Northern Light Health

From the Office of Clinical Informatics
Quick Reference Guide (QRG)
FirstNet Enhanced Tracking Board
Ambulatory Front Office Staff
September 18, 2019

This Quick Reference Guide (QRG) describes the workflow for Ambulatory Front Office staff to use the Enhanced Tracking Board in FirstNet.

Common Buttons & Icons

PM Conversation	Links to Patient Portal, Modify Encounter, and Discharge Encounter

Set Patient Location

➢ **From the Enhanced Tracking Board:**

STEP 1: Click the **WIC LOS** tab from the top menu.

STEP 2: Use the **Filter** drop-down to select the appropriate search filter.

STEP 3: Right-click the patient needed.

STEP 4: Click **Set Location** .

STEP 5: Set **Date** and **Time** as needed, they default to current date and time.

STEP 6: Click the location you are moving the patient to review the **Bed Status** ; it must say **Ready**.

STEP 7: Click **OK** to confirm the location change.

Patient Privacy Settings

➢ **From the Enhanced Tracking Board:**

To set privacy setting:

STEP 1: Right click the patient's name.

STEP 2: Click **Set Privacy** from the right click menu.

To remove privacy setting:

STEP 1: Right click the patient's name

STEP 2: Click **Remove Privacy** from the right click menu.

Patient Discharge

➢ **From the Enhanced Tracking Board:**

STEP 1: Click the **PM Conversation** drop-down arrow.

STEP 2: Click **Discharge Encounter** .

STEP 3: Review that you have the correct patient name, MRN, and FIN.

STEP 4: Enter the **Discharge Date** using the up and down arrows or the larger down arrow icon for the Calendar, or directly typing in the date. Using t will auto-populate the current date.

STEP 5: Enter the **Discharge Time** using the up and down arrow icons or directly type in the time. Using n will auto-populate the current time.

STEP 6: Enter the **Discharge Disposition** for where the patient is going after discharge. Use the drop-down arrow to open the list of options.

STEP 7: Scroll up and down to find the appropriate discharge disposition.

STEP 8: Click the appropriate discharge disposition.

STEP 9: Review the entered information.

STEP 10: Click **OK** to confirm the information.

STEP 11: Click Yes or No to open the patient's chart if needed.

STEP 12: Confirm the discharge is listed by using the **Discharge Filter** drop-down arrow and clicking the appropriate timeframe.