



FirstNet Pocket Guide

For assistance, call the ServiceDesk at 4-1675 or (512) 324-1675



v1

FirstNet Overview

FirstNet is the COMPASS application used in the Emergency Department (ED). The main screen within FirstNet is called the *Tracking List* and organizes all patients receiving care in the ED. You will access your patient charts through this screen. For your convenience, large LCD screens in the ED also display the List.

Tracking List																			
All beds (104/104)																			
*	L	Ave	Bed	NFP	Name	EN	EP	A	Age	All	Reason For	Events	Obs	YS	Lab	Rad	LOS	Comment	
			02		TRAIN , AduNBRK01				66 ye	▲					Requ			15:56	
			05		TRAIN , AduNBRK02				66 ye	▲								15:56	
			BH WF		TRAIN , AduNBRK03				66 ye	▲								15:56	
			BH WF		TRAIN , AduNBRK04				66 ye	▲								15:56	
			BH WF		TRAIN , AduNBRK05				66 ye	▲								15:56	

Accessing FirstNet

To Log In

1. On the COMPASS home page, double-click the FirstNet icon.
2. Enter your user name and password.
3. Click OK.



To Log Out

1. Click **Task** on the toolbar at very top of your screen OR click the **Exit** icon.
2. The *Exit Application* window opens. Select *Exit application w/ screen ready for next user*.
3. Click OK.



Checking In as an Available Provider

1. Once you log in, you will be prompted to sign in as an available provider. Click **Yes**.
2. The *Provider Check-in* window will open. Select your role from the **Provider Role** drop-down options.
3. Select your relationship from the **Default Relation** drop-down options. *Tip: If you do not select a default relationship here, you will be prompted to declare your relationship to each patient when you open their chart.*
4. Verify *Available Provider* in lower-left corner has a checkmark in front of it.
5. Click **OK**.

*Tip: You may use the **Provider Check-in** icon to change these settings.*



Checking Out as an Available Provider

1. Select the **Provider Check-Out** icon.
2. The Provider Checkout box will open. Assign any patients you have not discharged to another physician.
3. Confirm *Available Provider* in the lower-left of the window is not checked.
4. Click **OK**.



Assigning Yourself to a Patient

From the Tracking List:

1. Click on the patient name.
2. Click the **Assign Provider** icon.
3. Your initials will appear in the EN column on the Tracking List.



Reviewing Results

From the Tracking List:

1. **Double-click** the desired Lab or Rad cell.
2. The *Quick Flowsheet* will open to show recent results.
3. To view additional information on the result, **right-click** and select **View Details**
4. Click **Close**.

Opening a Chart

From the Tracking List:

1. Right-click the patient's name
2. Select **Open Patient Chart**.
3. Select the chart section to view.


*Tip: You may also **double-click** the row selector (gray box) to the left of the patient name on the Tracking List to open the chart.*

Graphing Results

With the patient chart open:


1. Click **Flowsheets** on the Table of Contents at left.
2. Place a check mark in the gray box in front of the data you want to graph. You may choose multiple data elements.



3. Click the **Graph** icon. 
4. Click **Close**.

Viewing Documents

With the patient chart open:

1. Select **Forms** from the Table of Contents at left.
2. Right-click on a form name.
3. Select **View**.
4. Click the **red X** in the upper-right corner to close. 

Completing Events

From the Tracking List:

1. Right-click the **Events** column.
2. The *Events* window will open. Click in the **Status** column of the event to modify.
3. A drop-down box will open. Select *Request*, *Start*, *Complete* or *Cancel*.
4. Click **OK**.

Updating Diagnoses

From the Tracking List:

1. Double-click the **Reason for Visit** field for the chosen patient.
2. The *Reason for Visit* window opens. Right-click on the diagnosis.
3. Select **Modify**.
4. Double-click to choose the problem from the list.
5. Make necessary modifications to diagnosis.
6. Review the *Dx Scratch Pad* in the lower pane.
 - Verify the **Dx Type** is **Discharge**.
 - Scroll right to display the **Classification** column. Click the **down arrow** to change the response to **Medical**.
7. Click **OK**.

Allergies

Viewing/Updating Allergies From the Tracking List:

1. Double-click in the **Allergy (All)** cell for the chosen patient.
2. The *Allergy/ADR Profile* window opens. View charted allergies/adverse reactions.
3. To update existing allergies:
 - a) Right-click on the allergy/side effect to update. Select **Modify**.
 - b) The *Add Allergy/Adverse Effect* window opens. Adjust the *Reaction Type*, *Reaction Symptoms*, *Allergy Details* or *Comments* as necessary.
 - c) Click **Apply**, then **OK**.

Adding Allergies From the Tracking List:

1. Double-click in the **Allergy (All)** cell for the chosen patient.
2. The *Allergy/ADR Profile* window opens. Right-click in the white area.
3. Select **Add New** → Drug Allergy, Drug Side Effect or Other.
4. The *Add Allergy/Adverse Effect* window opens. Enter substance name.
5. Click **Search**. A list of possible matches will appear.
6. Double-click on the proper selection. The *Substance* field will populate.
7. Select the *Reaction Type* from the drop-down box.
8. Click in the *Reaction Symptoms* field, then search for symptoms in Search field at left.
9. Enter *Allergy Details*. Be sure to include Severity.
10. Enter *Comments* if needed.
11. Click **Apply**, then **OK**.