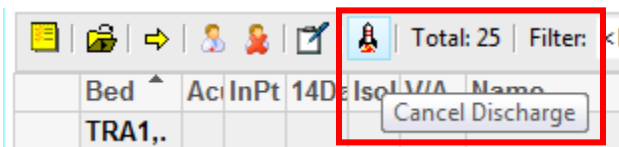


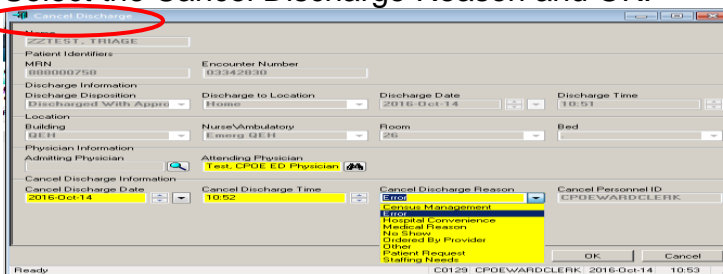
Re-establishing a Departed ED Patient to the FirstNet Tracking Board (Cancel Discharge)

1. If an ED patient has been incorrectly “discharged”:

- 1) With a patient row highlighted on the FirstNet toolbar select Cancel Discharge conversation icon.



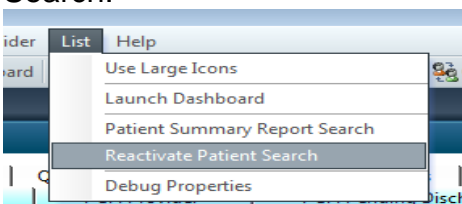
- 2) Search and select patient and encounter that has been incorrectly Discharged from FirstNet.
- 3) Select the Cancel Discharge Reason and OK.



- 4) The patient will appear back in the waiting room on the FirstNet tracking board.

2. If an ED HOLD(Inpatient) patient has been incorrectly “discharged”:

- 1) With a patient row highlighted ,select Cancel Discharge conversation icon from the FirstNet toolbar.
- 2) Search and select patient and encounter that has been incorrectly Discharged from FirstNet.
- 3) Select the Cancel Discharge Reason and OK.
- 4) Then using the list menu on the organizer select Reactivate Patient Search.



- 5) Search for the correct patient and encounter and click OK. The Reactivate Patient window will pop up. Click yes and the LOS will update accordingly and the patient will return to their previous bed.

