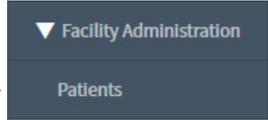




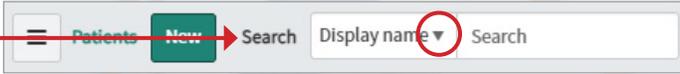
# Quick Reference Guide

## Cancel a Single Trip

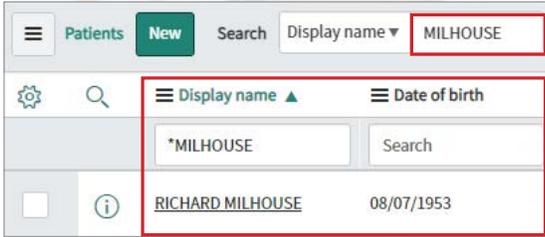
1. Select 'Patients' from under the 'Facility Administration' section in the left hand navigation menu.



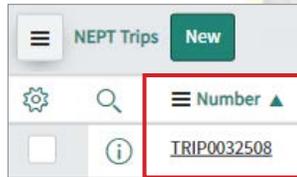
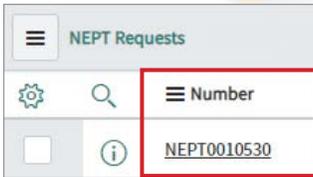
2. Ensure your global search is set to 'Display name' under the 'Patients' page.



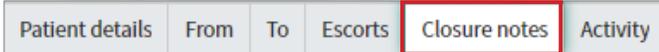
3. Search for and select the 'Patient name' required using the global search field.



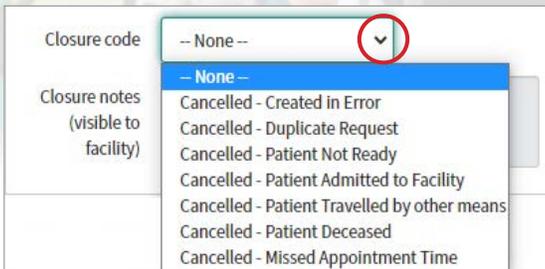
4. Choose the 'NEPT Number' required, then select the 'TRIP number' to be cancelled.



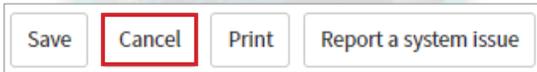
5. Select the 'Closure notes' tab.



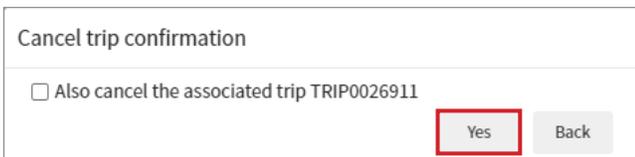
6. Choose the appropriate 'Closure code' from the drop down menu.



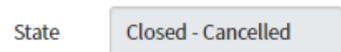
7. Select 'Cancel' button.

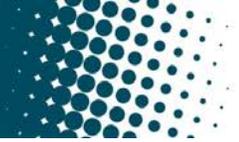


8. Select 'Yes' from the Cancel trip confirmation window. **Do not** check the box for associated trip for a single trip cancellation.



9. Check the 'State' has been updated to 'Updated - Pending Cancellation' or 'Closed - Cancelled'.





## Cancel Associated Trips

▼ Facility Administration

Patients

1. Select 'Patients' from under the 'Facility Administration' section in the left hand navigation menu.

2. Ensure your global search is set to 'Display name' under the 'Patients' page.

3. Search for and select the 'Patient name' required using the global search field.

4. Choose the 'NEPT Number' required.

5. Choose the 'TRIP Number' required.

6. Select the 'Closure notes' tab.

7. Choose the appropriate 'Closure code' from the drop down menu.

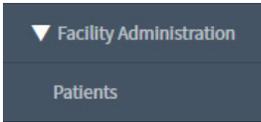
8. Select 'Cancel' button.

9. Select the check box to 'Also cancel the associated trip' before selecting 'Yes' from the Cancel trip confirmation window.

10. Check the 'State' has been updated to 'Updated - Pending Cancellation' or 'Closed - Cancelled'.



## Cancel Entire NEPT Request

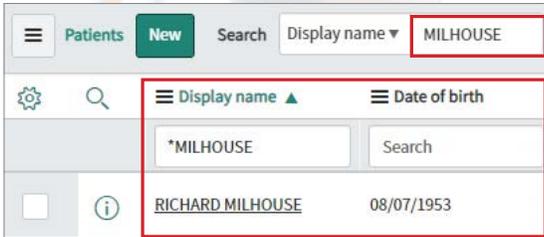


1. Select 'Patients' from under the 'Facility Administration' section in the left hand navigation menu.

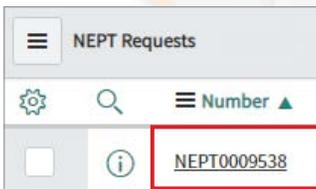
2. Ensure your global search is set to 'Display name' under the 'Patients' page.



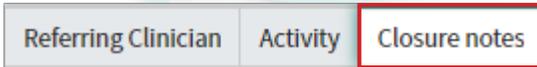
3. Search for and select the 'Patient name' required using the global search field.



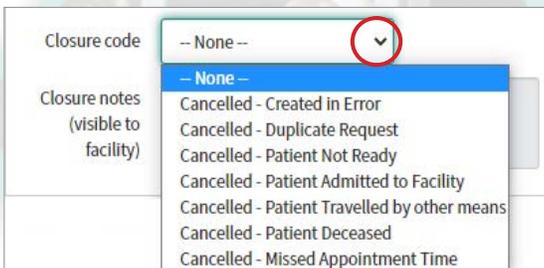
4. Choose the 'NEPT Number' required.



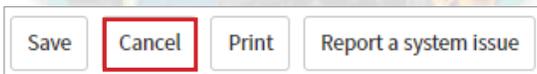
5. Select the 'Closure notes' tab.



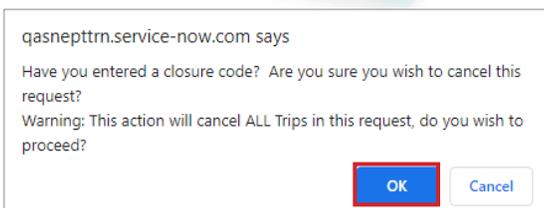
6. Choose the appropriate 'Closure code' from the drop down menu.



7. Select 'Cancel' button.



8. Select 'OK' from the confirmation window.



9. Check the 'State' has been updated to 'Updated - Pending Cancellation' or 'Closed - Cancelled'.

