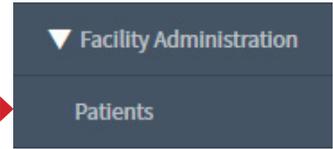




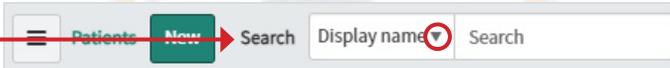
# Quick Reference Guide

## 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'.



3. Search for and select the patients name. **Remember**, check the date of birth matches the patient required before selecting.



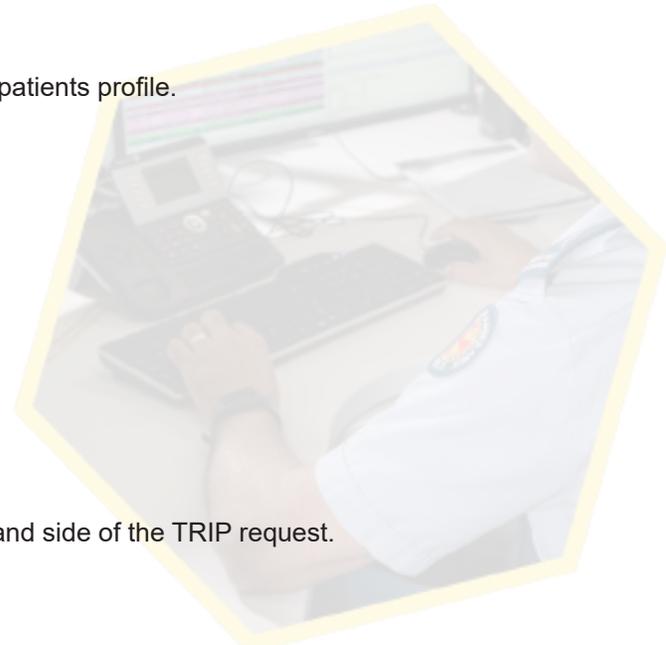
4. Choose the 'NEPT Number' required from the bottom of the patients profile.



5. Choose the 'TRIP Number' required.



6. The 'QAS confirmation code' will be displayed on the right hand side of the TRIP request.



## 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.

