

Quick Reference Guide

	Mak	ke a Patient Re	eady for Re	turn
Select 'Confirmed' from	ו under the 'Trips'	' section in the left h	nand navigatio	n menu. → Confirmed
Ensure your global search is set to 'NEPT Request Patient' under the 'NEPT Trips' page.				
 E NEPT Trips Sear	nch NEPT Request P	Patient	Search	
Enter the patient's surname into the global 'Search' field, and hit enter to initiate the search.				
NEPT Trips Sear	rch NEPT Request	Patient	▼ MILHOUSE	
Select the return 'Trip number' with the 'Appointment time' of (empty), ensuring the correct date is selected to open return trip.				
■ Patient ▲ ■ Date of birth	Patient ready by time	■ Appointment time	The F	atient ready by time of 23:59 is a
*MILHOUSE Search	Search	Search	defaul	t time on all return tips until a facility
MILHOUSE HOUTEN 08/08/1981	21/08/2023 23:59	(empty)	ma	ikes the patient ready for return.
If required, adjust the 'From ward' to the correct ward the QAS is required to collect the patient from e.g. change Dialysis to Transit Lounge). From facility/nursing home ST JAMES HOSPITAL TEST				
* From ward	CANCER CENTRE	CER CENTRE Q		
	Nursing Home (resides	at Facility)		
To type N				
	k on the 'Patient	Ready Now' button	at the top of th	ne Trin request
From the return trip clic			at the top of th	ne Trip request.
From the return trip clic	ck on the 'Patient Ready Now Print	Ready Now' button Report a system issue	at the top of th	ne Trip request.
From the return trip clic	Ready Now Print	Report a system issue		
From the return trip clic Save Cancel Patient	Ready Now Print	Report a system issue	ct date and tim	e of today.
From the return trip clic Save Cancel Patient Check the 'Patient reac	Ready Now Print	Report a system issue	ct date and tim	
From the return trip clic Save Cancel Patient Check the 'Patient reac * To type	Ready Now Print dy by time' has ch Residence	Report a system issue	ct date and tim	e of today. will auto-populate the Patient ready
From the return trip clic Save Cancel Patient Check the 'Patient reac * To type * Patient ready by time	Ready Now Print dy by time' has ch Residence 21/08/2023 09:20	Report a system issue	ct date and tim NEPT	e of today. will auto-populate the Patient ready