

## Creating an ED Discharge template

1. Access the registry
2. Click on 'System Administration'
3. Click on 'Template Maintenance'
4. Enter the name of your template (ED Discharge would be good)
5. Click 'Add'
6. When the page refreshes, click 'Edit' ED Discharge template
7. Starting with the Emergency Department page, make the following entries:
  - a. Respiratory medications - NA
  - b. Temp scale – enter your institutions preference
  - c. Alcohol test – NA
  - d. ED Disposition – 09
8. Click 'Update' at the bottom of the page.
9. On the Hospitalization page, enter NA in the following fields:
  - a. Admitting Service – 99-NA
  - b. Admitting Staff ID – 00002
  - c. First Operation Date
  - d. First Operation Time
  - e. Unanticipated Operation
  - f. Unanticipated Operation Date
  - g. Unanticipated Operation Time
  - h. Total ICU Days
  - i. Total Monitored Bed Days
  - j. Total Ventilator Days
10. Click 'Update' at the bottom of the page
11. The Demography, Pre-hospital, Assessment, and Discharge pages do not need to be edited
12. You cannot save any information in the 'Comments' section

### To use the ED Discharge Template:

1. Add the new patient to the registry in the usual manner
2. When you reach 'Default' template, use the drop-down menu to choose 'ED Discharge'
3. Finish as normal

## EMERGENCY DEPARTMENT

Responding Physicians

Medical Staff	Notify Date/Time	Response Date/Time	Arrive Date/Time	Contact Date/Time
20000 Strangelove, Dr	01/01/2004 10:00	01/01/2004 10:00	01/01/2004 10:00	01/01/2004 10:00

Procedure Code Template

Procedure Code	Medical Staff ID	Procedure Code Date/Time	Procedure Code Location
----------------	------------------	--------------------------	-------------------------

There are no Procedure Codes for this patient.

Category Level Template

Category Date/Time	Category	Reasons	Location of Trauma Activation
01/01/2004 10:05	II-Category II	3 - 3-Falls>20 ft. (Peds- falls>=3 x's body length)	ED-Emergency Department

Initial Patient Vital Information

Pulse:

120

(0-300,UNK,NA)

Systolic:

140

(0-300,UNK,NA)

Initial Respiratory Rate

24

(0-150,UNK,NA)

Respiratory Qualifiers:

Description

No Respiratory Qualifiers found.

Respiratory Medications:

na

Prefill with NA



Temperature:

99.9

(25.0-110.0,UNK,NA)

Temperature Scale:

F-Fahrenheit

Prefill based on your hospital policy



Temperature Method:

2-Oral

Alcohol Test:

NA-Not Applicable

Prefill with NA



Alcohol Test Result:

(0-700.0)

Head CT Date:

NA

(mm/dd/yyyy)

NA

(hh:mm)

Head CT Minutes:

(\*)

Drug Tests:

*Description*

No Drug Tests found.

Cervical Clearance Date:

01/01/2004

(mm/dd/yyyy)

10:05

(hh:mm)

Cervical Clearance Criteria:

*Description*

06-Clinical Clearance

Departure Information

Departure Date:

01/01/2004

(mm/dd/yyyy)

16:00

(hh:mm)

Total ED Minutes:

360

ED Disposition:

09-Discharged Home or Self Care:Treat & Release

Prefill with 09



(Below only saved with ED Disposition code 08)

Reason for Transfer:

Emergency Room Information Comments (Limit to 254 characters)

## HOSPITALIZATION

The Trauma Assessment section has been updated.

Admitting Service:

99-NA

Prefill with 99-NA

Admitting Staff ID:

00002

Prefill with 00002

Admitting Staff Type/Name: 00002 / NA

Procedure Code Template

Procedure Code	Medical Staff ID	Procedure Code Date/Time	Procedure Code Location
----------------	------------------	--------------------------	-------------------------

There are no procedure codes for this patient.

Visiting Physicians

Medical Staff	Visit Date/Time
---------------	-----------------

There are no physician visits for this patient.

Surgery

First Operation Date:

NA

Prefill with NA

(mm/dd/yyyy)

NA

Prefill with NA

(hh:mm)

Minutes until First Operation: (\*)

Unanticipated Operation:

9-Not Applicable

Unanticipated Operation Date:

NA

Prefill with NA

(mm/dd/yyyy)

NA

Prefill with NA

(hh:mm)

Total Days

Total ICU Days:

NA

Prefill with NA  
(0-999,UNK,NA)

Total Monitored Bed Days:

NA

Prefill with NA  
(0-999,UNK,NA)

Total Ventilator Days:

NA

Prefill with NA  
(0-999,UNK,NA)

Blood Products:

Description

No Blood Products found.

Hospitalization Comments (Limit of 254 characters)