

TIP SHEET HOSPITAL INFORMATION SYSTEM (HIS)

+ Add

ORDERING A NON-URGENT PATIENT TRANSPORT (NUPT) - WARD CLERK/NURSE

- 1. Select the Orders tab on the left menu bar.
- 2. Search for 'NUPT' and press enter. Select the appropriate order that aligns the correct method of payment. Only select "Bill to Patient" when you know that the patient or family will be paying as this will create a charge to the patient.

Orders

Search:	nupt	Advanced Options	√ Туре:
1	NUPT NH - BILL TO PA	arch withir	
	BOB Magnesium Sulf	<u> </u>	
	"Enter" to Search		

3. Enter the providers name and the communication type of 'Per Policy".

E Ordering Physician X
*Physician name
<u>ا</u>
*Order Date/Time
07/Nov/2024 🗘 🗸 0849 🖨 EST
*Communication type
Phone with Read Back (Cosign) Verbal with Read Back (Cosign) Initiate Plan Electronic
Per Policy
Medical Directive
OK Cancel





niagarahealth





4. Complete all mandatory yellow fields within the PowerForm, click save if you will need to go back and edit this then the green check when this is complete.

Non Urgent Pat	tient Transportation -	BUELLER, FERRIS							
🖌 🖬 🔕 🖄 🕷	🥦 🛧 🔸 📖 🖾	<u>B</u>				🗌 Sho	w Sign Confirmation		
*Performed on: 0	1/Nov/2024 - ~	09:05 📮 EDT				By:	NHS Test02, Nurse		
Non Urgent Patier	Non Urgent Patient Transportation 🏻 👘 🅯								
	Latex Allergy? O Yes O No O N/A	Weight 80 kg 	Appt Type One way Return and wait Discharge Transport and call	Appointment Time **/***/**** Pick Up Time **/***/*** **		Staff Placing Order Ordering Physician			
	Appointment De	stination	Appointment Locatio	n	Contact				
	Pay Type Sel pay Family pay Ura pay ODSP Mach of Dimes Guistantor		Payment/Consent Obtained O Payment/Consent Obtained		Accompanied By				
	Resource Stretcher Wheelchair 02		Oxygen	U/min	Stairs Complete indepen Modified indepen Supervision or se Moderate assista Maximal assistant	ndence Does not occur bes not occur ssistance ce	5		
	Bariatric Patient	t? Ba	riatric Stretcher Require	d? Patient Am	bulatory?	People Assisting	>		
							In Progress		

5. Once form is complete and signed, you will be brought to the order window. Complete scheduling location as appropriate. Click Sign once done.



Once ordered, this will go to switchboard and they will schedule the NUPT. This will be able to be see in the Appointments tab.
 Appointments





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