

ED ADMIN

Key Workflows to practice in the lead up to Go Live

This document is a list of workflows and common functionality that ED admin staff should practice in the final weeks to Go Live.



Go to [Metro South Digital](#) and access the following to assist in completing your workplace practice activities.

- Quick Reference Guides (QRG's),
- Digital Business Rules and,
- Educational Resources including, Videos, fact sheets and device lab details.

I have practiced...

- Completing the registration process including the ED Arrival conversation, adding administrative alerts, and assigning myself to a patient.
- How to delete an incorrectly created encounter and am aware of the escalation pathway and the follow up actions required with HIMS
- Checking patient NOK and emergency contact details
- Book fracture clinic appointment using ESM
- The admission process for a patient who is in an acute area and being admitted to an ED inpatient area such as Short Stay Unit.
- The admission process for a patient who is in an acute area and being transferred to the wards.
- The admission process for a patient who is in an ED inpatient area such as Short Stay Unit and being transferred to the ward.
- The discharge process for a patient who is going home.
- Printing the medical record request and medical transfer report.
- Where to print patient armbands and patient labels and am aware of when the device lab opens to practice using the printers