



# Quick Reference Guide

## How to use the search function

The global search option within NEPT is available on all pages and windows. The below example will demonstrate how to use the search function for patients being transported to or from a 'Facility' or 'Nursing Home' making sure QAS arrives at the right location to collect or drop-off the patient.

1. Select either the Facility or Nursing Home option.

From location

\* From

Facility  Nursing Home (resides at Facility)  Private residence (Usual place of residence)

Other (Different address to usual place of residence - e.g. one time pickup address)

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To location

\* To

Facility  Nursing Home (resides at Facility)  Private residence (Usual place of residence)

Other (Different address to usual place of residence - e.g. one time pickup address)

2. Select the magnifying glass beside the 'To/From facility/nursing home' data field.

From location

\* From

Facility  Nursing Home (resides at Facility)  Private residence (Usual place of residence)

Other (Different address to usual place of residence - e.g. one time pickup address)

From facility/nursing home

3. From within the opened facility search window, ensure the global search drop down is set to 'Name' allowing you search for a facility name.

Facilities | QAS NEPT - Work - Microsoft Edge

**Facilities**  Search

4. Type the name of the facility required and hit the enter key to initiate the search.

5. NEPT will display all facilities with the name you have searched. Click on the facility name required to populate your request.

**Note:** If your facility is not displayed try using one (1) unique word from the facility name i.e. SMILES.

Facilities Search Name				
Name	Medical Facility	Address	LASN	Operation centre
*SMILES AGED CA	Search	Search	Search	Search
SMILES AGED CARE	Private	11 Boyd Road, Nundah QLD, Australia	METRO NORTH	BRISBANE

6. Choose a ward/sub-area by clicking on the magnifying glass icon.

\* To ward