town:	State:	Postcode:	Country:	Home Phone Number:
Encounter Details					
Create Date: 15/08/2019 👻 💌	Create Time: 10:17	Create Personnel ID: 53800250	Visit Number: 03437521		
Registration Date:	Registration Time:	Discharge Date:	Discharge Time:		
Facility:	Building: Outpatient	Ward/Unit: Emergency Cubes	Bed Unit/Type:		
<ul> <li>Cancel Details</li> <li>Transaction Date:</li> <li>15/08/2019</li> </ul>	Transaction Time: 10:18	Transaction Reason: Other			
					OK Cancel
Ready				CERI	T 53800250 15/08/2019 10:18

- The emergency encounter will be cancelled.
- Go back to Tracking Board
- Click on **Quick Reg** to add the patient again

NOTE: When you search for the patient the second time you will not see that cancelled emergency encounter in the bottom half of the **Person Search** window.