



Quick Reference Guide

Processing Trips Awaiting Facility Validation

1. Select 'Awaiting Facility Validation' from under the 'Trips' section in the left hand navigation menu.

Note: only users with Facility Validator access will be able to complete this task.

' Trips
 Awaiting Facility Validation
Confirmed

2. Select a 'TRIP number' from the NEPT Trips window. Ensure the trip number selected has a Order code with a 3B indicating an appointment trip.

	PT Trips	s Search Number		▼ Search			
	7	All > State = Pendinį	g Facility Validation .or. State = Updated - Pe	nding Facility Validation			
發	Q,	■ Number ▼	≡ State	≡ Order code	Requesting facility/nursing home		
		Search	Search	Search	Search		
	(j)	TRIP0030488	Pending Facility Validation	• <u>TEAL4B</u>	<u>QH CAIRNS HOSPITAL</u>		
	()	TRIP0030487	Pending Facility Validation	• TAN3B	<u>QH CAIRNS HOSPITAL</u>		

3. Review the trip details and check information provided is accurate and correct, and the request for transport meets the <u>QAS eligibility criteria</u>.

Number	TRIP0030487		Order code	TAN3B		
★ NEPT Request	NEPT0009908		3 State	Pending Facility Validation	-	
Patient	NELSON MUNS		(i) Assignment group	QH Cairns Hospital Validaiton Group		
Requesting facility/nursing home	QH CAIRNS HOSPITAL		(i) Assigned to			
Requesting ward	DIALYSIS		(i) QAS confirmation code			
★ Transport type	To appointment/admission from residenc	•	Source system	NEPT		
★ From type	Residence	~	Source system identifier			
★ To type	Facility/Nursing Home	~				
★ To facility/nursing home	QH CAIRNS HOSPITAL	٩	Ū			
★ To ward	DIALYSIS	٩	(i)			
★ Patient ready by time	19/05/2023 06:45	iii				
★ Appointment time	19/05/2023 08:45	iii)				
★ Address from	7/14 SPENCE STREET, CAIRNS CITY QLD, AUSTRALIA					
★ Address to	165 ESPLANADE,CAIRNS NORTH,CAIRNS,QLD,4870					



5. Select 'Open Record' from the NEPT Request window. **Note:** This option allows for the validating user to process <u>all trips</u> associated with the request at one time.

	★ NEPT Request	NEPT0009908				
	NEPT F	Request			Open Record	
6	Coloret the (Coro	Number NEPT0009908	Sta	Pending Facility	Validation	
6.	Select the Send	booking to QAS' button loca	ted at the top of the f	NEPT Request p	age.	
	< E NEPT Reque	est - NEPT0009908	ooo Save Cancel Prin	Report a system issue	Send booking to QAS	
	Numbe	Pr NEPT0009908	State Pending Facility Valida	ation		
7.	Check the 'State Booking'.	e' of the request has changed	from 'Pending Facili	ty Validation' to 'f	Pending QAS	
		est - NEPT0009908	000 Save Cancel Prin	Report a system issue	Send booking to QAS	
	Numbe	er NEPT0009908	State Pending QAS Booking	ţ		
8.	Select 'Awaiting the left hand nay Trips window to	Facility Validation' from unde vigation menu. This will return continue processing awaiting	r the 'Trips' section ir a user to the NEPT facility validation	acility Validation		
	requests.		Awalu			
Sh am ad	ould after a revie bulance transpo vise the medical	ew of a request for ambulance rt is <u>not required, the</u> Facility facility employee who made t	transport by the Fac Validator is to cancel he request.	cility Validator ind the request for t	icate ransport and	
1.	Select the 'Activ	ity' tab below the Address to	details within the Trip	request.		





Patient details From	To Escorts Closure notes Activity							
Comments (visible to facility)	Comments (visible to facility)					Post		
3. Select the 'Clos	ure notes' tab beside the A	ctivity tab.	Patient details	From	To Escorts	Closure notes*	Activity	
4. Choose the 'Clo reason for the c	★ Closure code Closure notes (visible to facility)		None Cancelled - Created in Error Cancelled - Duplicate Request Cancelled - Patient Not Ready Cancelled - Patient Admitted to Facility					
5. Select the 'Cane tab.	cel' button below the Closu	re notes			Cancelled - Pat Cancelled - Pat Cancelled - Mis	ent Travelled by o ent Deceased sed Appointment	ther means	
K Closure code Ca Closure notes (visible to facility) Save Cancel Print	Report a system issue Send bookin	g to QAS						
 6. Tick the check box if the associated trip also needs to be cancelled. Note: In most cases the associated trip will also need to be cancelled as it will be the return trip of the patient post their appointment. 								
7. Select 'Yes' to confirm the cancellation of the trip(s).								
8. Check the state of the Trip has been updated to 'Closed - Cancelled'.								
Number	TRIP0030491		Order	r code	TAN3B			
NEPT Request	NEPT0009914	0		State	Closed - Canc	elled		
Patient	MILHOUSE HOUTEN	0	Assignment	group	QH Cairns Ho	spital Validaiton	Group	