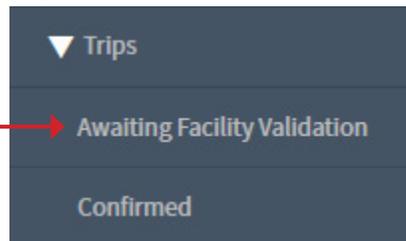




Quick Reference Guide

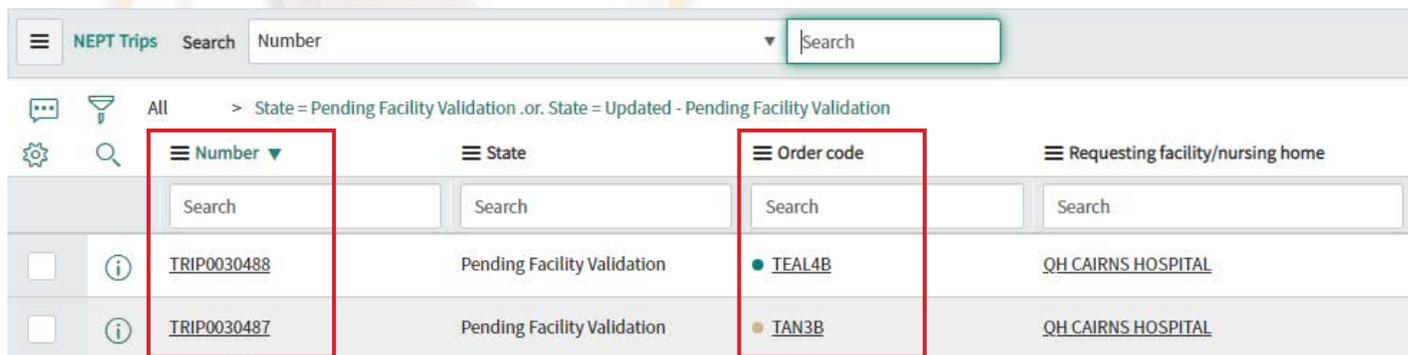
Processing Trips Awaiting Facility Validation

1. Select 'Awaiting Facility Validation' from under the 'Trips' section in the left hand navigation menu.

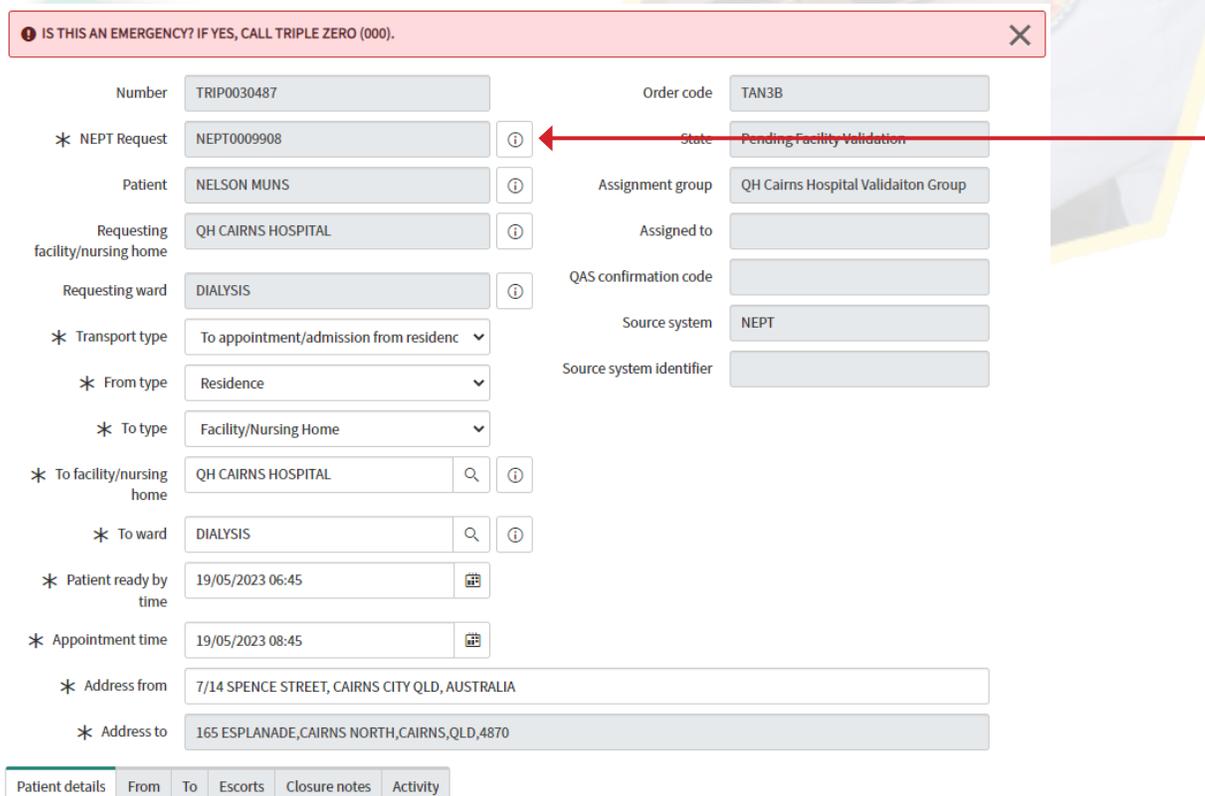


Note: only users with Facility Validator access will be able to complete this task.

2. Select a 'TRIP number' from the NEPT Trips window. Ensure the trip number selected has a Order code with a 3B indicating an appointment trip.



3. Review the trip details and check information provided is accurate and correct, and the request for transport meets the [QAS eligibility criteria](#).



4. If approved for QAS transport, select the information icon next to the NEPT Request number.



5. Select 'Open Record' from the NEPT Request window. **Note:** This option allows for the validating user to process all trips associated with the request at one time.

* NEPT Request ⓘ State

NEPT Request Open Record

Number State

6. Select the 'Send booking to QAS' button located at the top of the NEPT Request page.

< ☰ NEPT Request - NEPT0009908 ⋮ Save Cancel Print Report a system issue Send booking to QAS

Number State

7. Check the 'State' of the request has changed from 'Pending Facility Validation' to 'Pending QAS Booking'.

< ☰ NEPT Request - NEPT0009908 ⋮ Save Cancel Print Report a system issue Send booking to QAS

Number State

8. Select 'Awaiting Facility Validation' from under the 'Trips' section in the left hand navigation menu. This will return a user to the NEPT Trips window to continue processing awaiting facility validation requests.

▼ Trips

Awaiting Facility Validation

Confirmed

Should after a review of a request for ambulance transport by the Facility Validator indicate ambulance transport is not required, the Facility Validator is to cancel the request for transport and advise the medical facility employee who made the request.

1. Select the 'Activity' tab below the Address to details within the Trip request.

* Address to

Patient details From To Escorts Closure notes Activity



- Document the reasons behind the trip request being cancelled, followed by the 'Post' button to save the notes in the activity trail.

- Select the 'Closure notes' tab beside the Activity tab.
- Choose the 'Closure Code' that best addresses the reason for the cancellation from the drop down menu.
- Select the 'Cancel' button below the Closure notes tab.



- Tick the check box if the associated trip also needs to be cancelled.
Note: In most cases the associated trip will also need to be cancelled as it will be the return trip of the patient post their appointment.

- Select 'Yes' to confirm the cancellation of the trip(s).
- Check the state of the Trip has been updated to 'Closed - Cancelled'.

| | | | |
|--------------|-----------------|------------------|-------------------------------------|
| Number | TRIP0030491 | Order code | TAN3B |
| NEPT Request | NEPT0009914 | State | Closed - Cancelled |
| Patient | MILHOUSE HOUTEN | Assignment group | QH Cairns Hospital Validaiton Group |