Northern Light Health

From the Office of Clinical Informatics

# Quick Reference Guide (QRG)
# Admit and Transfer Patients for ED RNs

January 5, 2021

## This Quick Reference Guide (QRG) Reviews Admitting and Transferring Patients for ED RNs.

## Common Buttons & Icons

| | |
|---|---|
| | **Bed** icon |
| | **Sign** icon |
| | **Home** icon |
| | **Discharge Planning Down Arrow** icon |
| | **Back** icon |

## Review Handoff Information

➢ From the ED LaunchPoint screen:

STEP 1: Hover over the **Bed** icon to view the Inpatient Bed Request.

STEP 2: Click the patient's name. The patient's chart opens.

STEP 3: Click the **Handoff** tab. The Handoff page displays.

NOTE: **You and the receive nurse will review handoff information simultaneously to ensure that pertinent patient information is communicated correctly.**

## Complete iView Documentation

➢ From the Handoff tab:

STEP 1: Click the component you want to document on in the Table of Contents.

STEP 2: Click the component's header. The Interactive View and I&O screen displays.

STEP 3: Document information.

- To activate a section for documentation, double-click the cell to the right of the section name. The first cell for that section opens for documentation.
- You can advance to the next cell by pressing the Tab key.

STEP 4: Complete steps 6 and 7, if applicable; then click the **Sign** icon.

## Document IV Stop Times

➢ From the Interactive View and I&O screen:

STEP 1: Click the **Home** icon.

STEP 2: Click the **ED Nursing Workflow** tab.

STEP 3: Click **IV Stop Times** in the Table of Contents.

STEP 4: Click **Document**. The IV Stop Times window displays.

STEP 5: Select the appropriate check box(es).

STEP 6: Click **Document**. The Infusion Billing window for the first or only medication displays.

STEP 7: Enter the medication stop date and time; then click **Sign**.

STEP 8: Complete step 7, if applicable.

## Complete Disposition Documentation

- **From the ED View screen:**

STEP 1: Click the **ED Nursing Workflow** tab.

STEP 2: Click **Discharge Planning** in the Table of Contents.

STEP 3: Click the **Discharge Planning Down Arrow** icon; then click **Disposition Documentation Form**. The Disposition Documentation Form displays.

STEP 4: Complete as much patient disposition information as possible; then click **Admit.** The Admission window displays.

STEP 5: Document information; then click the **Back** icon.

STEP 6: Click the **Sign** icon.

## Complete Admission

- **From the ED LaunchPoint screen:**

STEP 1: Click the patient's room number. The Select a location window displays.

STEP 2: Click **ED Checkout**; then click **OK.** The Set Disposition window opens.

STEP 3: Click the **Disposition** drop-down arrow; then click **Admitted as Inpatient**.

STEP 4: Click **OK.**

## Transfer a Patient

### Complete iView Documentation

- **From the ED LaunchPoint screen:**

STEP 1: Click the patient's name. The patient's chart opens.

STEP 2: Click the **Handoff** tab. The Handoff page displays.

STEP 3: Click the component you want to document on in the Table of Contents.

STEP 4: Click the component's header. The Interactive View and I&O screen displays.

STEP 5: Document information.

- To activate a section for documentation, double-click the cell to the right of the section name. The first cell for that section opens for documentation.
- You can advance to the next cell by pressing the Tab key.

STEP 6: Complete steps 6 and 7, if applicable; then click the **Sign** icon.

## Document IV Stop Times

➢ **From the Interactive View and I&O screen:**

STEP 1: Click the **Home** icon.

STEP 2: Click the **ED Nursing Workflow** tab.

STEP 3: Click **IV Stop Times** in the Table of Contents.

STEP 4: Click **Document**. The IV Stop Times window displays.

STEP 5: Select the appropriate check box(es).

STEP 6: Click **Document**. The Infusion Billing window for the first or only medication displays.

STEP 7: Enter the medication stop date and time; then click **Sign**.

STEP 8: Complete step 7, if applicable.

## Complete Disposition Documentation

➢ **From the ED View screen:**

STEP 1: Click the **ED Nursing Workflow** tab.

STEP 2: Click **Discharge Planning** in the Table of Contents. The Override Discharge Requirements window displays.

STEP 3: Click the **Patient Education** drop-down arrow; then click **Transfer**.

STEP 4: Click the **Follow Up** drop-down arrow; then click **Transfer**.

STEP 5: Click **Submit**. The NLH Discharge Visit window displays.

STEP 6: Document information; then click **OK**.

**NOTE: Required fields display with red asterisks.**

STEP 7: Click the Chart **X Close** button to close the patient’s chart.

## Document on a Discharged Patient

➢ **From the ED LaunchPoint screen:**

STEP 1: Click the **ED LOS** tab.

**NOTE:** **You can display additional patients by selecting a specific time frame of 24, 48, or 72 hours, or by specifying a custom time frame.**

STEP 2: Click the patient's name. The patient's chart opens.

STEP 3: Complete iView documentation and/or document IV stop times.

STEP 4: Click the **Sign** icon.