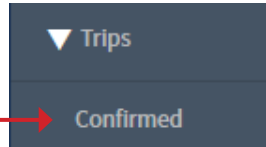




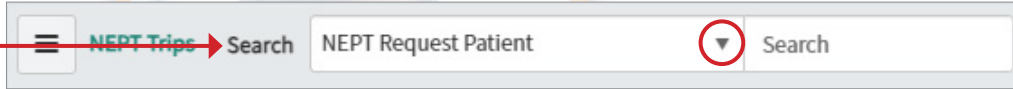
# Quick Reference Guide

## Make a Patient Ready for Return

1. Select 'Confirmed' from under the 'Trips' section in the left hand navigation menu.



2. Ensure your global search is set to 'NEPT Request Patient' under the 'NEPT Trips' page.



3. Enter the patient's surname into the global 'Search' field, and hit enter to initiate the search.



4. Select the return 'Trip number' with the 'Appointment time' of (empty), ensuring the **correct date** is selected to open the return trip.

≡ Patient ▲	≡ Date of birth	≡ Patient ready by time	≡ Appointment time
*MILHOUSE	Search	Search	Search
MILHOUSE HOUTEN	08/08/1981	21/08/2023 23:59	(empty)

The Patient ready by time of 23:59 is a default time on all return tips until a facility makes the patient ready for return.

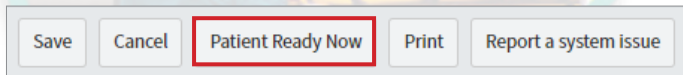
5. If required, adjust the 'From ward' to the correct ward the QAS is required to collect the patient from e.g. change from Dialysis to Transit Lounge).

From facility/nursing home

\* From ward

To type

6. From the return trip click on the 'Patient Ready Now' button at the top of the Trip request.



7. Check the 'Patient ready by time' has changed to the correct date and time of today.

\* To type

\* Patient ready by time

NEPT will auto-populate the Patient ready by time to the closest 5-minutes.

8. Check the 'State' of the trip has been updated from 'Confirmed' to 'Updated - Pending QAS Booking'.

