This Quick Reference Guide (QRG) provides an introduction to FirstNet

Introduction to FirstNet

Whether you are managing your patients or just monitoring their status, FirstNet gives you the tools to perform your tasks quickly and easily. Review the steps below to learn how to navigate FirstNet and use the application.

Navigate ED LaunchPoint

The ED LaunchPoint screen displays patient and department information. Above the patient list are tabs for additional lists as well as filters and department metrics that can be used to determine the patients that will display on your LaunchPoint.

From the FirstNet ED LaunchPoint screen:

STEP 1:   To activate the Option Menu, hover your cursor over the ☰▾ Menu icon.
  - A drop-down list of options is displayed.

NOTE: When you first log in to the application, you need to set your appropriate location of care. Once selected, the list will default to this location every time you log in.

STEP 2:   To set the location, click Change Location.
  - The Select Location window displays.

STEP 3:   Click the Nursing Unit drop-down arrow; then choose your appropriate location.

STEP 4:   Click OK .
  - The patient lists update to display your location.

STEP 5:   To check in as an available provider, hover your cursor over the ☰▾ Menu icon.

STEP 6:   Click Check In.
  - The Provider Check-in window displays.

NOTE: The Provider field automatically populates with your information based on your Cerner login.

NOTE: In the Display Name field, it is best practice to enter your initials.

STEP 7:   Click the Provider Role drop-down arrow; then make the appropriate selection.

STEP 8:   Click the Default Relation drop-down menu; then choose the appropriate relation to the patients who are in your care.

STEP 9:   Clear the Associated Provider Color check box.

STEP 10:   Choose your desired selection (color); then click OK .

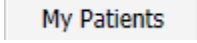▪ You return to the Provider Check-in window.

NOTE: The Available Provider check box is selected.

STEP 11: To check in as a reviewer, select the Available Reviewer check box.
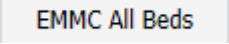
STEP 12: Confirm the information is complete and accurate; then click OK .

NOTE: You return to the ED LaunchPoint screen and can view and set up your patient lists.

My Patients Tab

STEP 1: To view and set up your patient lists, click the My Patients tab.
▪ This list displays all the patients that are currently assigned to you as the provider currently logged in.

EMMC All Beds Tab

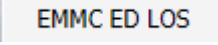**STEP 1**: Click the EMMC All Beds tab.
a. This list displays all beds at the facility.
b. At the top of the list is a search option. To find your patient, click the Search field.
c. Enter the patient's last name and first name in the field. As you type, a list of patients that match your search criteria is displayed.
d. Click on the correct patient.
e. The list updates, highlighting the patient's row.
f. Click the ☰▾ Menu icon. From the menu, you can discern reports and create summary reports as needed.

STEP 2: You can activate a filter option for your list by clicking on the icons located above the patient information list.
a. To activate a filter, click on the respective icon.
b. When a filter is active, it will display as highlighted and outlined. To deactivate a filter, click it again.
c. The My Patients filter displays patients assigned to you that are in the waiting room.
d. The Unassigned filter displays unassigned patients below your patients.
e. The Empty Beds filter displays all beds in the facility. Click the filter to turn it off.

NOTE: It is best practice to leave the Empty Beds filter off to reduce scrolling in the list.

f. The Critical filter can be used to quickly display patients with critical labs or vitals.

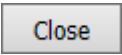g. The ⏳ No Dispo filter shows patients with no disposition currently assigned.

EMMC ED LOS Tab

STEP 1:   Click the EMMC ED LOS tab.
- This list displays patients on a checkout board, allowing providers to view and complete documentation for patients seen after departure.
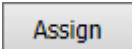
Patient List

Use the patient list to view and document patient information.

➢ **From the patient list view in FirstNet ED LaunchPoint screen:**

STEP 1:   In the patient list, you can hover over each column for your patient to view details.

STEP 2:   The Throughput Status indicates the patient's status. To view the status, hover over the column.

STEP 3:   The Room Column displays the patient's current room assignment. Clicking the room number will open a menu to move the patient to a different room if necessary.

NOTE: If the patient is marked in Isolation, a yellow caution tape will display to the right of the cell.

NOTE: If a patient's Room cell displays with the top corner peeling down, this indicates that the patient has more than one alert. To view the alerts, hover over the cell.

STEP 4:   The Acuity Column labels the patient with a color and a number ranking their acuity from a highest of one to a lowest of five.

STEP 5:   The Patient Information Column shows the patient's name, age, sex, and additional information in the form of icons.

NOTE: If you see a red Starburst icon, it indicates that the patient has documented allergies. Hover to view your patient's allergies.

STEP 6:   To open the patient's summary to review information without navigating to their chart, click any white space in the Patient Information cell.

NOTE: The Patient Summary displays and provides a comprehensive view of the patient's triage information, medical history, and other critical data. This information, including the presenting complaint, flows from registration documentation.

NOTE: You may scroll down to view more patient summary information, including home medications and histories.

STEP 7:   Click Close to return to the patient list.

STEP 8: The Clinician/Nurse Column shows the provider currently assigned to the patient.

STEP 9: If you want to assign yourself to the patient, click the cell.

    a. The Provider Assignments window displays.

    b. Verify it is the correct patient; then, click [Assign].

    c. The cell updates to display your color and initials you selected at check in.

NOTE: If you are unsure who the provider is, you can hover over their initials.

STEP 10: The Patient Details Column shows the patient's chief complaint as documented during registration, the updated chief complaint from triage, or diagnosis based on provider's documentation.

NOTE: This column allows clinicians to enter free-text comments.

STEP 11: If you want to add a comment, click the 🗩 Comments icon.

    a. The comments window displays.

    b. Use the Comment field to enter a comment using free text or select a pre-defined comment by clicking the 🗩 ▾ Comments icon drop-down arrow.

    c. Make the appropriate selection.

    d. Click [Save].

    e. The cell updates to display the comment you just added.

STEP 12: The Vitals Column appears as a Heart icon.

    a. A solid, red heart ❤ indicates the patient's vitals are available and critical.

    b. A solid, gray heart 🩶 means vitals are available and not critical.

    c. A gray heart with a red outline 🩷 indicates the vitals are available, but the next action is critically overdue.

NOTE: To the right of the Vitals column are columns for each vital sign.

NOTE: You can collapse these to view other columns by clicking the ◀ Collapse arrow in the header.

    d. With the columns collapsed, you can view vital information by clicking on the heart icon.

    e. A window displays your patient's vitals.

    f. You can see trends for your patient's vitals by clicking the blue hyperlinks, such as BP, HR, and Temp.

    g. Click the [X] Close button to return to the vitals window.

STEP 13:   Click the ✏️ Medications tab to check the status of orders or place new orders for the patient.

        a.   If You want to place a medication order, from the Order Favorites section, select the check box for the appropriate medication; then click [Sign].

STEP 14:   Click the 🧪 Lab Orders tab which displays any lab results for the current encounter.

NOTE: You can activate the Show Prior Encounters option to view labs from previous visits by selecting the check box.

STEP 15:   Click the 〰️ EKG tab to check the status of EKG orders, view EKG, and re-order an EKG as appropriate for the patient.

STEP 16:   Click The ☢️ Radiology tab to review the status of radiology orders and place new orders as needed.

STEP 17:   Click the 💊 Patient Care tab to check the status of current orders, place orders from favorites, and access the patient's order profile.

STEP 18:   Click [Close] to return to the Patient List.

STEP 19:   In the Patient List, you will see icons for each section with a status bar below the icon.

        a.   If the status bar is white, the order has been placed.
        b.   A white status bar with a red outline has been placed, but action on the order is overdue.
        c.   A white and gray status bar means the order has been placed and is partially complete.
        d.   A white and gray status bar with a red outline is partially complete, but the next action is overdue.
        e.   A green status bar indicates a complete order.

STEP 20:   The Physician Notifications column includes documents or orders that need cosignature or laboratory or imaging results that are ready for review.

NOTE: This column does not display for nursing staff.

STEP 21:   The Status column and LOS column give information about the patient's status in the department and how long the patient has been in the facility since registration.

NOTE: If a key icon displays, the patient's registration is not complete.

STEP 22:   The final column shows the status of the provider's documentation on the patient.

        a.   A blank box displays if the note has not been started.
        b.   The document with writing indicates the documentation is in progress.

      c. A document with a pen is used when the note needs cosignature from another provider.

      d. A document with a green check mark indicates the note is complete.

STEP 23: If you would like to activate the options menu for your patient, right-click anywhere on their row.

- A menu displays with various options, allowing you to easily navigate to specific locations in the patient's chart.

NOTE: Click anywhere outside the menu to close it.