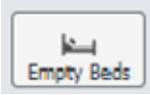


**This Quick Reference Guide (QRG) describes how to use LaunchPoint at Walk-In Care.**

### Common Buttons & Icons

	Filter: Empty Beds
	Filter: Waiting Room
	Critical results for lab and/or vitals
	Filter: Patient with no disposition
	Filter: Patients the user has established a relationship with
	Filter: Patient has no assigned provider
	Orders column icons: Medication, labs, vitals
	Physician Notification icon

### Setting Provider LaunchPoint Location

➤ From the LaunchPoint Walk-In Care screen:

- STEP 1:** Click the **Options** dropdown arrow.
- STEP 2:** Click **Change Location**.
- STEP 3:** Click the **Nursing Unit** dropdown arrow.
- STEP 4:** Click the appropriate unit.
- STEP 5:** Click **OK**.

### Provider Check-In

➤ From the LaunchPoint Walk-In Care screen:

- STEP 1:** Click the **Options** dropdown arrow.
- STEP 2:** Click **Check In**.
- STEP 3:** Click the **Provider Role** dropdown arrow.

- STEP 4:** Click the appropriate provider role.
- Click the **Default Relation** dropdown arrow.
  - Click the appropriate default relation.
  - Select the **Associated Provider Color** check box.
  - Click the associated provider color preferred.
  - Click **OK**.
  - Select the **Available Provider** and **Available Reviewer** check boxes.
  - Review the information is correct.
  - Click **OK**.

### **Searching for a Patient**

- **From the LaunchPoint Walk-In Care screen:**

**STEP 1:** Click the **Search** field in the upper right corner.

**STEP 2:** Type the last name of the patient.

**STEP 3:** Press **Enter**.

### **My Patient Filter**

- **From the LaunchPoint Walk-In Care screen:**

**STEP 1:** Click the **My Patients** icon.

**NOTE:** Only patients assigned to the specific user will display.

### **Unassigned Filter**

- **From the LaunchPoint Walk-In Care screen:**

**STEP 1:** Click the **Unassigned** filter icon.

**NOTE:** Patients display that are waiting for assignment, no primary provider or RN/MA has been assigned.

### **Empty Beds Filter**

- **From the LaunchPoint Walk-In Care screen:**

**STEP 1:** Click the **Empty Beds** filter.

**NOTE:** Only empty beds will display with their current assigned status.

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## Updating Patient Room Status

➤ From the LaunchPoint Walk-In Care screen with the Empty Bed filter applied:

**STEP 1:** Click the patient information column next to the appropriate room.

**STEP 2:** Click the appropriate disposition.

**STEP 3:** Click outside the menu to close.

## Critical Filter

➤ From the LaunchPoint Walk-In Care screen:

**STEP 1:** Click the **Critical** icon filter.

**NOTE:** Patients display with critical labs or vitals.

## No Dispo Filter

➤ From the LaunchPoint Walk-In Care screen:

**STEP 1:** Click the **No Dispo** filter icon.

**NOTE:** Patients display that have no disposition and are not assigned yet.

## Setting a Patient Location

➤ From the LaunchPoint Walk-In Care screen:

**STEP 1:** Click the **Room** field next to the appropriate patient's name.

**STEP 2:** Click the destination location from the list.

**NOTE:** The number 1 means the room is occupied, 0 means it is empty.

**STEP 3:** Click OK.

## Assign a Provider

➤ From the LaunchPoint Walk-In Care screen:

**STEP 1:** Click the **Phys Nurse MA** cell.

**STEP 2:** Review that the correct patient is selected.

**STEP 3:** Click **Assign** based on the Provider Role.

**STEP 4:** Use the **Assign/Unassign Others** link to set up patients to others.

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## Creating Orders

➤ From the LaunchPoint Walk-In Care screen:

**STEP 1:** Click the appropriate orders icon on the correct patient row.

**STEP 2:** Review that the correct patient and encounter is selected.

**STEP 3:** Select the appropriate order check box.

**NOTE** More than one order can be selected at a time. Select all that are appropriate.

**STEP 4:** Click **Sign**.

**STEP 5:** Click the **Orders for Signature** tray.

**STEP 6:** Review the orders for accuracy.

**STEP 7:** Click **Sign**.

## Physician Notifications

➤ From the LaunchPoint Walk-In Care screen:

**STEP 1:** Click the cross field between the needed patient and the Physician Notification column.

**NOTE:** A number in the field indicates that something needs to be addressed. The patient's name, even with a privacy setting, will display in the Physician Notification window.

**STEP 2:** Click **Review** to review the patient's labs.

## Right-Click Menu

➤ From the LaunchPoint Walk-In Care Screen:

**STEP 1:** Right-click the patient's name.

**STEP 2:** Click the appropriate item needed.

**NOTE:** Items that can be accessed are WIC View, Diagnosis and Problems, Orders, Documentation, Request Event, Set Events, Assign/Unassign Others, Patient Summary Report, and Set Privacy.