



Quick Reference Guide

	Cancel a Sin	gle Trip	
1.	Select 'Patients' from under the 'Facility Administration' section navigation menu.	on in the left hand	Pacility Administration Patients
9 2.	Ensure your global search is set to 'Display name' under the 'Patients' page.		
	Patients Now Search Display name Search		
3.	Search for and select the 'Patient name' required using the g	lobal search field.	
	Patients New Search Display name MILHOUSE		
	ईऄॖॖ Q		
	*MILHOUSE Search		
	(i) <u>RICHARD MILHOUSE</u> 08/07/1953		
4.	Choose the 'NEPT Number' required, then select the 'TRIP	number' to be cancelled.	
	■ NEPT Requests	New	
	tõ ⊂ ≡ Number tõ ⊂ ⊂	≡ Number ▲	
	(j) <u>NEPT0010530</u> (j)	TRIP0032508	
5.	Select the 'Closure notes' tab.	20	
	Patient details From To Escorts Closure notes Activity		
6.	Choose the appropriate 'Closure code' from the drop down r	nenu.	
	Closure code None		
	Closure notes		
	(visible to Cancelled - Duplicate Request facility) Cancelled - Date Not Ready		
	Cancelled - Patient Northeady Cancelled - Patient Admitted to Facility		
	Cancelled - Patient Deceased Cancelled - Missed Appointment Time		
7.	Select 'Cancel' button.		
	Save Cancel Print Report a system issue		
8.	Select 'Yes' from the Cancel trip confirmation window. Do no	t check the box for associate	ed trip for a single trip cancellation.
	Cancel trip confirmation		
	Also cancel the associated trip TRIP0026911 Yes Back		
Q	Check the 'State' has been undated to 'Undated - Pending (State	Closed - Cancelled
5.	'Closed - Cancelled'.	State	Updated - Pending Cancellation



	Cancel Associated Trips		
1.	Select 'Patients' from under the 'Facility Administration' section in the left hand navigation Patients		
• 2.	Ensure your global search is set to 'Display name' under the 'Patients' page.		
	Patients New Search Display name Search		
3.	Search for and select the 'Patient name' required using the global search field.		
	E Patients New Search Display name MILHOUSE		
	Q ≡ Display name ▲ ≡ Date of birth		
	*MILHOUSE Search		
	Image: Richard Milhouse 08/07/1953		
4.	Choose the 'NEPT Number' required.		
5.	Image: Choose the 'TRIP Number' required. Image: Choose the '		
6.	Select the 'Closure notes' tab.		
	Patient details From To Escorts Closure notes Activity		
7.	Choose the appropriate 'Closure code' from the drop down menu.		
	Closure code None		
	Closure notes Cancelled - Created in Error		
	(visible to facility) Cancelled - Duplicate Request Cancelled - Patient Not Ready		
	Cancelled - Patient Admitted to Facility Cancelled - Patient Travelled by other means		
	Cancelled - Patient Deceased Cancelled - Missed Appointment Time		
8.	Select 'Cancel' button.		
	Save Cancel Print Report a system issue		
9.	Select the check box to 'Also cancel the associated trip' before selecting 'Yes' from the Cancel trip confirmation window.		
	Cancel trip confirmation		
	Also cancel the associated trin TRIP0026911		
	Yes Back		
10.	Check the 'State' has been updated to 'Updated - Pending Cancellation' or 'Closed - Cancelled'.		
	State Updated - Pending Cancellation State Closed - Cancelled		

Queensland Ambulance Service - Non-Emergency Patient Transport Request System – 2021 ©



