



Quick Reference Guide

Finding QAS Confirmation Code									
1.	Select 'Patients' from under the 'Facility Administration' section in the left hand navigation menu.								
• 2.	Ensure the global search drop down at the top of the Patients page is set to 'Display name'.								
	Example 2 Patients New Search Display name Search								
3.	Search for and select the patients name. Remember, c heck the date of birth matches the patient required before selecting.								
	ξ ² / ₂ Q ≡ Display name ▲ ≡ Date of birth								
		*RICHAR)		Search				
	Image: Richard Milhouse 08/07/1953								
4.	Choose the 'NEPT Number' required from the bottom of the patients profile.								
	3 \mathbb{Q} \equiv Number \equiv Requested for \equiv Requesting facility/nursing home								
	Image:								
	NEPT0010530 ST JAMES ST JAMES HOSPITAL TEST								- A
F									
Э.	Choose the TRIP Number' required.								
		 TPID003605 	Confirmed	2 BYTH STREET, S	STAFFORD QLD,	-			
	AUSTRALIA								
	(j) <u>TRIP0036957</u> Confirmed 1 Bage Street, Nundah QLD, Australia								
6. The 'QAS confirmation code' will be displayed on the right hand side of the TRIP request.									
	QAS confirmation code 00011686								
Finding State of Transport Request									
At the bottom of each patients NEPT profile are all their past, current and upcoming requests for QAS transport and their									
current State.									
 Clicking on the NEPT number will allow you to view each individual transport TRIP and check its status. 									
ENEPT Requests Search for text Search Search to 4 of 4								to 4 of 4 ► ►► Ξ	
Patient = RICHARD MILHOUSE									
ž			■ Requested for	■ Requesting f	acility/nursing home	■ Requesting ward		≡ State	≡ Referring clinician
	í	NEPT0011414	ST JAMES	ST JAMES HOSP	ITAL TEST	MEDICAL IMAGING	08/07/1953	Confirmed	TEST DOCTOR
	i	NEPT0010530	ST JAMES	ST JAMES HOSP	ITAL TEST	TRANSIT LOUNGE	08/07/1953	Closed - Cancelled	TEST DOCTOR
	i	NEPT0010548	ST JAMES	ST JAMES HOSP	ITAL TEST	RENAL DIALYSIS	08/07/1953	Pending QAS Booking	TEST DOCTOR