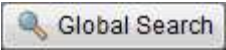








This Quick Reference Guide (QRG) reviews how to complete Transport Services Tasks in Capacity Management.

Common Buttons & Icons

	Global Search button
	Menu icon
	Ellipses icon
	Expand icon
	List Properties icon
	Dispatch icon
	Discharge icon

Request an Expired Patient Transport

➤ From the Equipment List gadget:

STEP 1: Click **Global Search** . A Global Search Equipment Parameters window displays.

STEP 2: Click the **Classification Type** drop-down arrow; then click **EMMC Non-Patient Transport** .

STEP 3: Click **Search** .

STEP 4: Hover over the appropriate Expired Patient row.

STEP 5: Click the **Menu** icon.

STEP 6: Click **Transport** .

STEP 7: Click **Request Adhoc Transport** . A Create AdHoc Equipment Transport Request window displays.

STEP 8: Click the From **Ellipses** icon. A Location Selection window displays.

STEP 9: Use the **Expand** icons to drill down to, and select, the expired patient's bed.

NOTE: You can also select a location from the **Recent Searches** tab or use the **Location** field to search for a location.

STEP 10: Click OK.

STEP 11: Click the To **Ellipses** icon. A Location Selection window displays.

STEP 12: Use the **Expand** icons to drill down to the expired patient's destination.

NOTE: You can also select a location from the **Recent Searches** tab or use the **Location** field to search for a location.

STEP 13: Click OK.

NOTE: Notify the bed manager or nursing manager to change the request priority, if the expired patient's transport request is urgent. Do not do so in this window.

STEP 14: Use the **Up** and **Down Arrows** to request additional transporters, if needed.

STEP 15: Enter any pertinent details for transporters in the **Transport Details** field, if needed.

STEP 16: Select the appropriate **Transport Details** checkboxes, if needed.

STEP 17: Click **OK**.

NOTE You can view the transport request on the **Transport List** gadget.

Request a Visitor Transport

➤ From the Equipment List gadget:

STEP 1: Click **Global Search** . A Global Search Equipment Parameters window displays.

STEP 2: Click the **Classification Type** drop-down arrow; then click **EMMC Non-Patient Transport** .

STEP 3: Click **Search**.

STEP 4: Hover over the appropriate Visitor row.

STEP 5: Click the **Menu** icon.

STEP 6: Click **Transport** .

STEP 7: Click **Request Adhoc Transport** . A Create AdHoc Equipment Transport Request window displays.

STEP 8: Click the From **Ellipses** icon. A Location Selection window displays.

STEP 9: Use the **Expand** icons to drill down to, and select, the expired patient's bed.

NOTE: You can also select a location from the **Recent Searches** tab or use the **Location** field to search for a location.

STEP 10: Click **OK**.

STEP 11: Click the To Ellipses icon. A Location Selection window displays.

STEP 12: Use the **Expand** icons to drill down to the expired patient's destination.

NOTE: You can also select a location from the **Recent Searches** tab or use the **Location** field to search for a location.

STEP 13: Click **OK**.

NOTE: Notify the bed manager or nursing manager to change the request priority, if the visitor's transport request is urgent. Do not do so in this window.

STEP 14: Use the **Up** and **Down Arrows** to request additional transporters, if needed.

STEP 15: Enter any pertinent details for transporters in the **Transport Details** field, if needed.

STEP 16: Select the appropriate **Transport Details** checkboxes, if needed.

STEP 17: Click OK.

NOTE: You can view the transport request on the Transport List gadget.

Customize Transport List Columns

➤ From the Transport List gadget:

STEP 1: Click the **List Properties** icon.

STEP 2: Click **Configure List Columns** . A Configure List Columns window displays.

STEP 3: Select column name check boxes to add or clear columns from your view.

NOTE: A selected box indicates the column will display, and a cleared box means the column will not display.

STEP 4: Click **Close**. Your gadget view updates according to your selections.

View a Patient's Encounter Milestones

➤ From the Transport List gadget:

STEP 1: Double-click the appropriate patient's **Encounter Milestones** cell. An Encounter Milestone History window displays.

NOTE: Click the **Milestone History Tab** to view the patient's history of transport requests, or click the **Location History tab** to see where the patient has been within the facility.

STEP 2: Click **OK**. You return to the Transport List gadget.