

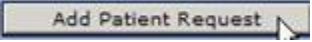




YNHH Patient Transport XT

CREATING A TRANSPORT REQUEST

- 1) Select the  tab.
- 2) Choose your search method and type the patient information. 
- 3) Find the patient you would like to have transported, confirm your selection by verifying their ID, and click their **name**
- 4) A new transport request box should pop up or click the 
- 5) Choose the destination by clicking the 
- 6) Additional Information
 - a. Mode of Travel / Patient has mode.
 - b. Isolation
 - c. Travel Requirements
- 7) When the patient will move.
 - a. Pending – NOW
 - b. Appointment – Pre designated time.
 - c. Not now, but no specific time.
- 8) Click 

VIEWING REQUESTS

STAGE	DESCRIPTION
Appt	Appointment – Transport request scheduled for a specific future time at least 25 minutes in advance.
Poss	Possible Job – Transport request that is possible depending on patient readiness and scheduling.
Pending	Pending Job – Transport request currently in queue awaiting to be assigned to a transporter.
Dispatched	Dispatched Job – Transport request currently assigned to a transporter. Has not started moving with the patient.
In Progress	In Progress Job – Transporter currently has patient and is on route to the destination.
Complete	Complete – Transporter has successfully completed transport request.
Cancelled	Cancelled – Transport request was cancelled.
Delay / Delay	Delay – Transporter has entered a delay during either stage of their job.

- To view all jobs click on the CAMPUS name. The display can be sorted by clicking a column heading. The view can also be filtered by a location by using the location filter.
- Cancel a job by clicking on it's status selecting cancel.
- Edit a job by clicking on the job number and making necessary changes.

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LOGGING ON

- From the YHHH intranet Home Page under Applications or Clinical Workstation- Choose Patient Transport XT
- Once the webpage has loaded, enter you Network ID and Password to log in.
- This quick guide can be viewed through the following link
- <http://www.ynhhslearning.com/patienttransport/index.htm>
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- Click the magnifying glass to get started.

PATIENT INFORMATION

When making a transport request for a patient, their current location will be displayed with all their recent completed, pending, appointment and possible jobs. It is important to take notice of this activity to avoid conflicts with patient transports.

Situation	Recommended Action
Patient Current location is not their room.	When making a new request, make the request possible so when the destination area is ready to return the patient, they will release the possible instead of returning the patient to their room
Pending job exists for patient.	Add a sequence by opening the job (click on the job number) and click add to sequence.
Possible jobs exist for patient.	Release the request if the patient is ready for that request or create a new request. To release a possible, click on the status and choose to release.
Patient is currently involved in a transport (dispatched / in progress)	Create a job with possible status.