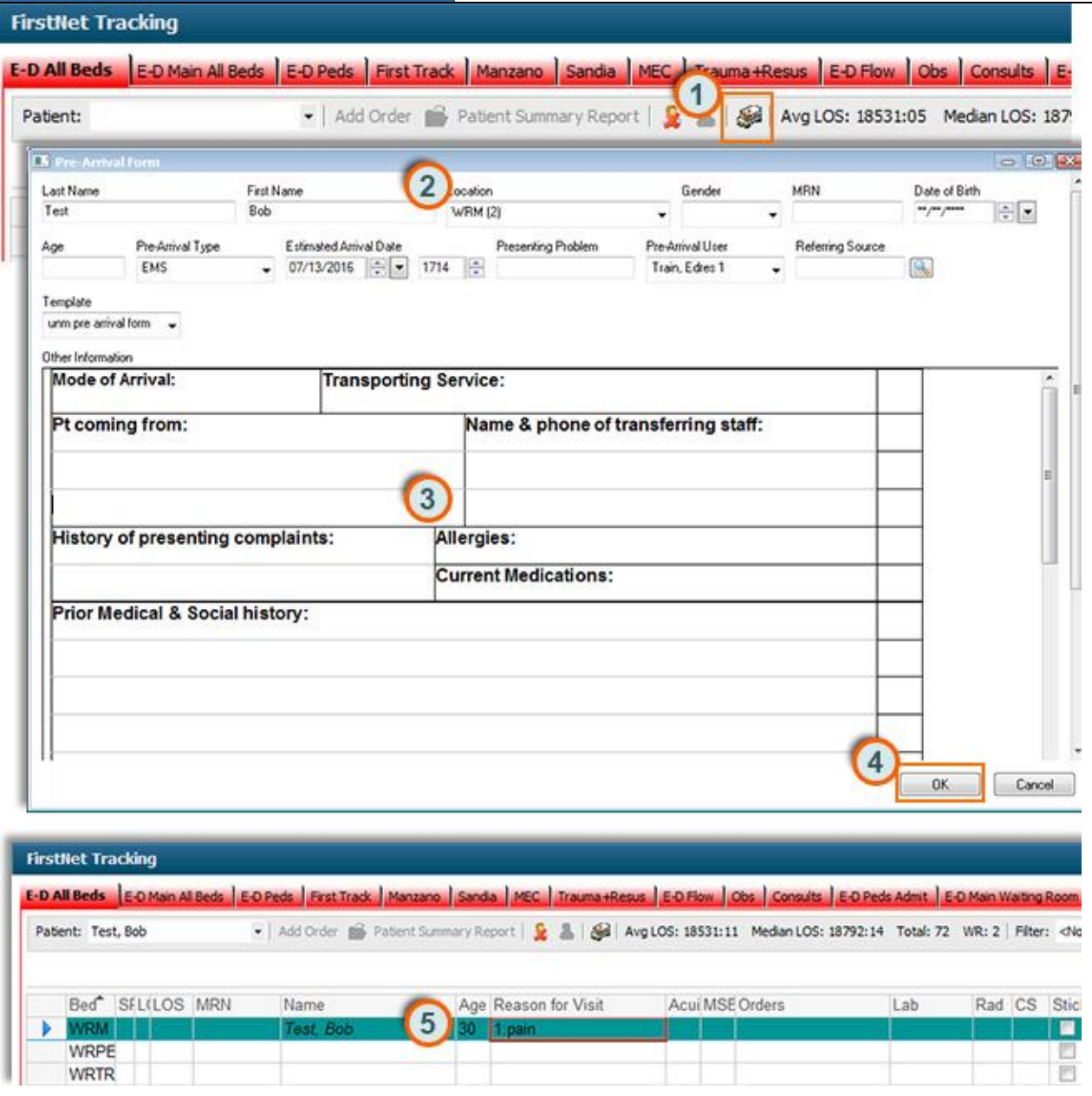


Completing a Pre-Arrival

1. Click **Pre-Arrival**.
2. Complete the demographic information and select “WRM” (for adults) or “WRPED” (for pediatrics) in the location field at the top of the form.
3. Complete the entire template with information about the ED transfer. The template is in free text format.
4. Once the form is complete, click **OK**.
5. Verify the Pre-Arrival displays on the tracking board.

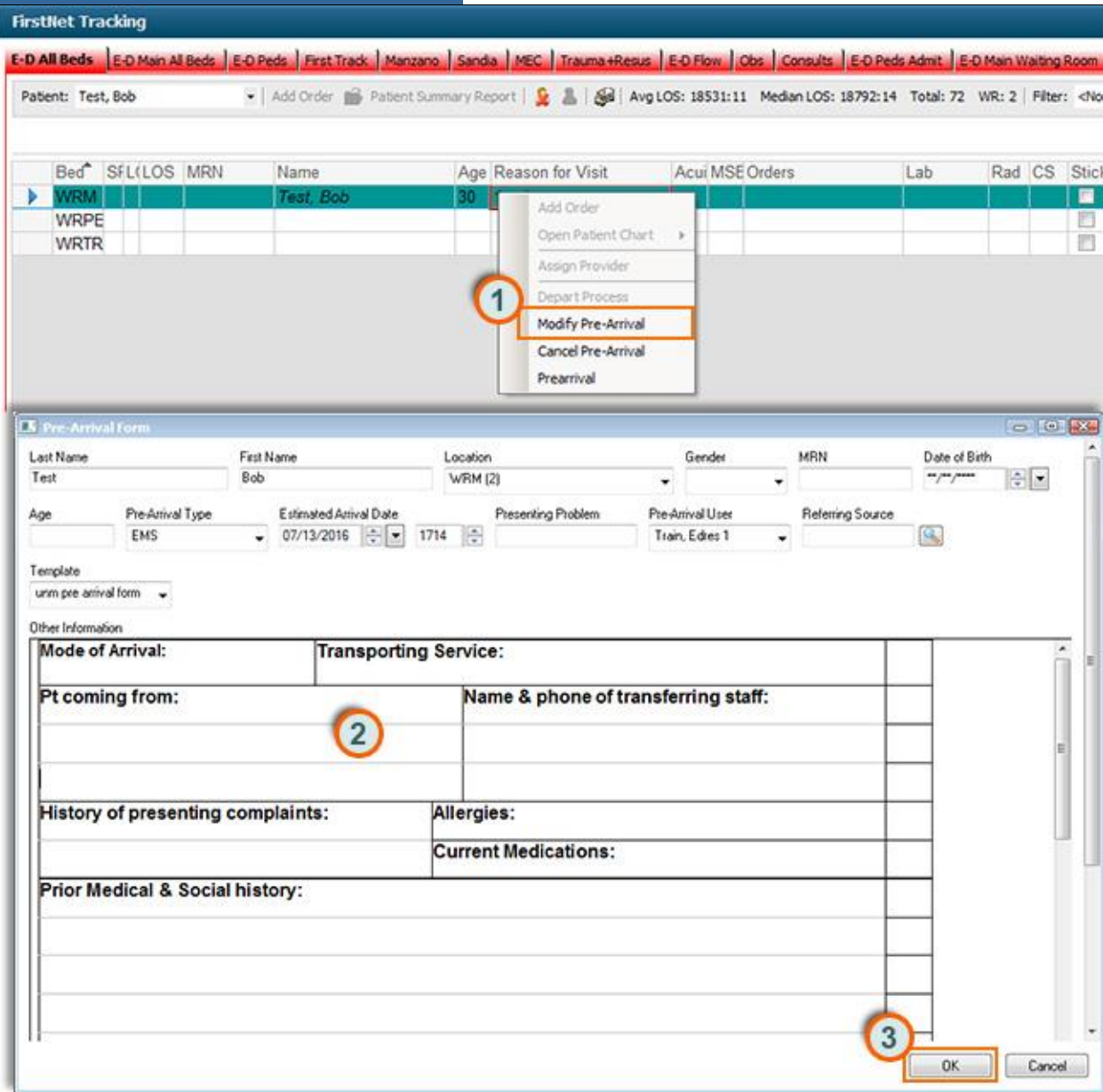
NOTE: Changing the location of a pre-arrival is the same process as moving a patient on the tracking board. Double click on the room and select the appropriate room to move the patient into.



The screenshot shows the 'FirstNet Tracking' interface. At the top, there are navigation tabs: E-D All Beds, E-D Main All Beds, E-D Peds, First Track, Manzano, Sandia, MEC, Trauma+Resus, E-D Flow, Obs, Consults, and E-D Peds Admit. The patient information bar shows 'Patient: Test, Bob' and 'Avg LOS: 18531:11 Median LOS: 18792:14 Total: 72 WR: 2 Filter: <No>'. Below this is a table with columns: Bed, SFL, LOS, MRN, Name, Age, Reason for Visit, Acui MSE Orders, Lab, Rad, CS, and Stic. The row for 'Test, Bob' is highlighted in green, with 'WRM' in the 'Bed' column and '1,pain' in the 'Reason for Visit' column. A callout '5' points to this row. Above the table is a 'Pre-Arrival Form' window. It contains fields for Last Name (Test), First Name (Bob), Location (WRM [2]), Gender, MRN, Date of Birth, Age, Pre-Arrival Type (EMS), Estimated Arrival Date (07/13/2016), Presenting Problem (1714), Pre-Arrival User (Train, Edres 1), and Referring Source. Below these are sections for 'Other Information' including 'Mode of Arrival', 'Transporting Service', 'Pt coming from', 'Name & phone of transferring staff', 'History of presenting complaints', 'Allergies', 'Current Medications', and 'Prior Medical & Social history'. A callout '3' points to the 'Pt coming from' field. At the bottom right of the form are 'OK' and 'Cancel' buttons, with a callout '4' pointing to the 'OK' button. A callout '1' points to the 'Pre-Arrival' button in the top navigation bar. A callout '2' points to the 'Location' dropdown menu.

Modifying a Pre-Arrival

1. Right click on the **Pre-Arrival** and click **Modify Pre-Arrival**.
2. This brings up the Pre-Arrival Form and allows the provider to modify the form.
3. Once the form is complete, click **OK**.



FirstNet Tracking

E-D All Beds | E-D Main All Beds | E-D Peds | First Track | Manzano | Sandia | MEC | Trauma+Resus | E-D Flow | Obs | Consults | E-D Peds Admit | E-D Main Waiting Room

Patient: Test, Bob | Add Order | Patient Summary Report | Avg LOS: 18531:11 | Median LOS: 18792:14 | Total: 72 | WR: 2 | Filter: <Nor

Bed	SFL(LOS)	MRN	Name	Age	Reason for Visit	Acui MSE Orders	Lab	Rad	CS	Stick
WRM			Test, Bob	30						
WRPE										
WRTR										

Pre-Arrival Form

Last Name: Test | First Name: Bob | Location: WRM (2) | Gender: | MRN: | Date of Birth: **/**/****

Age: | Pre-Arrival Type: EMS | Estimated Arrival Date: 07/13/2016 | Presenting Problem: | Pre-Arrival User: Train, Edies 1 | Referring Source: |

Template: unrm pre arrival form

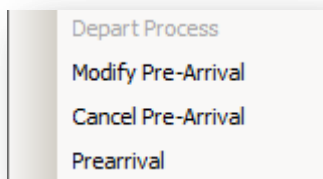
Other Information

Mode of Arrival:	Transporting Service:
Pt coming from:	Name & phone of transferring staff:
History of presenting complaints:	Allergies:
	Current Medications:
Prior Medical & Social history:	

OK | Cancel

Canceling a Pre-Arrival

1. Right click on the patient's name and click **Cancel Pre-Arrival**.



Depart Process
 Modify Pre-Arrival
Cancel Pre-Arrival
 Prearrival

Attaching a Pre-Arrival

1. When the patient arrives and they are registered, right click on their real name and click **Attach Pre-Arrival**.
2. This will open the pre-arrival attachment window. Select the pre-arrival that you want to attach.
3. Click **Attach**. The pre-arrival will move to the Attached Pre-arrivals window.
4. Click **Close**.

FirstNet Tracking

E-D All Beds | E-D Main All Beds | E-D Peds | First Track | Manzano | Sandia | MEC | Trauma+Resus | E-D Flow | Obs | Consults | E-D Peds Admit

Patient: TEST, BRAVO | Add Order | Patient Summary Report | Avg LOS: 18562:37 | Median LOS: 18812:29 | Total

Bed	SFL	LOS	MRN	Name	Age	Reason for Visit	Acui	MSE	Orders	Lab
EX30	R		1881387100193	TEST, BRAVO	116	General medical			2 MS	
EX30	R		1881387100194	TEST, CHA		al medical			1 MS	
EX30	R		1881387100195	TEST, DEL		al medical, 2:Abc	C		2 MS	
EX30	R		1881387100196	TEST, ECH		al medical, 2:Abc				
EX30	R		1881387100197	TEST, FOX		al medical	B		2 MS	
EX30	R		1881387100198	TEST, GO		al medical				
EX30	R		1881287100199	TEST, HO		al medical	C			

Select Pre-Arrival to attach to patient TEST, BRAVO

Attached Pre-Arrivals: [Empty]

Available Pre-Arrivals: [TEST, BRAVO]

Form Fields:

- Last Name: Test, First Name: Bravo, Location: WPRM (3), Gender: [Dropdown], MRN: [Field]
- Date of Birth: [Field], Age: 30, Pre-Arrival Type: EMS, Estimated Arrival Date: 07/14/2016, Presenting Problem: pain
- Pre-Arrival User: Train, Edies 1, Referring Source: [Field]
- Template: [Dropdown]

Other Information:

- Mode of Arrival: [Field], Transporting Service: [Field]
- Pt coming from: [Field], Name & phone of transferring staff: [Field]
- History of presenting complaints: [Field], Allergies: [Field]
- Prior Medical & Social history: [Field], Current Medications: [Field]

Buttons: Attach, Detach, Close

Detaching a Pre-Arrival

1. Right click on the patient's name and click **Detach Pre-Arrival**.
2. Click **Yes**.

FirstNet Tracking

E-D All Beds | E-D Main All Beds | E-D Peds | First Track | Manzano | Sandia | MEC | Trauma+Resus | E-D Flow | Obs | Consults | E-D Peds Admit

Patient: TEST, BRAVO | Add Order | Patient Summary Report | Avg LOS: 18562:40 | Median LOS: 18812:32 | Total:

Bed	SFL	LOS	MRN	Name	Age	Reason for Visit	Acui	MSE	Orders	Lab
EX30	R		1881387100193	TEST, BRAVO	44	General Medical		2	MSE	
EX30	R		1881387100194	TEST, CHARLIE		Medical		1	MSE	
EX30	R		1881387100195	TEST, DELTA		Medical, 2-Abx	C	2	MSE	
EX30	R		1881387100196	TEST, ECHO		Medical, 2-Abx		2	MSE	
EX30	R		1881387100197	TEST, FOXTR		Medical	B	2	MSE	
EX30	R		1881387100198	TEST, GOLF		Medical			MSE	
EX30	R		1881387100199	TEST, HOTEL		Medical	C		MSE	
EX30	R		1881387100200	TEST, INDIA		Medical			MSE	
EX30	R		1881387100201	TEST, JULIET		Medical		1	MSE	
EX30	R		1881287100202	TEST, KILO		Medical			MSE	
EX30	R		1881287100203	TEST, LIMA		Medical			MSE	

Right-click context menu for TEST, BRAVO:

- Add Order
- Open Patient Chart
- Assign Provider
- Depart Process
- Modify Pre-Arrival
- Detach Pre-Arrival**
- Prearrival

Detach Pre-Arrival dialog box:

? The Pre-Arrival Clinical Note should be marked "In-Error" when a pre-arrival is detached from a patient encounter. Would you like to "In-Error" the clinical note now?

Buttons: **Yes** (highlighted), No