From the Office of Health Informatics

Quick Reference Guide (QRG)
Introduction to FirstNet

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This Quick Reference Guide (QRG) provides an introduction to FirstNet.

Introduction to FirstNet

Whether managing patients or just monitoring their status, FirstNet has the tools to perform tasks quickly and easily. Review the steps below to learn how to navigate FirstNet and use the application.

Navigate ED LaunchPoint

The ED LaunchPoint screen displays patient and department information. Above the patient list are tabs for additional lists as well as filters and department metrics that can be used to determine the patients that will display on LaunchPoint.

From the FirstNet ED LaunchPoint screen:

STEP 1: To activate the Option Menu, hover the cursor over the Menu icon. 

- A dropdown list of options is displayed.

NOTE: When first logging into the application, the appropriate location of care needs to be set. Once selected, the list will default to this location every session.

STEP 2: To set the location, click **Change Location**.

- The **Select Location** window displays.

STEP 3: Click the **Nursing Unit** dropdown arrow; then choose the appropriate location.

STEP 4: Click **OK**.

- The patient lists update to display the selected location.

STEP 5: To check in as an available provider, hover the cursor over the Menu icon.

STEP 6: Click **Check In**.

- The Provider Check-in window displays.

NOTE: The Provider field automatically populates with information based on the network login.

NOTE: In the Display Name field, it is best practice to enter initials.

STEP 7: Click the **Provider Role** dropdown arrow; then make the appropriate selection.

STEP 8: Click the **Default Relation** dropdown menu; then choose the appropriate relation to assigned patients.

STEP 9: Clear the Associated Provider Color checkbox.

STEP 10: Choose the desired selection (color); then click **OK**.

- Return to the Provider Check-in window.

NOTE: **The Available Provider check box is selected.**

STEP 11: To check in as a reviewer, select the **Available Reviewer** checkbox.

STEP 12: Confirm the information is complete and accurate; then click **OK**.

NOTE: **Return to the ED LaunchPoint screen to view and set up patient lists.**

My Patients Tab

STEP 1: To view and set up patient lists, click the **My Patients** tab.

- This list displays all the patients that are currently assigned as the provider currently logged in.

EMMC All Beds Tab

STEP 1: Click the **EMMC All Beds** tab.

- This list displays all beds at the facility.
- At the top of the list is a search option. To find a patient, click the **Search** field.
- Enter the patient's last name and first name in the field. While typing, a list of patients that match the search criteria is displayed.
- Click the correct patient.
- The list updates, highlighting the patient's row.
- Click the **Menu** icon. From the menu, discern reports and create summary reports as needed.

STEP 2: Activate a filter option by clicking the icons located above the patient information list.

- To activate a filter, click the respective icon.
- When a filter is active, it will display as highlighted and outlined. To deactivate a filter, click again.
- The **My Patients** filter displays patients assigned that are in the waiting room.
- The **Unassigned** filter displays unassigned patients below assigned patients.
- The **Empty Beds** filter displays all beds in the facility. Click the filter to turn off.

NOTE: **It is best practice to leave the Empty Beds filter off to reduce scrolling in the list.**

- The Critical filter can be used to quickly display patients with critical labs or vitals.
- The **No Dispo** filter shows patients with no disposition currently assigned.

EMMC ED LOS Tab

STEP 1: Click the **EMMC ED LOS** tab.

- This list displays patients on a checkout board, allowing providers to view and complete documentation for patients seen after departure.

Patient List

Use the patient list to view and document patient information.

➢ **From the patient list view in FirstNet ED LaunchPoint screen:**

STEP 1: In the patient list, hover over each column for patient to view details.

STEP 2: The **Throughput Status** indicates the patient's status. To view the status, hover over the column.

STEP 3: The **Room** column displays the patient's current room assignment. Clicking the room number will open a menu to move the patient to a different room if necessary.

NOTE: **If the patient is marked in Isolation, a yellow caution tape will display to the right of the cell.**

NOTE: **If a patient's Room cell displays with the top corner peeling down, this indicates that the patient has more than one alert. To view the alerts, hover over the cell.**

STEP 4: The **Acuity** column labels the patient with a color and a number ranking their acuity from a highest of one to a lowest of five.

STEP 5: The **Patient Information** column shows the patient's name, age, sex, and additional information in the form of icons.

NOTE: **A red Starburst icon, it indicates that the patient has documented allergies. Hover to view the patient's allergies.**

STEP 6: To open the patient's summary to review information without navigating to their chart, click any white space in the Patient Information cell.

NOTE: **The Patient Summary displays and provides a comprehensive view of the patient's triage information, medical history, and other critical data. This information, including the presenting complaint, flows from registration documentation.**

NOTE: **Scroll down to view more patient summary information, including home medications and histories.**

STEP 7: Click **Close** to return to the patient list.

STEP 8: The Clinician/Nurse Column shows the provider currently assigned to the patient.

STEP 9: To assign to the patient, click the cell.

- The **Provider Assignments** window displays.
- Verify it is the correct patient; then, click **Assign**.

- The cell updates to display the color and initials selected at check in.

NOTE: Hover over initials to view provider information.

STEP 10: The **Patient Details** column shows the patient's chief complaint as documented during registration, the updated chief complaint from triage, or diagnosis based on provider's documentation.

NOTE: This column allows clinicians to enter free-text comments.

STEP 11: To add a comment, click the **Comments** icon.

- The comments window displays.
- Use the **Comment** field to enter a comment using free text or select a pre-defined comment by clicking the **Comments** icon dropdown arrow.
- Make the appropriate selection.
- Click **Save**.
- The cell updates to display the comment just added.

STEP 12: The **Vitals** column appears as a Heart icon.

- A solid, red heart indicates the patient's vitals are available and critical.
- A solid, gray heart means vitals are available and not critical.
- A gray heart with a red outline indicates the vitals are available and the next action is critically overdue.

NOTE: To the right of the Vitals column are columns for each vital sign.

NOTE: Collapse these to view other columns by clicking the Collapse arrow in the header.

- With the columns collapsed, view vital information by clicking the heart icon.
- A window displays patient's vitals.
- See trends for patient's vitals by clicking the blue hyperlinks, such as BP, HR, and Temp.
- Click the **Close** button to return to the Vitals window.

STEP 13: Click the **Medications** tab to check the status of orders or place new orders for the patient.

- To place a medication order, from the Order Favorites section, select the checkbox for the appropriate medication; then click **Sign**.

STEP 14: Click the **Lab** Orders tab which displays any lab results for the current encounter.

NOTE: Activate the Show Prior Encounters option to view labs from previous visits by selecting the check box.

STEP 15: Click the **EKG** tab to check the status of EKG orders, view EKG, and re-order an EKG as appropriate for the patient.

STEP 16: Click the **Radiology** tab to review the status of radiology orders and place new orders as needed.

STEP 17: Click the **Patient Care** tab to check the status of current orders, place orders from favorites, and access the patient's order profile.

STEP 18: Click **Close** to return to the Patient List.

STEP 19: In the **Patient List,** there are icons for each section with a status bar below the icon.

- If the status bar is white, the order has been placed.
- A white status bar with a red outline has been placed and action on the order is overdue.
- A white and gray status bar means the order has been placed and is partially complete.
- A white and gray status bar with a red outline is partially complete and the next action is overdue.
- A green status bar indicates a complete order.

STEP 20: The **Physician Notifications** column includes documents or orders that need co-signature or laboratory or imaging results that are ready for review.

NOTE: This column does not display for nursing staff.

STEP 21: The **Status** column and **LOS** column give information about the patient's status in the department and how long the patient has been in the facility since registration.

NOTE: If a key icon displays, the patient's registration is not complete.

STEP 22: The final column shows the status of the provider's documentation on the patient.

- A blank box displays if the note has not been started.
- The document with writing indicates the documentation is in progress.
- A document with a pen is used when the note needs co-signature from another provider.
- A document with a green checkmark indicates the note is complete.

STEP 23: To activate the options menu for a patient, right-click anywhere on the row.

- A menu displays with various options, allowing for easy navigation to specific locations in the patient's chart.

NOTE: Click anywhere outside the menu to close.