

ED Provider Assignment

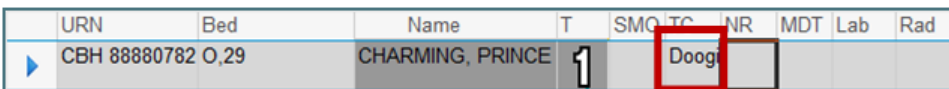
At the beginning of their shift ED staff need to complete a *Provider Check-in* in *FirstNet* to setup for the day. Once checked-in that staff member will be able to assign themselves to patients in *FirstNet*.

Assigning yourself to a patient means that you have undertaken care of that patient and provided meaningful care and follow up. This should be completed as soon as this has occurred.

If you are unable to do this immediately, there is a process to assign yourself retrospectively so that the system can accurately record the time that you provided care.

Quick assigning yourself as a Provider to a patient

1. Login to *FirstNet* and complete the *Provider Check-in* by clicking the *Provider Check-in* button on the *Tracking List Toolbar*
- Refer to the appropriate *Quick Reference Guide* for more information on *Provider Check-in*.
2. Select your patient and quick assign yourself by clicking the *Assign Provider* button in the *Tracking List Toolbar*
3. Your initials will then appear in the appropriate *Assigned Providers* column



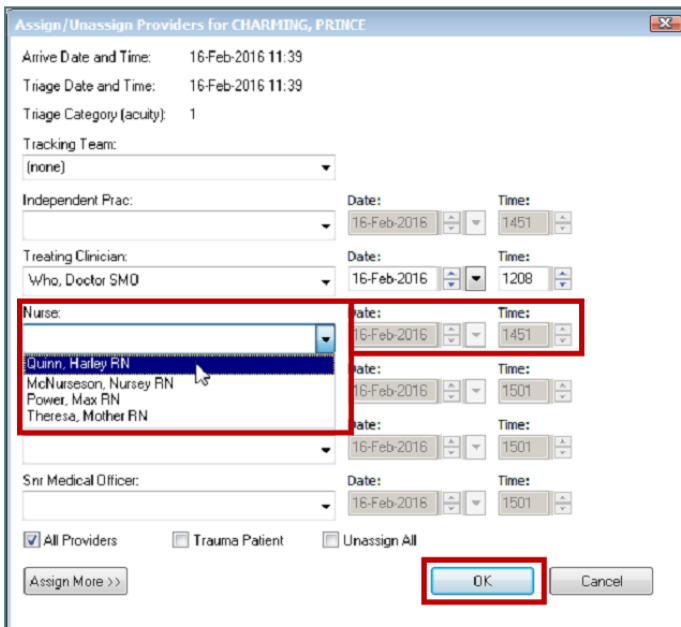
Assigning yourself as a Provider to a patient

1. Login to *FirstNet* and complete the *Provider Check-in* by clicking the *Provider Check-in* button on the *Tracking List Toolbar*

- Refer to the appropriate *Quick Reference Guide* for more information on *Provider Check-in*.
- Select your patient and assign yourself by Double-clicking in one of the boxes in the *Assigned Providers* column

URN	Bed	Name	T	SMO	TC	NR	MDT	Lab	Rad
▶ CBH 88880782	O,29	CHARMING, PRINCE	1	Doog					

- The *Assign/Unassign Providers* box will open
 - Ensure the *All Providers* box is ticked
 - From the relevant drop-down menu select your name
 - The *date and time boxes* will become active.
- If retrospectively adding yourself as a Provider, alter the date and time to reflect the time that you started to care for the patient



Assign/Unassign Providers for CHARMING, PRINCE

Arrive Date and Time: 16-Feb-2016 11:39
Triage Date and Time: 16-Feb-2016 11:39
Triage Category (acuity): 1
Tracking Team: (none)
Independent Prac: [dropdown] Date: 16-Feb-2016 Time: 1451
Treating Clinician: Who, Doctor SMO Date: 16-Feb-2016 Time: 1208
Nurse: [dropdown] Date: 16-Feb-2016 Time: 1451
[Quinn, Haley RN]
[McNurson, Nurse RN]
[Power, Max RN]
[Theresa, Mother RN]
[dropdown] Date: 16-Feb-2016 Time: 1501
[dropdown] Date: 16-Feb-2016 Time: 1501
Snr Medical Officer: [dropdown] Date: 16-Feb-2016 Time: 1501
 All Providers Trauma Patient Unassign All
Assign More >> **OK** Cancel

- When finished click *OK*
- The initials you set at Provider Check-in will now appear in the appropriate box under the Assigned Providers column



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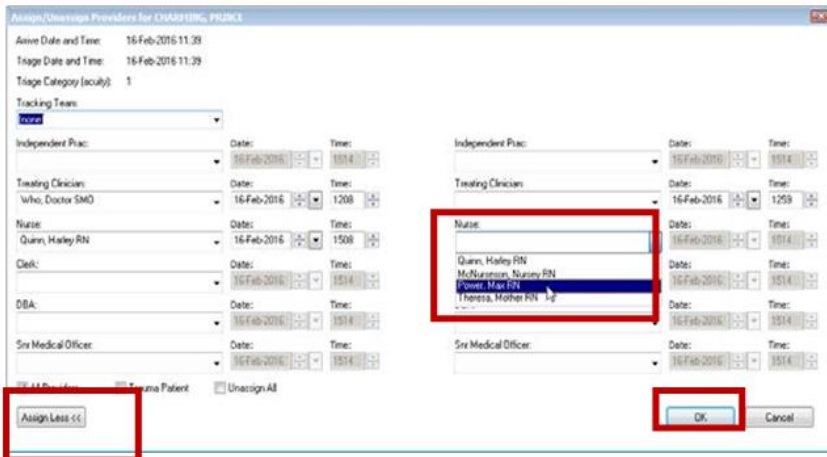
SMO	TC	NR	MDT
	DoogieH; DrWho	SuperNurse	

Assigning others as a Provider to a patient

1. Select the relevant patient and double click in one of the boxes in the *Assigned Providers* column

URN	Bed	Name	T	SMO	TC	NR	MDT	Lab	Rad
CBH 88880782	O.29	CHARMING, PRINCE	1	Doogie					

2. The *Assign/Unassign Providers* box with open
3. Ensure the *All Providers* box is ticked
4. Click on *Assign More*
5. From the second window select the relevant *Provider* from the appropriate drop-down menu
6. When finished click *OK*



7. The initials of the *Provider* will now appear in the appropriate box under the *Assigned Providers* column

SMO	TC	NR	MDT
	DoogieH; DrWho	SuperNurse; MaxPower	