

**PATIENT TRANSPORTATION REQUEST - CONNEXALL ALERTING SYSTEM**

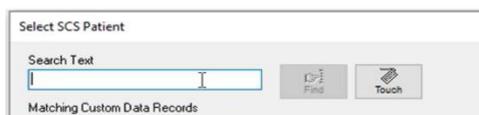
**Requester (DI – Tech, OR RN/Clerk, Hemodialysis or Oncology Staff)**

1. Add all necessary appointment needs in patient Power Chart (example: sling, stretcher, etc.)

2. Open Connexall DAC  and select the **Transport Prep Request** icon to request patient transport.



3. Search for patient and click **OK**.



4. The requester will need to remove manually once appointment complete.

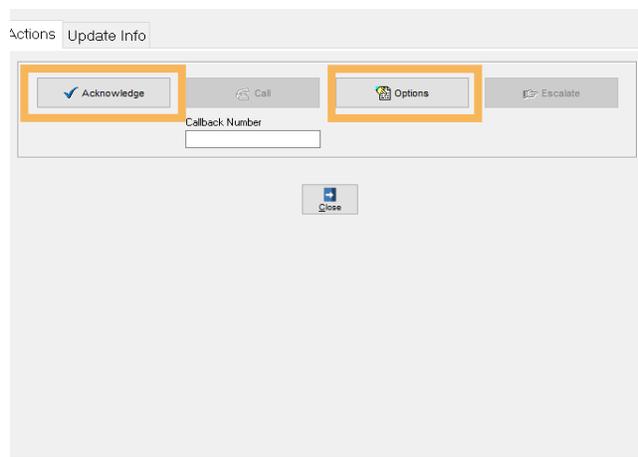
**The Clinical Team will check for Connexall Alerts Requesting Patients on one of the following options: Desktop DAC, WOW or VOCERA BADGE**

**Option 1: Desktop DAC**



	Transport Prep Request	2024-11-09 12:33:42	98:13:24	3AARm SC3A01 Bed 1A	<input type="text"/>	Modality: Dialysis	Requested By: <input type="text"/> / Ext: 43712
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Double click on call and click **acknowledge**.



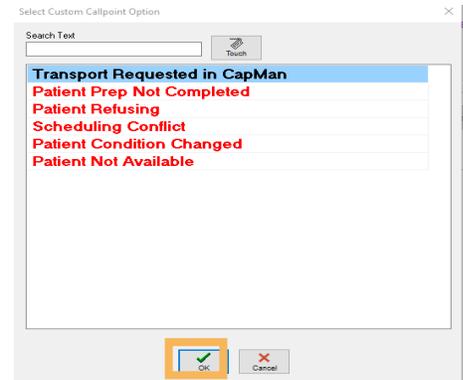


## CAPMAN – PROCESS FOR TRANSPORT HOSPITAL INFORMATION SYSTEM (HIS)

When the patient is ready to go to the appointment (including having reviewed RN/Tech/Clerk requests - e.g. sling, stretcher, IV, etc) click **Options**.

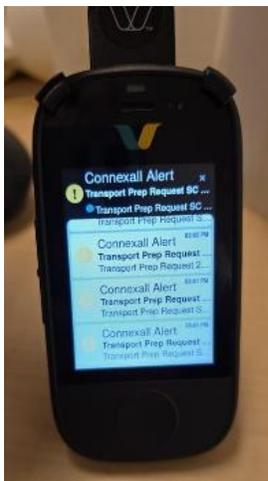
The Unit Nurse selects **Transport Request in CapMan** and selects **OK**.

**Note:** This process can also be followed on the Workstation on Wheels (WOW)



### Option 2: VOCERA BADGE

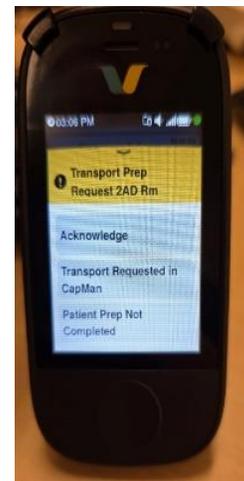
1. Alerts to badge – select the appropriate alert
2. Open Alert
3. Select an option and the call will clear off the badge



1



2



3

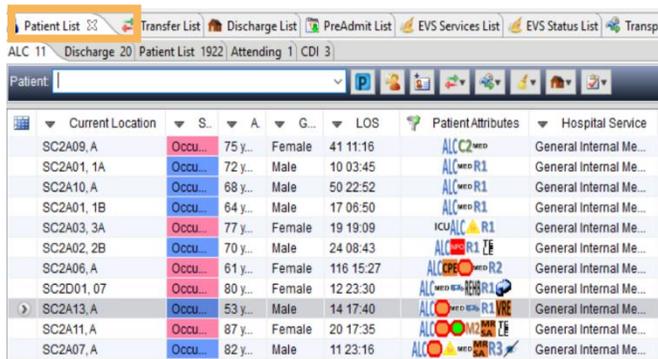
After completing one of the options above, you are now ready to move on to Capacity Management (CAPMAN) to request a Patient Transportation Porter. See next page.

## Requesting a Patient Transport in Capacity Management

1. Open PowerChart and click on the **Capacity Management** button and Log in.

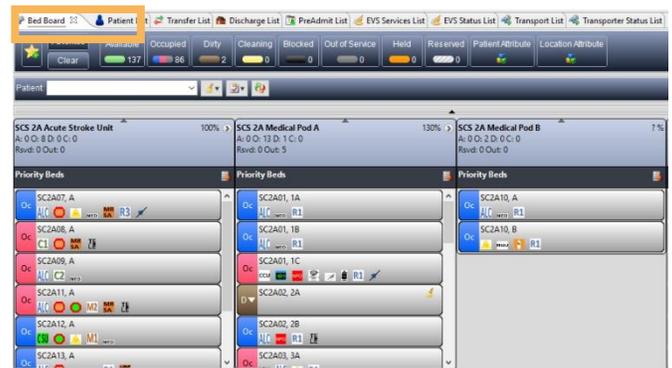


2. Select a Patient from the **Patient List** or **Bed Board Gadget List**



Patient	Current Location	S.	A.	G.	LOS	Patient Attributes	Hospital Service
SC2A09, A	Occu...	75 y...	Female		41 11:16	ALC2wed	General Internal Me...
SC2A01, 1A	Occu...	72 y...	Male		10 03:45	ALCwed R1	General Internal Me...
SC2A10, A	Occu...	68 y...	Male		50 22:52	ALCwed R1	General Internal Me...
SC2A01, 1B	Occu...	64 y...	Male		17 06:50	ALCwed R1	General Internal Me...
SC2A03, 3A	Occu...	77 y...	Female		19 19:09	ICUALLC A R1	General Internal Me...
SC2A02, 2B	Occu...	70 y...	Male		24 08:43	ALCwed R1 TE	General Internal Me...
SC2A06, A	Occu...	61 y...	Female		116 15:27	ALCwed R1 R2	General Internal Me...
SC2D01, 07	Occu...	80 y...	Female		12 23:30	ALCwed R1 R2 R3	General Internal Me...
SC2A13, A	Occu...	53 y...	Male		14 17:40	ALCwed R1 R2 R3	General Internal Me...
SC2A11, A	Occu...	87 y...	Female		20 17:35	ALCwed R1 R2 R3	General Internal Me...
SC2A07, A	Occu...	82 y...	Male		11 23:16	ALCwed R1 R2 R3	General Internal Me...

OR



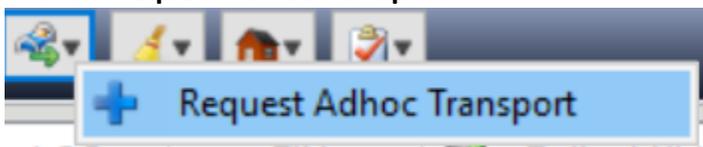
SCS 2A Acute Stroke Unit	SCS 2A Medical Pod A	SCS 2A Medical Pod B
100% A: 0 0: 8 D: 0 C: 0 Ravd: 0 Out: 0	130% A: 0 0: 13 D: 1 C: 0 Ravd: 0 Out: 5	1% A: 0 0: 2 D: 0 C: 0 Ravd: 0 Out: 0
Priority Beds	Priority Beds	Priority Beds
SC2A07, A	SC2A01, 1A	SC2A10, A
SC2A08, A	SC2A01, 1B	SC2A10, B
SC2A09, A	SC2A01, 1C	
SC2A11, A	SC2A02, 2A	
SC2A12, A	SC2A02, 2B	
SC2A13, A	SC2A03, 3A	

**Note:** Ensure you are in the correct floor, unit, or area. This can be changed on the location toolbar.

3. Click on correct **Patient** on Patient List or Bed Board and select the **transport icon**.



4. Click on **Request Adhoc Transport**



- Fill in the **“To”** Location that the patient is going to and any other necessary details in the transport job request window for Patient Transportation Porter.

Select **OK** when done.

**Note:** Only select the **Round-Trip Transport Box** if the it is a very short test and the porter will be waiting with the patient which in most cases would not be happening.

**Note:** There are 2 ways to search for the correct area in the **“To”** field, either drill down to the area needed or search for it (searching for it one would need to know the exact name of that area/location i.e. SCS Cat Scan).

If it is an area that you choose frequently you can also find the area/location in the recent searches tab.

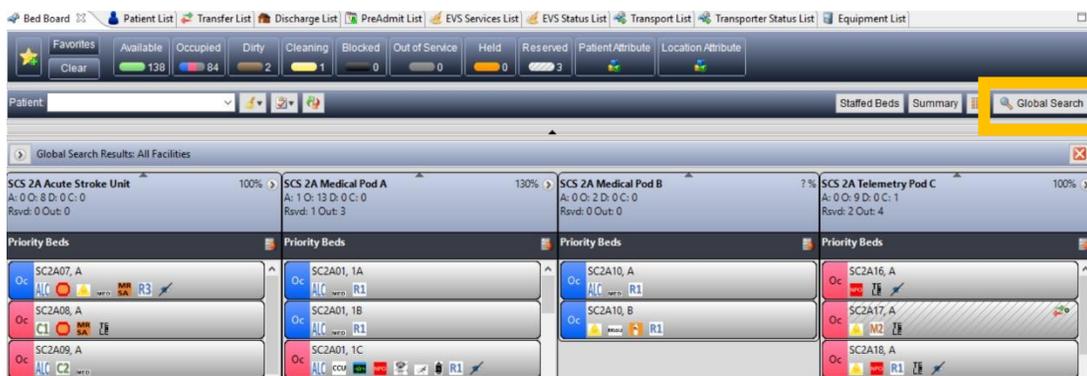
- This request will then land on the Transport List and go to the nearest and available porter that has that specific zone. Once the porter has transported the patient and completes the transport, the patient will fall off the Transport List.

Origin	Destination	Priority	Mode of Transport	Comment	Status	Delay Reason (Befor...
B14_A	<a href="#">SCS Ultrasound Back</a>	Routi...	Stretcher		Acce...	
Day Surgery	SC OR 04	Routi...	Stretcher		Acce...	
SC2A99, A	<a href="#">SCS Cat Scan</a>	Routi...		on stretcher, for biopsy	Delay...	Patient Not Ready
<a href="#">SC3B17_A</a>	<a href="#">Linac 3</a>	Routi...		ext 49153 no extension pumps ...	Acce...	
<a href="#">SC3B30_A</a>	<a href="#">XRAY - Main Floor</a>	Routi...	Stretcher	going to room 6	Assig...	
SC OR Day Surgery	SC OR 09	Routi...	Stretcher		Started	
SC OR PARR	<a href="#">SC5A30_A</a>	Routi...	Stretcher	BAY 9	Requ...	
<a href="#">Walker Family Canc...</a>	<a href="#">Rad Exam Rm 03</a>	Routi...	Stretcher		Acce...	
<a href="#">XRAY - Main Floor</a>	<a href="#">A18_A</a>	Routi...			Started	

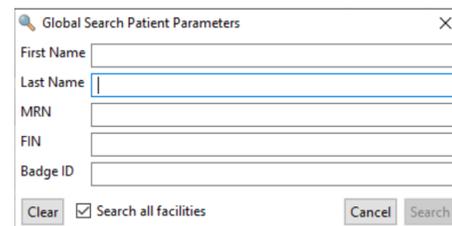
## Requesting a Patient Transport in Capacity Management Post Test/ Appointment

Once test/appointment is completed, follow the NH workflow that currently exists or (e.g. OR would need to call and give handoff to accepting nurse) and then request the Porter through Capacity Management, following the steps below.

1. Log in to **Capacity Management**, select site, go to **bed board gadget** and search for patient using **Global Search**.

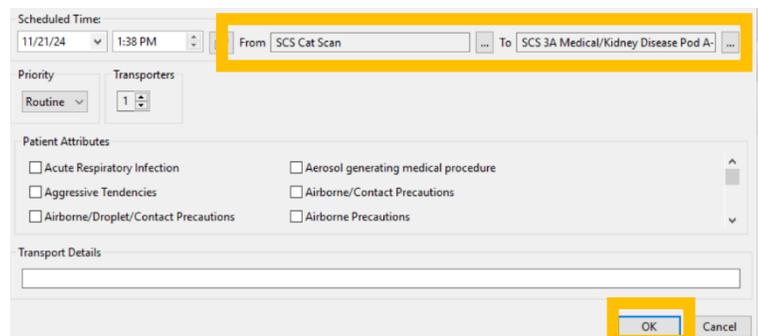


2. Search for patient by **name, MRN or FIN**.



3. Repeat steps 3 to 6 as indicated above.

**Note:** Most often requesting a transport back to the floor auto populates in the “To” field so the patient’s bed should be automatically in that field.



**Note:** Discharge cleans and transfer cleans are automatic once a patient has been discharged or transferred.