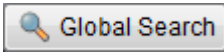








Complete Transport Services Tasks

Common Buttons & Icons

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

Complete Transport Services Tasks

Request an Expired Patient Transport

From the Equipment List gadget:

1. Click **Global Search**. A Global Search Equipment Parameters window displays.
2. Click the **Classification Type** drop-down arrow; then click **EMMC Non-Patient Transport**.
3. Click **Search**.
4. Hover over the appropriate Expired Patient row.
5. Click the **Menu** icon.
6. Click **Transport**.
7. Click **Request Adhoc Transport**. A Create AdHoc Equipment Transport Request window displays.
8. Click the From **Ellipses** icon. A Location Selection window displays.
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.

10. Click **OK**.
11. Click the To **Ellipses** icon. A Location Selection window displays.
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.

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.

14. Use the **Up** and **Down Arrows** to request additional transporters, if needed.
15. Enter any pertinent details for transporters in the **Transport Details** field, if needed.
16. Select the appropriate **Transport Details** checkboxes, if needed.
17. Click **OK**.

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

Request a Visitor Transport

From the Equipment List gadget:

1. Click **Global Search**. A Global Search Equipment Parameters window displays.
2. Click the **Classification Type** drop-down arrow; then click **EMMC Non-Patient Transport**.
3. Click **Search**.
4. Hover over the appropriate Visitor row.
5. Click the **Menu** icon.
6. Click **Transport**.
7. Click **Request Adhoc Transport**. A Create AdHoc Equipment Transport Request window displays.
8. Click the From **Ellipses** icon. A Location Selection window displays.
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.

10. Click **OK**.
11. Click the To **Ellipses** icon. A Location Selection window displays.
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.

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.

14. Use the **Up** and **Down Arrows** to request additional transporters, if needed.
15. Enter any pertinent details for transporters in the **Transport Details** field, if needed.
16. Select the appropriate **Transport Details** checkboxes, if needed.
17. Click **OK**.

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

Customize Transport List Columns

From the Transport List gadget:

1. Click the **List Properties** icon.
2. Click **Configure List Columns**. A Configure List Columns window displays.
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.

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

View a Patient's Encounter Milestones

From the Transport List gadget:

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.

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