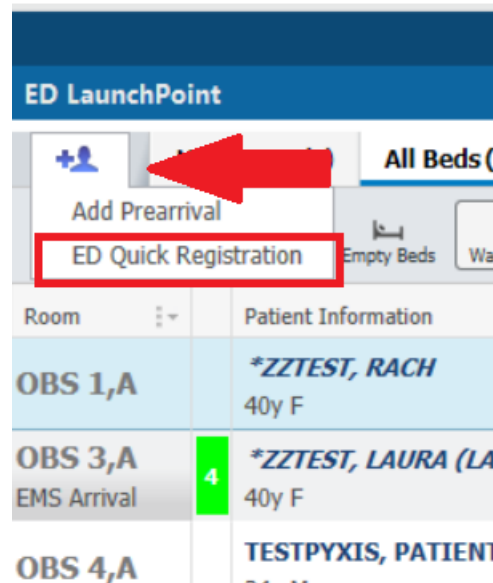# ED QUICK REGISTRATION
## HOSPITAL INFORMATION SYSTEM (HIS)

ED NURSES AND CLERKS

Quick Reg is the first step to get a patient registered and into the system. Once a patient is quick registered, a 'chart' is created/accessible to place orders.

How to Quick Reg?

1. Once you are in LaunchPoint, you will hover over the blue person silhouette with a plus sign in the top left-hand corner.

2. You will then select 'ED Quick Registration.

3. The Quick Reg 'Person Search' window will open. You will enter the persons information into these search boxes and hit 'search'. If they have their health card, you would swipe that and their information will populate from the system.

4. If the patient is not displayed in the 'Person Search' results, click on 'Add Person' to create a new MRN.
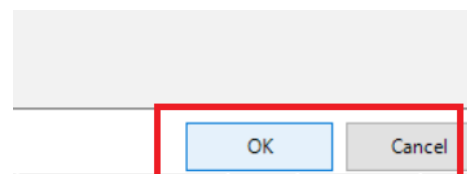
If the patient is displayed, select the patient and click on 'Add Encounter' to attach the new encounter to the patient's existing MRN.
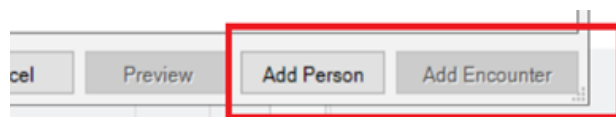
5. Once you click on either 'Add Person' or 'Add Encounter', you will be brought to the ED Quick Registration window.

You will fill in all the required fields which are indicated with a red asterisk and are highlighted yellow. Once completed click on 'Ok'.

PENDING ARRIVAL

Pending arrival is a function utilized to get a patient on the board prior to them arriving to the ED. This will be utilized for strokes when we get additional information via the red phone.

How to do a Pending Arrival?

1.You will complete steps 1-5 from the quick reg instructions.

2.Beside the drop down for transfer form an external facility is a drop down with the label 'Pending Arrival'. By clicking in this drop down and selecting yes, you are starting the pending arrival.

3.Once you select Yes in this dropdown box, you will get 2 conditional logic questions that will be mandatory. You will enter the estimated date and time of the arrival of the patient. Once complete, select 'Ok'.

4.Once the patient is quick registered as a 'Pending Arrival' the status column will indicate 'Pending arrival'.

Arriving the Pending Arrival

In order to indicate that the patient has arrived at the hospital, you will need to 'arrive' the patient.

- o Right click on the patient's row to open the context menu.
- o Click on 'Arrive Patient'
- o You will enter T and N for 'today' and 'Now' and click okay.

Patient's status on LaunchPoint will turn from Pending arrival to 'Triage Needed'.

MODIFYING AN AMBULANCE RUN NUMBER

After you have completed the Quick Reg, you are able to modify the original run number you entered.

1.Click on the blue person silhouette with the plus sign beside it. You will select 'ED Quick Reg'.

2.You will search for your patient's name in the search fields. Enter their first and last name. Select the proper encounter from the bottom list and hit 'OK'.
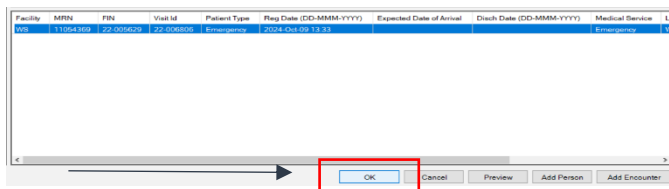
3.Once you have hit OK, the Quick Reg window will open. From here, you can change the run number you entered and put in the new one. Once you are finished you will click on 'OK'.