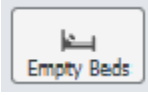
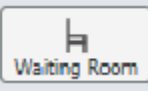


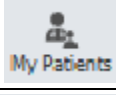
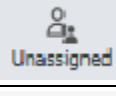




This Quick Reference Guide (QRG) describes how to use LaunchPoint at Walk-In Care.

Common Buttons & Icons

	Filter: Empty Beds
	Filter: Waiting Room
	Critical results for lab and/or vitals
	Filter: Patient with no disposition
	Filter: Patients you have established relationships with
	Filter: Patient has no assigned provider
	Orders column icons: Medication, labs, vitals
	Physician Notification icon

Setting Provider LaunchPoint Location

➤ **From the LaunchPoint Walk-in Care screen:**

- STEP 1:** Click the **Options** drop-down arrow.
- STEP 2:** Click **Change Location**.
- STEP 3:** Click the **Nursing Unit** drop-down arrow.
- STEP 4:** Click the appropriate unit.
- STEP 5:** Click **OK**.

Provider Check-In

➤ **From the LaunchPoint Walk-in Care screen:**

- STEP 1:** Click the **Options** drop-down arrow.
- STEP 2:** Click **Check In**.
- STEP 3:** Click the **Provider Role** drop-down arrow.

- STEP 4:** Click the appropriate provider role.
- Click the **Default Relation** drop-down arrow.
 - Click the appropriate default relation.
 - Select the **Associated Provider Color** check box.
 - Click the associated provider color you want to use.
 - Click OK.
 - Select the **Available Provider** and **Available Reviewer** check boxes.
 - Review the information is correct.
 - Click OK.

Searching for a Patient

- From the LaunchPoint Walk-in Care screen:

STEP 1: Click the **Search** field next to your name.

STEP 2: Type the last name of the patient you are looking for.

STEP 3: Press [Enter].

My Patient Filter

- From the LaunchPoint Walk-in Care screen:

STEP 1: Click the **My Patients** icon.

NOTE: Only patients assigned to you will display.

Unassigned Filter

- From the LaunchPoint Walk-in Care screen:

STEP 1: Click the **Unassigned** filter icon.

NOTE: Patients display that are waiting for assignment, no primary provider, RN/MA has been assigned.

Empty Beds Filter

- From the LaunchPoint Walk-in Care screen:

STEP 1: Click the **Empty Beds** filter.

NOTE: Only empty beds will display with their current assigned status.

Updating Patient Room Status

➤ From the LaunchPoint Walk-in Care screen with the Empty Bed filter applied:

STEP 1: Click the patient information column next to the appropriate room.

STEP 2: Click the appropriate disposition.

STEP 3: Click outside the menu to close.

Critical Filter

➤ From the LaunchPoint Walk- in Care screen:

STEP 1: Click the Critical icon filter.

NOTE: Patients display with critical labs or vitals.

No Dispo Filter

➤ From the LaunchPoint Walk-in Care screen:

STEP 1: Click the No Dispo filter icon.

NOTE: Patients display that have no disposition and are not assigned yet.

Setting a Patient Location

➤ From the LaunchPoint Walk-in Care screen:

STEP 1: Click the Room field next to the appropriate patient's name.

STEP 2: Click the destination location from the list.

NOTE: The number 1 means the room is occupied, 0 means it is empty.

STEP 3: Click OK.

Assign a Provider

➤ From the LaunchPoint Walk-in Care screen:

STEP 1: Click the Phys Nurse MA cell.

STEP 2: Review you have the correct patient.

STEP 3: Click Assign based on the Provider Role.

STEP 4: Use the Assign/Unassign Others link to set up patients to others.

Creating Orders

➤ From the LaunchPoint Walk-in Care screen:

STEP 1: Click the appropriate orders icon on the correct patient row.

STEP 2: Review that you have the correct patient and encounter.

STEP 3: Select the appropriate order check box.

NOTE You can select more than one order at a time. Select all that are appropriate.

STEP 4: Click **Sign**.

STEP 5: Click the **Orders for Signature** tray.

STEP 6: Review the orders for accuracy.

STEP 7: Click **Sign**.

Physician Notifications

➤ From the LaunchPoint Walk-in Care screen:

STEP 1: Click the cross field between the patient you need and the Physician Notification column.

NOTE: A number in the field indicates that something needs to be addressed. The patient's name, even with a privacy setting, will display in the Physician Notification window.

STEP 2: Click **Review** to review the patient's labs.

Right Click Menu

➤ From the LaunchPoint Walk-in Care Screen:

STEP 1: Right click the patient's name.

STEP 2: Click the appropriate item needed.

NOTE: Items that can be accessed are WIC View, Diagnosis and Problems, Orders, Documentation, Request Event, Set Events, Assign/Unassign Others, Patient Summary Report, and Set Privacy.