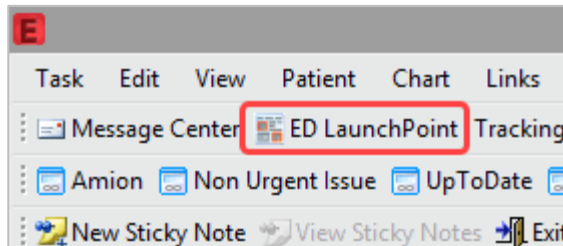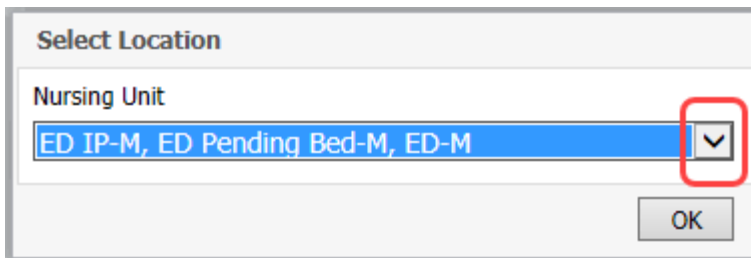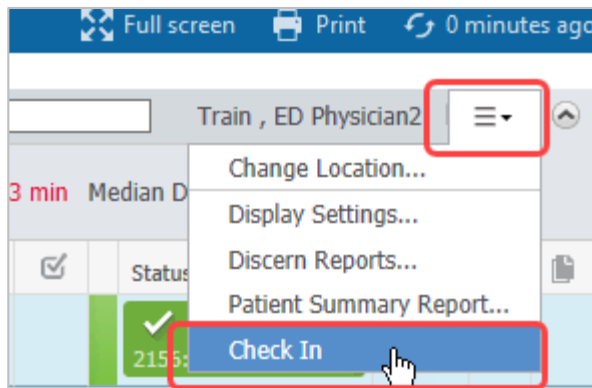## ED LaunchPoint: First Time Setup for Providers

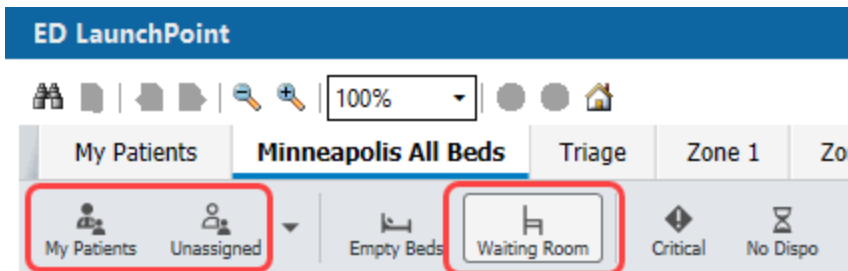1. Login to FirstNet and click ED LaunchPoint.

2. Select your campus location from the drop-down menu.

3. Check in as an available provider.
   - Click the *hamburger* icon drop-down and select **Check In**.

4. Select the appropriate filters on the ED LaunchPoint Tracking Board. Recommended filtering includes:
   - **My Patients**
   - **Unassigned**
   - **Waiting Room**

   Note: This set of filters allows you to view all patients not assigned to a provider, including those in the waiting room, with YOUR patients at the top. To view **ALL** patients, including those assigned to other providers, select the **Waiting Room** filter and do not select the My Patients and Unassigned filters.

5. From the ED LaunchPoint Tracking Board, click on the patient's name to open the chart to view the ED Provider Workflow page.

   - Ensure the following tabs are viewable:
     o ED Provider Workflow
     o Discharge/Admit
     o ED Quick Orders
     o DKA Management

   Note: Click the + to add any tabs that are missing.

6. Find the Problem list and change the classification drop down to **All.** This ensures you can view all problems including confidential problems.
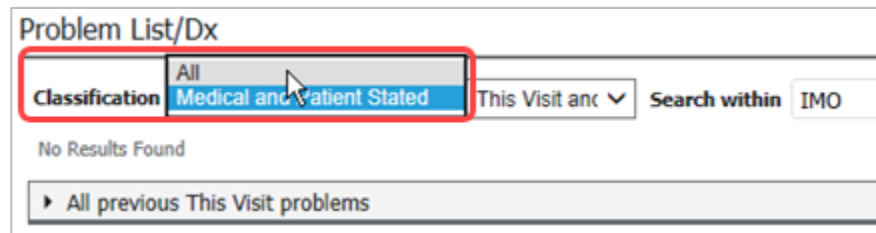
   Note: This needs to be done on both the ED Provider Workflow and Discharge/Admit mPage.

7. Setup scratch pads (Contextual View).

   - Locate the first scratch pad **Subjective/History of Present Illness.**

   - Click the arrow to the right of **Selected Visit**

   - Move the remaining scratchpads to the right-hand side:
     o Review of Systems
     o Objective/Physical Exam
     o ED Course/Medical Decision Making
     o Laboratory Comments
     o Imaging Comments
     o Assessment
     o Plan
     o Confidential Documentation