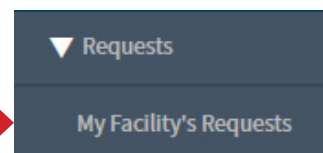


# Quick Reference Guide

## Modify a Request for Non-Emergency QAS Transport

1. Select 'My Facility's Requests' from under the 'Requests' section in the left hand navigation menu.



2. Ensure your global search is set to 'Patient' under the 'Requests' page.

Requests Search Patient Search

3. Enter the patient's surname into the global 'Search' field, and hit enter to initiate the search.

Requests Search Patient Search MILHOUSE

4. Review the list of requests presented, and open the associated NEPT request.

Number	Requested for	Requesting facility/nursing home	Requesting ward	Patient	Date of birth	State
NEPT0010530	ST JAMES	ST JAMES HOSPITAL TEST	TRANSIT LOUNGE	RICHARD MILHOUSE	08/07/1953	Confirmed

5. Choose the 'TRIP Number' requiring modification. Check the Appointment time or Patient ready by time date is the correct trip to be modified.

Number	State	Address from	Address to	Appointment time	Patient ready by time	Will notify
TRIP0032508	Confirmed	2 Byth Street, Stafford QLD, Australia	1 Bage Street, Nundah QLD, Australia	24/08/2023 10:15	24/08/2023 08:15	false
TRIP0032509	Confirmed	1 Bage Street, Nundah QLD, Australia	2 Byth Street, Stafford QLD, Australia	(empty)	24/08/2023 23:59	true

6. Make the modifications required. (Patient details, Escorts, Appointment Times etc.).

Patient details From To Escorts

\* Patient ready by time 24/08/2023 08:15

\* Appointment time 24/08/2023 10:15

Any required change to a patients residential address, **must** be made in the patients NEPT profile.

7. Select the 'Save' button to update the changes and send updated changes to QAS.

Save Cancel Print Report a system issue

8. Check the State of the Trip is 'Pending QAS Booking' or 'Updated - Pending QAS Booking'.

State Confirmed State Updated - Pending QAS Booking