Northern Light Health

From the Office of Clinical Informatics

Quick Reference Guide (QRG)
Pre-Arrival Patients in FirstNet

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This Quick Reference Guide (QRG) reviews the workflow for pre-arrival patients in FirstNet.

Common Buttons & Icons

	Add Patient icon
	Attach button

Document an EMS Pre-Arrival

- **From the ED LaunchPoint screen:**

STEP 1: Click the **Add Patient** icon.

STEP 2: Click **Add Prearrival.** The Pre-Arrival Form displays.

NOTE: Yellow fields indicate required documentation.

STEP 3: Document as much information about the patient as possible.

NOTE: Use the Provider/Referral Info section to detail the patient's condition.

STEP 4: Click **OK.**

Document a Telephone Pre-Arrival

- **From the ED LaunchPoint Screen:**

STEP 1: Click the **Add Patient** icon. The Pre-Arrival Form displays.

STEP 2: Click the **Pre-Arrival Type** drop-down arrow. A menu displays.

STEP 3: Click **Telephone Triage.** A popup window displays confirming the change.

STEP 4: Click **Yes.** The Pre-Arrival Form updates.

STEP 5: Enter the patient's information in the appropriate fields.

NOTE: Use the Provider/Referral Info section to detail the patient's condition.

STEP 6: Click **OK.**

Cancel a Pre-Arrival

- **From the ED LaunchPoint Screen:**

STEP 1: Right-click the Pre-Arrival patient row. A menu displays.

STEP 2: Click **Cancel Prearrival**. A popup window displays.

STEP 3: Click **Yes** to confirm canceling.

Attach a Pre-Arrival Profile

- **From the ED LaunchPoint Screen:**

STEP 1: Right-click the patient row. A menu displays.

STEP 2: Click **Attach Prearrival**. The Select Pre-Arrival to attach window displays.

NOTE: If you have not assigned your relationship to the patient, a popup displays for you to document this information.

STEP 3: Click the appropriate pre-arrival profile from the **Available Pre-Arrivals** pane. The patient information displays in the window.

STEP 4: Confirm it is the correct profile; then, click **Attach**. The pre-arrival now displays in the Attached Pre-Arrival pane.

STEP 5: Click **Close**.

View Pre-Arrival Information in Cerner

- **From the ED LaunchPoint Screen:**

STEP 1: Click the Patient Name hyperlink in the patient row. The patient's Documents component displays in Cerner.

STEP 2: Click the **ED Pre-Arrival Note**. The note displays in a popup on the page.

STEP 3: Review the information as needed; then, click the **X Close** button.

STEP 4: Click the **X Close** button in the patient tab to return to ED LaunchPoint.

Modify Pre-Arrival Documentation

- **From the ED LaunchPoint Screen:**

STEP 1: Right-click the patient row. A menu displays.

STEP 2: Click **Modify Prearrival**. The Pre-Arrival Form displays.

STEP 3: Make changes as needed to the form; then, click **OK** to save.

Detach a Pre-Arrival Profile

- **From the ED LaunchPoint Screen:**

STEP 1: Right-click the patient row. A menu displays.

STEP 2: Click Detach Prearrival.

NOTE: Once a profile is detached, it will once again display as a Pre-Arrival patient in the list.