# Quick Reference Guide

## Finding QAS Confirmation Code

▼ Facility Administration
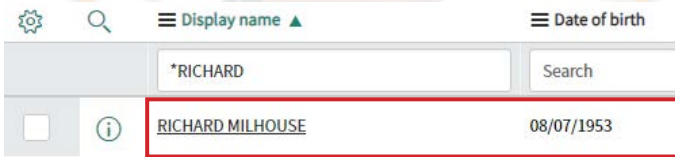
Patients

1. Select 'Patients' from under the 'Facility Administration' section in the left hand navigation menu.

2. Ensure the global search drop down at the top of the Patients page is set to 'Display name'.

| ☰ | Patients | New | → | Search | Display name ▼ | Search |
|---|---|---|---|---|---|---|
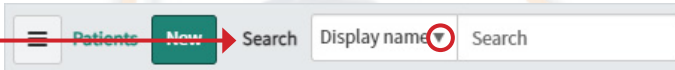
3. Search for and select the patients name. **Remember,** check the date of birth matches the patient required before selecting.

| ⚙ | 🔍 | ☰ Display name ▲ | ☰ Date of birth |
|---|---|---|---|
| | | *RICHARD | Search |
| ☐ | ⓘ | RICHARD MILHOUSE | 08/07/1953 |

4. Choose the 'NEPT Number' required from the bottom of the patients profile.

| ⚙ | 🔍 | ☰ Number | ☰ Requested for | ☰ Requesting facility/nursing home |
|---|---|---|---|---|
| ☐ | ⓘ | NEPT0011414 | ST JAMES | ST JAMES HOSPITAL TEST |
| ☐ | ⓘ | NEPT0010530 | ST JAMES | ST JAMES HOSPITAL TEST |

5. Choose the 'TRIP Number' required.

| ⚙ | 🔍 | ☰ Number ▲ | ☰ State | ☰ Address from |
|---|---|---|---|---|
| ☐ | ⓘ | TRIP0036956 | Confirmed | 2 BYTH STREET, STAFFORD QLD, AUSTRALIA |
| ☐ | ⓘ | TRIP0036957 | Confirmed | 1 Bage Street, Nundah QLD, Australia |

6. The 'QAS confirmation code' will be displayed on the right hand side of the TRIP request.

| QAS confirmation code | 00011686 |
|---|---|
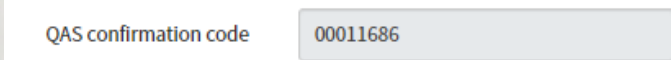
## Finding State of Transport Request

At the bottom of each patients NEPT profile are all their past, current and upcoming requests for QAS transport and their current State.

Clicking on the NEPT number will allow you to view each individual transport TRIP and check its status.

| ☰ | NEPT Requests | Search | for text ▼ | Search | | | ◄◄ ◄ | 1 to 4 of 4 ► ►► ⊟ |
|---|---|---|---|---|---|---|---|---|

🔽 Patient = RICHARD MILHOUSE

| ⚙ | 🔍 | ☰ Number | ☰ Requested for | ☰ Requesting facility/nursing home | ☰ Requesting ward | ☰ Date of birth | ☰ State | ☰ Referring clinician |
|---|---|---|---|---|---|---|---|---|
| ☐ | ⓘ | NEPT0011414 | ST JAMES | ST JAMES HOSPITAL TEST | MEDICAL IMAGING | 08/07/1953 | Confirmed | TEST DOCTOR |
| ☐ | ⓘ | NEPT0010530 | ST JAMES | ST JAMES HOSPITAL TEST | TRANSIT LOUNGE | 08/07/1953 | Closed - Cancelled | TEST DOCTOR |
| ☐ | ⓘ | NEPT0010548 | ST JAMES | ST JAMES HOSPITAL TEST | RENAL DIALYSIS | 08/07/1953 | Pending QAS Booking | TEST DOCTOR |