



Allscripts Patient Flow™ 22.1

Transport User Guide

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Chapter 1

Transport module

The Transport module in Allscripts Patient Flow™ uses intelligent assignments, alerts, and escalations to notify applicable personnel of transport requests and job statuses. An automated process locates and rates the available transporters according to various criteria. This functionality enables managers to maximize staff productivity.

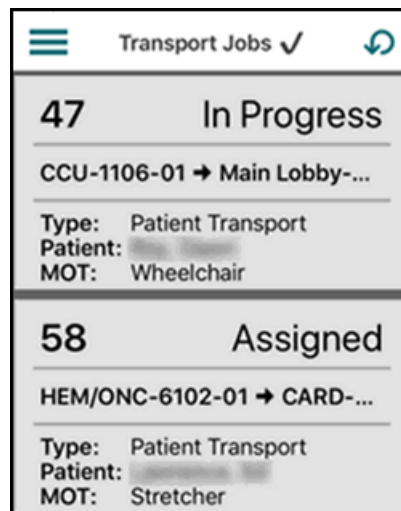
Job-routing technology provides the option to automatically assign the most applicable transporter without user involvement, which drives efficient operations and fewer delays. Also, supervisors retain the ability to manually assign transport jobs.

Use Mobile in the Transport Module to complete the following actions:

- > View and acknowledge jobs.
- > Update job statuses.
- > Place jobs to *In Progress*.
- > Delay jobs.
- > Cancel jobs.

Note: To cancel transport jobs, verify that you are assigned to the correct role and permissions by a system administrator.

The following image is an example of a **Transport Jobs** list.

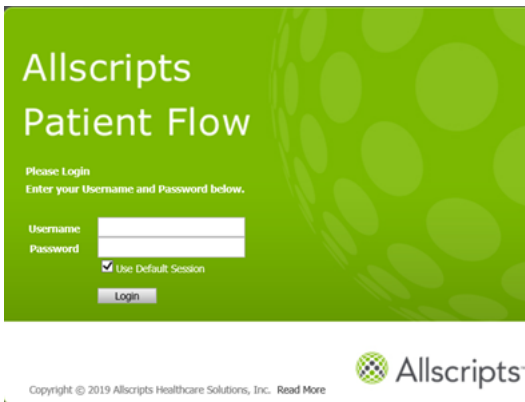


Log in to Allscripts Patient Flow™

Users with multiple user roles or access to multiple organizations, can change their access at login using Check In.

Note: If your hospital uses Windows Authentication as the security method for logging on, you do not use this procedure to log on to Allscripts Patient Flow™.

1. On the Allscripts Patient Flow™ login screen, enter your user name and password.
2. To use your default role, click **Login**.
3. To change roles, clear **Use Default Setting**, and then click **Login**.



4. On **Check In**, expand **Roles**, and then select or clear the appropriate roles.
5. Expand **Organizations**, and then select or clear the appropriate organizations.
6. To forward **Messages** from the Allscripts Patient Flow™ inbox to your email or pager, select the delivery method and select the email address or pager number.
7. If available, you can also select Alerts or Escalation messages to receive along with the standard messages.
8. Click **Check In**.

Check in to Allscripts Patient Flow

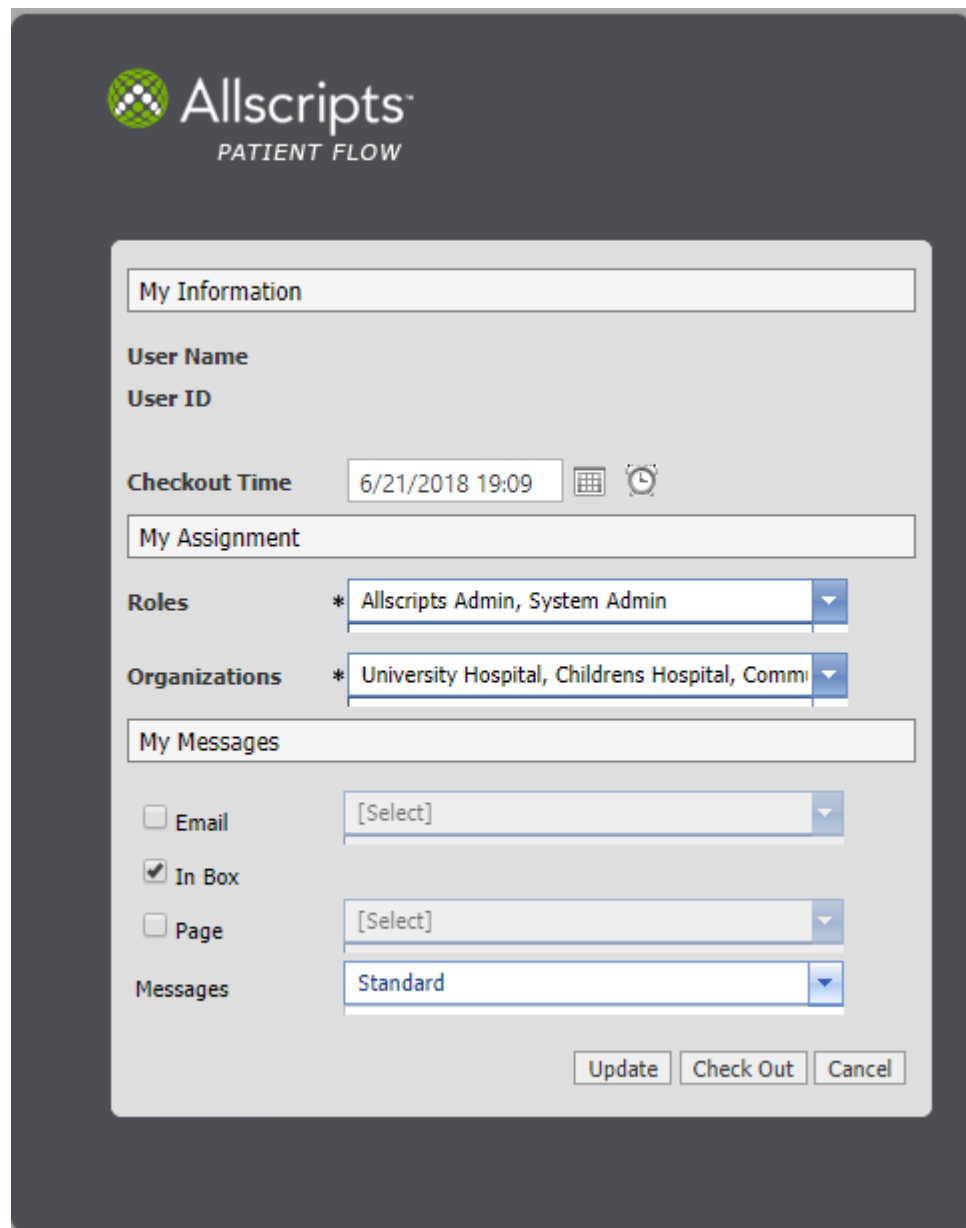
This procedure is required only to change the default roles or organizations you use in the Allscripts Patient Flow™ application. It assumes that you are set up with more than one role or organization in Allscripts Patient Flow™. These settings determine your access to various modules and functions.

You can also specify the types of messages you receive that relate to Allscripts Patient Flow™ and your role.

The following procedure checks you into Allscripts Patient Flow™ using **Check In**. The Bed Management role is used as an example.

1. After removing the check mark in the **Use Default** box and clicking **Login**, **Check In** is displayed.

Figure 1: Check In



Allscripts
PATIENT FLOW

My Information

User Name
User ID

Checkout Time 6/21/2018 19:09

My Assignment

Roles * Allscripts Admin, System Admin

Organizations * University Hospital, Childrens Hospital, Comm

My Messages

Email [Select]

In Box

Page [Select]

Messages Standard

Update Check Out Cancel

2. In **My Assignment**, click **Roles** and click the boxes on the list to select the roles you want to use in Allscripts Patient Flow™. Only your assigned roles display as options. When finished, click outside the list.

The selected roles displays in **Roles**. **Organizations** becomes available.

3. Click the **Organizations** arrow and click the boxes on the list to select the organizations you want to work in for Allscripts Patient Flow™ activities. Only your assigned organizations display as options. When finished, click outside the list.

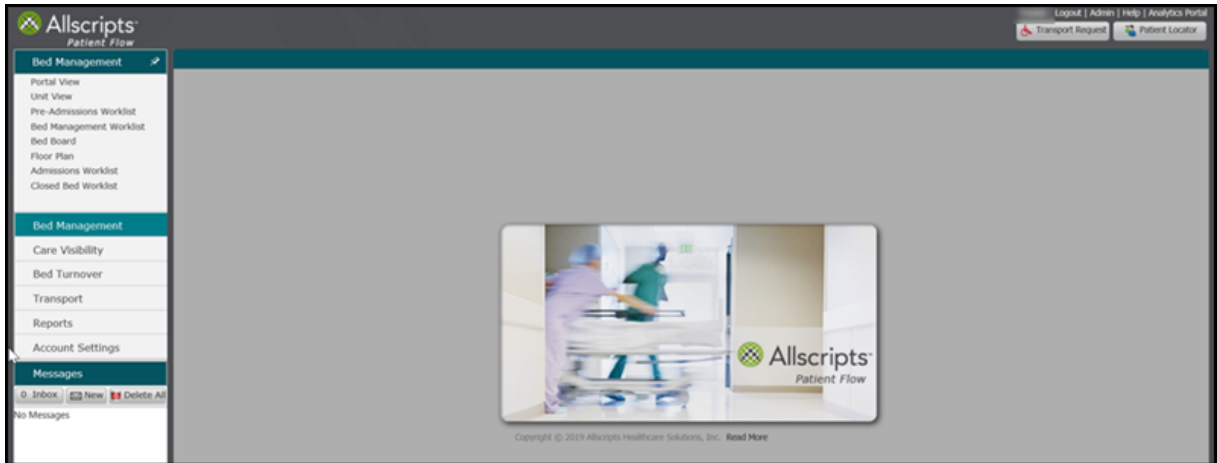
Note: Transport Dispatchers who use the Auto-Dispatch mode (on **Operational Maint. Tools**) must check into their Transport Regions on the **Organizations** list.

The selected organizations displays in **Organizations**. **My Messages** becomes available, and by default, the **In Box** box is checked. This ensures that messages sent to you using Allscripts Patient Flow™ go to the **Inbox** in the **Messages** section.

4. If you want to use additional message delivery methods (Email or Page), do the following in the **Messages** section:
 - > Click the box next to the message delivery method to select it.
A check mark displays in the box.
 - > For the methods chosen, click the corresponding arrow to select an option, such as an email address or pager number.
The selected option displays in the box.
5. The Messages box displays Standard by default, enabling you to received standard Allscripts Patient Flow™ messages. This cannot be cleared. To subscribe to additional message types such as Alert or Escalation, click the **Messages** arrow and click the applicable boxes.
If selected, Alert or Escalation displays in addition to Standard in the Messages box.
6. Click **Check In** to check into Allscripts Patient Flow™.

You are logged on, and the Allscripts Patient Flow™ application displays a splash page similar to the following image.

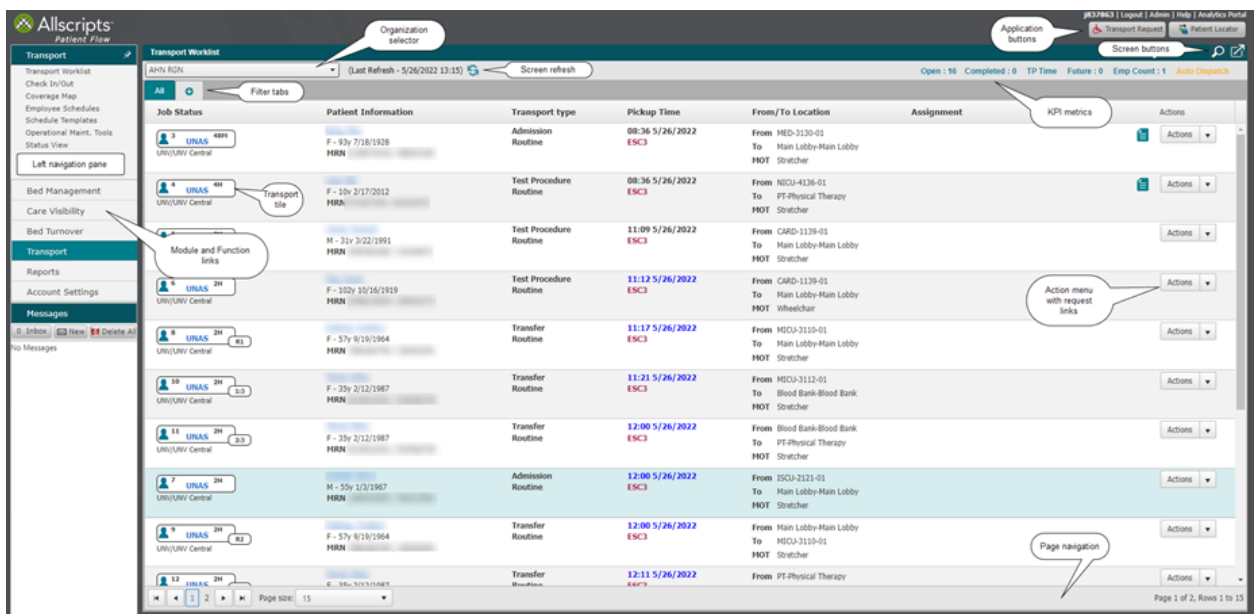
Figure 2: Allscripts Patient Flow™ splash page



Transport Worklist page areas and terminology

Terminology for Allscripts Patient Flow™ pages areas are identified in **Transport Worklist**. These areas are explained in the following sections.

Figure 3: Transport Worklist



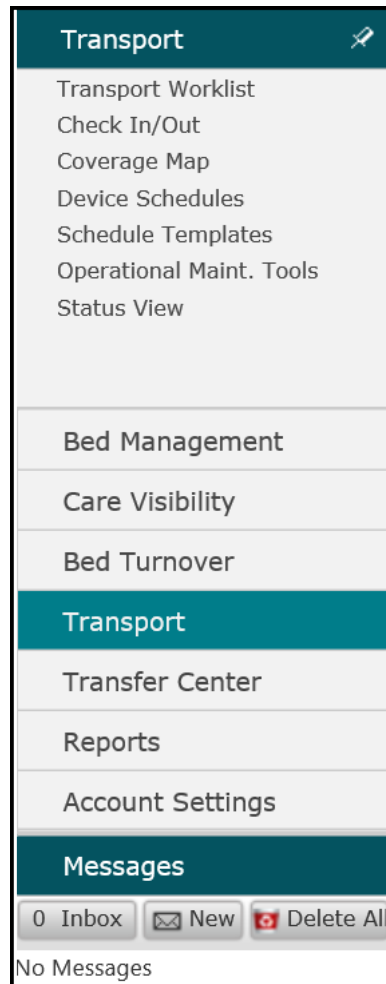
Note: For best viewing of Allscripts Patient Flow™, your web browser must be in Full Screen mode and your monitor set at a minimum of 1024 x 768 resolution.

Left navigation pane for Transport


The left navigation pane displays buttons for Allscripts Patient Flow™ modules and functions. The name of the module and function and its associated icon display on the button. When you click a specific button, various options for that module or function display. For example, when you click **Transport**, the various pages associated with that module display, such as **Transport Worklist** and **Check In/Out**. The following figure displays buttons for all Allscripts Patient Flow™ modules,


but only the modules your hospital has purchased will display as buttons. The left navigation pane also contains a **Messages** section that is described in the **Messages** section.

Figure 4: Transport Module



Pin button to expand or collapse left navigation pane

The  button on the right of the module name enables you to expand or collapse the pane. When you initially open Allscripts Patient Flow™, the default view of the left pane is pinned (expanded). The pinned view displays the names and icons of the module or function buttons, associated options, and the **Messages** section.

Clicking the pin button changes the display of the pin  and the pane is now unpinned.

When you click an option, such as **Transport Worklist**, the left pane collapses so that only the module icons display. The option you selected, such as the **Transport Worklist**, is expanded in the right pane. The pin button changes to an arrows button at the top of the left pane. Clicking this button expands the left pane back to its original default view. The pin button displays again, and the pane is still unpinned. Clicking the pin button changes the pane to pinned, and when you click an option, its details still display in the expanded view in the right pane.

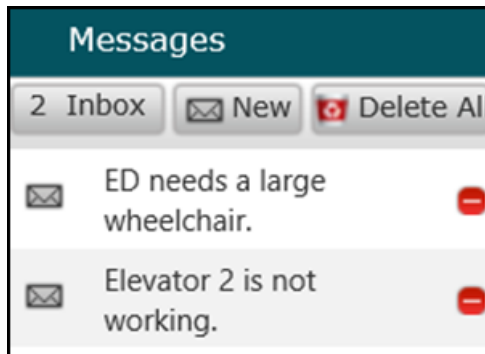
Figure 5: Transport Worklist

Job Status	Patient Information	Transport type	Pickup Time	From/To Location	Assignment	Actions
11 UNAS UNV/UNV Central	Isolation, Portal F - 52y 2/22/1970 MRN	Morgue Routine	14:19 6/22/2022 ESC3	From ED-UNV ED To ED-UNV ED HOT Morgue Cart		Actions
16 ASSN UNV/UNV Central	F - 95y 1/5/1927 MRN	Test Procedure Routine	07:48 6/23/2022	From CCU-1101-01 To Morgue-Morgue HOT Stretcher	Trip#10, Unv10 UNASSIGN	Actions
18 UNAS UNV/UNV Central	M - 94y 8/28/1927 MRN	Test Procedure Routine	09:41 6/23/2022	From MICU-3101-01 To RAD-X-Ray HOT Stretcher		Actions
19 UNAS UNV/UNV Central	M - 84y 7/4/1937 MRN	Test Procedure Routine	09:41 6/23/2022	From MICU-3103-01 To RAD-CT Scan HOT Stretcher		Actions
20 UNAS UNV/UNV Central	M - 84y 7/4/1937 MRN	Test Procedure Routine	09:52 6/23/2022	From RAD-CT Scan To MICU-3103-01 HOT Stretcher		Actions
23 UNAS UNV/UNV Central	M - 97y 2/28/1925 MRN	Test Procedure Routine	09:42 6/24/2022	From MICU-3106-01 To PT-Physical Therapy HOT Stretcher		Actions

Messages section

When the left navigation pane is in the expanded view, the **Messages** window is displayed. The window displays messages that were sent to you automatically (application generated messages) or manually by an Allscripts Patient Flow™ user.

The total number of messages is displayed in **Inbox** (for example,). Also, the messages are displayed in a list, as demonstrated in the following image.



Links bar

Use the links bar at the top of the page (**Logout | Admin | Help | Analytics Portal**) to log out, check out of the session, open an administrator workspace, access Help, or log in to the analytics portal.

- > Click **Logout** to log out of Allscripts Patient Flow™.
- > Click **Admin** to open Allscripts Patient Flow™ as an administrator. To exit, click **Exit Admin**.
- > Click **Help** to open **Online Help**, where you can access information and workflows on using the Allscripts Patient Flow™ application.
- > Click **Analytics Portal** to open Allscripts® Logic login page.
- > Click your user ID in the links bar to open **Check Out**, where you can check out of the current Allscripts Patient Flow™ session.

Scroll bar for multiple records

If the information records are too numerous to display on a worklist or page, use the vertical scroll bar that displays on the right of the page. Click and drag the scroll bar up or down to find a specific record.

Page navigation bar for multiple pages of rows

This section describes the how to navigate from a list of rows that is displayed on multiple pages.





If the rows of information are too numerous to display on one page, the list of rows display on multiple pages. A page navigation bar shown displays on **Transport Worklist** indicate the number of rows and pages. You can go to the next page by clicking the **Next Page** arrow  or to the last page by clicking the **Last Page** arrow . If there is a previous page, you can go to it by clicking the **Previous Page** arrow  or to the first page by clicking the **First Page** arrow . If there are no previous or next pages, the icons are not available. The following figure shows that there are no previous pages because you are on Page 1.

Figure 6: Navigation Bar

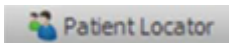
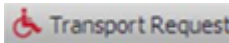







Icons

An icon is an image on the Allscripts Patient Flow™ panel that represents a function or activity. If you point to an icon, a panel tip displays with a brief description of the icon. For example, point to the calendar icon () to display `Open the calendar window.`

Common screen buttons

Buttons display near the links bar on **Transport module**. The following table provides information about the function of each button.

Button	Purpose
	This button displays on Transport . Clicking this button displays Patient Locator to search for a patient.
	This button displays on Transport . Clicking this button displays Transport Request .
Search  Or 	The Search button displays on Transport Worklist and Check In/Out (only when you are on the All tab). Clicking this button displays Search . On Transport Worklist , you can search for transport jobs by the Last Name of the patient, Job ID, Location, or Employee Last Name. On Check In/Out , you can search by Employee or Device ID. If an item matching the search criteria is found, the window displays only the matching rows. If no items are found, No Results displays. If results are found, is replaced by the All Results button, which can be clicked to clear the Search filter and show all information.
	Export displays on Transport Worklist and Check In/Out . Clicking this button provides the capability to export the data to a file format such as Excel® or to print the data.
	Refresh displays on Transport Worklist and Check In/Out . On Coverage Map , the Apply button works like the Refresh button. Clicking the Refresh button automatically refreshes the information.


Button	Purpose
	If a new tab is created with Filter options on Transport Worklist and Check In/Out , you can click the tab and the Filters button becomes available. Clicking this button displays Filters . This window enables you to define or change criteria to filter the patient information. Using this function enables you to find specific information more quickly, for example, only transports to a specific location.


Select a specific organization (facility, unit, or pod) for Transport

All main pages have an **Organization** selector box that enables you to choose the facility, unit, or pod you are authorized to access for the display of data pertaining to those organizations.

On most main screens, this box is on the top left of the screen. If you are authorized to access only 1 facility, unit, or pod, then the names of those organizations display automatically in the Organization selector. If you are authorized to access multiple organizations, you can choose facilities, units, or pods (based on your authorizations) from the ones currently displayed in the Organization selector by following the procedure below, which uses **Transport Worklist** as an example.

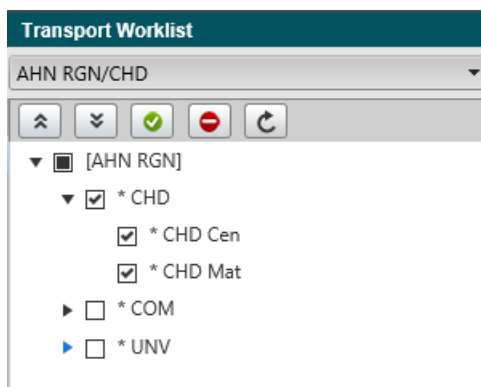
Note: The buttons on the **Organization** selector box vary slightly on the Transport pages. The steps below show all the different types of buttons, found on the various pages.


1. Click the arrow  on the right of the **Organization** selector box.

The facilities you are authorized to access display in a list (which only displays for about 5 seconds). The facility currently selected has a minus symbol  in its adjacent box, indicating that not all of its associated units and pods are selected. On the left of the facility boxes are

white arrows pointing to the right, indicating that the list is collapsed. An asterisk (*) indicates the organizations you are checked into.

Figure 7: Transport Worklist




2. Do 1 of the following:
 - > To change pod selections in the same unit, go to step 3.
 - > To select another unit or pod in the same facility, go to step 3.
 - > To select a different facility, go to step 7.
3. To change pod selections or select another unit or pod in the same facility, click the white arrow on the left of the selected facility.
The currently selected unit and pods display check marks in adjacent boxes.
4. To change pod selections in the same unit, do 1 of the following:
 - > To clear a pod, click the box to remove a check mark.
The check mark is removed next to the cleared pod. A red outline displays around the Organization selector box to indicate that changes were made.
 - > To select a different pod, click the box to insert a check mark.
A check mark displays next to the newly selected pod. A red outline displays around the Organization selector box to indicate that changes were made.
5. To select another unit in the same facility, click the box on the left of the unit.
A check mark displays next to the newly selected unit. All associated pods are automatically selected.
6. If you are finished making changes, go to step 9.
7. To select a different facility, click the **Expand All** button .



|| **Note:**

You can expand a specific organization by clicking the white arrow on the left of the specific organization to display the organization's units and pods.

Expand All is available on **Transport Worklist, Check In/Out, Coverage Map, Employee Schedules, and Status View.**

The Organization list expands to display all facilities and units (this can take some time if there are many organizations to display). The arrows next to the facilities and units become black  and point down and to the right.

8. Do 1 of the following (you can scroll down to perform some of these actions):

- > To clear all organizations by removing all check marks, click . All check marks are removed and all organizations cleared.
- > To select all organizations by inserting check marks in all boxes, click the **Select All** button . Check marks are inserted in all boxes and all organizations are selected.
- > To clear an individual organization, click the adjacent box to remove the check mark. The check mark is removed and the organization is cleared.
- > To clear an individual organization, click the adjacent box to insert the check mark. The check mark is inserted and the organization is selected.

Note: The X and check mark (replace) are available on **Transport Worklist, Check In/Out, Coverage Map, Employee Schedules, and Status View.**

9. Click the Update Worklist button  to refresh the information displayed. The button is available on **Transport Worklist, Check In/Out, Coverage Map, Employee Schedules and Status View.**

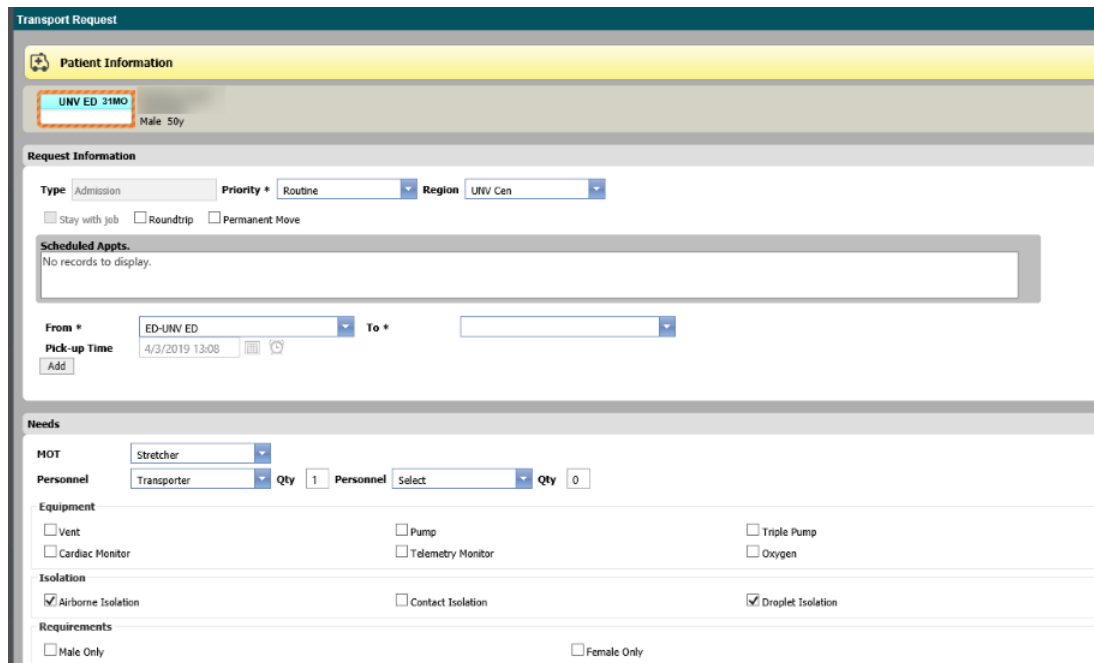
The Organization list closes, and the red border around the box is removed. The associated page refreshes to display the information for the selected facility, unit, and pod. If all children (for example, pods) for a parent (for example, unit) were selected, then only the name of the parent organization (for example, CARD) displays in the Organization box.

Transport Request window

From **Transport Request**, search for a patient and generate a transport request.

Transport Request is displayed in all Allscripts Patient Flow™ modules. Clicking **TP** displays a **Transport Request** window on which the Facility and Request Type can be selected. If a patient transport is selected, a Patient Search section is displayed for you to search for the patient by Last Name, Medical Record Number (MRN), or Acct # (Number). Clicking **Go** displays a large **Transport Request** where you can enter details for the request. The following figure shows the large **Transport Request** window. This figure is only an example and might not contain the same values as your **Transport Request**.

Figure 8: Figure 12: Transport Request



The screenshot shows the 'Transport Request' window with the following sections:

- Patient Information:** UNV ED 31MO, Male 50y.
- Request Information:**
 - Type: Admission
 - Priority: Routine
 - Region: UNV Cen
 - Options: Stay with job, Roundtrip, Permanent Move
 - Scheduled Appts: No records to display.
 - From: ED-UNV ED, To: [Empty]
 - Pick-up Time: 4/3/2019 13:08
- Needs:**
 - MOT: Stretcher
 - Personnel: Transporter, Qty: 1
 - Equipment: Vent, Cardiac Monitor, Pump, Telemetry Monitor, Triple Pump, Oxygen
 - Isolation: Airborne Isolation (checked), Contact Isolation, Droplet Isolation (checked)
 - Requirements: Male Only, Female Only

Some information might be filled based on default information for the transport request type. Boxes are user-defined and can differ depending on the hospital. The following table explains the boxes on this **Transport Request**. This table contains values from the previous example figure and might not match your **Transport Request**.

Data	Purpose
Request Information Section (Some boxes are displayed twice for Round trip Transport.)	
Type	This box is filled by default and cannot be changed.

Data	Purpose
Priority	Select the priority for the transport request. The default value is Routine. Some transport requesters cannot see Priority depending on their permissions.
Region	Select the region for the Transport Request. The default value is the region with which the portal is associated. If you do not have the applicable permissions, this box is unavailable and is shaded to indicate the value cannot be changed. Most transport requesters cannot see Region based on the their permissions.
Stay with Job	If the transport request is a round trip, select this option for transport personnel to stay with the transport job. If this transport request is for a material transport or if it is not a round trip, this box is unavailable.
Round trip	If the transport request is a round trip, select this option. If this transport request is a material transport, this box is unavailable. When this box is selected, you can select a specific unit and room for the transport. To add another transport that is not part of a round trip, click Add . Another section with From, To, and Pick-up Time are displayed for this additional leg.
Permanent Move	If the transport request is a round trip, this option is unavailable. Select this option if the transport is for a permanent move.
Scheduled Appts.	If any other scheduled appointments exist for the patient, they are displayed here. If there are none, then <code>No records to display</code> is shown in this box.
From*	The default location is the FacI/Unit/Pod portal for the patient. To change the location, click the From arrow and select a location.
To*	Click the To arrow and select a location. If the Transport Type is configured for a default location, it is displayed. To change the location, click the To arrow and select a location.

Data	Purpose
Pick-up Time	<p>The system determines the next available date or time based on system configuration and displays the date and time in the Pick-up Time box.</p> <p>For a round trip transport, the transport type's duration is added to the first leg's date and time to calculate the second leg's date and time.</p> <p>For a patient transport job, click Edit to enter a different time. Schedule is displayed, and you can drag the transport job to the applicable time or date. For an equipment transport job, Edit is not displayed, but you can click inside Pick-up Time and change the date or time.</p>
Needs Section	
MOT	Select the MOT (Mode of Transport).
Personnel	Select Personnel (Personnel 1).
Qty	Enter the number of personnel for Personnel 1.
Personnel	Select Personnel (Personnel 2).
Qty	Enter the number of personnel for Personnel 2.
Isolation boxes	Select the applicable Isolation boxes. (This is a configured area.)
Confidentiality boxes	Select the applicable Confidentiality boxes. (In the example, Patient Confidentiality is the only option. This is a configured area.)
Requirements boxes	Select the applicable Requirements boxes. (This is a configured area.)
Notes Section	
Add Note	Enter the information for the note.
Note visible to all users	Select the box to make the note visible to all users or clear the box click prevent the note from being visible to all users.
Phone	Enter the phone number for the request. The application provides the phone number of the requester if a phone number is identified in the application.

Open multiple browser windows

The Allscripts Patient Flow™ application supports using multiple browser windows at one time using Internet Explorer®.

For example, log on to Allscripts Patient Flow™. To open another window, click **File > New Session**. Then navigate to Allscripts Patient Flow™ and open a second window. If necessary, repeat the steps to open other windows.

Log off from Allscripts Patient Flow

For security reasons, whenever you are taking a break or leaving your computer, you must log off from Allscripts Patient Flow™. Click **Logout** on the **Links Bar**. The message stating `You have successfully logged off` displays, and you are logged off from Allscripts Patient Flow™.

Note: Logging off from Allscripts Patient Flow™ is not the same as checking out of it.

Chapter 2

Transport module overview

The Transport module enables hospital staff to effectively manage Transport Requests and efficiently complete them. Through the use of an automated Intelligent Matching Engine (IME) process, Transporters are rated for availability. The IME process starts search and match terms to score the Transporters independently and find the available Transporters that match the Transport Request. For example, the Transporter's region is matched to the requirements of the Transport Request. If there is no match, the Transporter is eliminated from the results. The IME process also calculates the percentage of request requirements matched by the Transporter. The matching Transporters are listed according to their rating with higher-rated Transporters listed first. Assignments can be performed automatically through Auto-Dispatch or through manual assignment. The Transport module provides check-in or check-out capability, organization coverage information, scheduling capabilities for employees or devices, and tools for configuration. It also provides the ability to quickly communicate to Transport staff using communication devices such as pagers. These functions are described in the following sections.

Note:

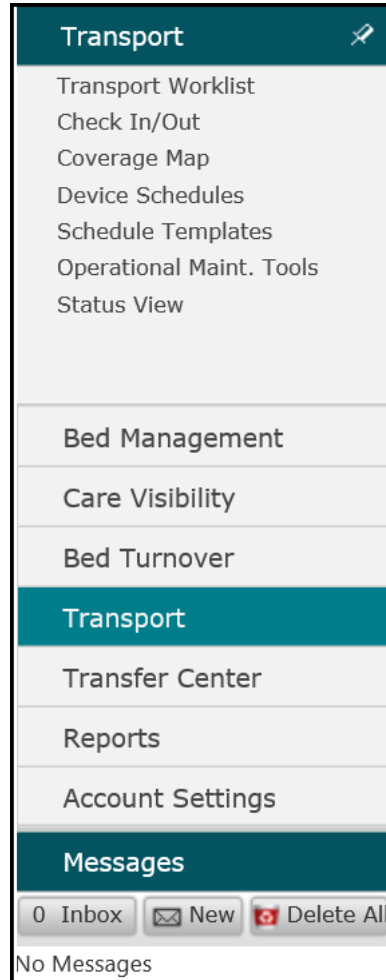
Daylight Saving Time

This known issue impacts countries and states that observe Daylight Saving Time. Once a year, during "Spring forward", an hour is lost after midnight. Please note that housekeepers and transporters who check into Allscripts Patient Flow™ during that time will show as logged in an hour late that day, due to the loss of the hour. If this is a concern, use your time and attendance system to review their actual hours worked.

Access the Transport module

To access the Transport module, click the **Transport** button on the left navigation pane.

Figure 9: Transport > Transport Worklist



Transport module pages

The Transport module has 7 main pages with the following uses:

Transport module	Description
Transport Worklist	Displays details of open Transport Requests. This page enables you to view suggested transporter assignments, assign and release Transporters, view details, put in progress, edit, delay, complete, or cancel Transport Requests.
Check In/Out	Displays employees that are checked in and out and the devices assigned to them. Employee Device IDs, schedules, transport regions, and the minutes they have been idle, on break, or busy are also shown. This page can be used by Transport personnel to search for and check employees in and out, put them on or off break, and so on. Check In/Out has an Export function that enables the exporting of data to various file formats, such as Excel [®] and Acrobat [®] PDF.
Coverage Map	Shows the primary, secondary, and tertiary transport coverage according to transport regions based on the time interval selected.
Employee/Device Schedules	Depending on the application configuration, displays a list of employees or communication devices (such as pagers) and the available schedules (dates, days, check-in time, regions, and so on). Schedules can also be added, edited, or removed using this page.
Schedule Templates	Provides the capability of viewing, adding, editing, or removing schedule templates.
Operational Main Tools	Provides the capability of Auto Dispatch mode for 1, multiple, or all regions.
Status View	Displays the status of Transport Requests. The requests can be displayed according to various statuses or sort options. With the applicable authorizations, you can print, edit, or cancel a transport job as well as add a note to it.

Your access to each page is based on your specific role in the hospital. You can have access to 1 or multiple pages. Only the pages that you can access display when you use the Transport module.

Common workflows

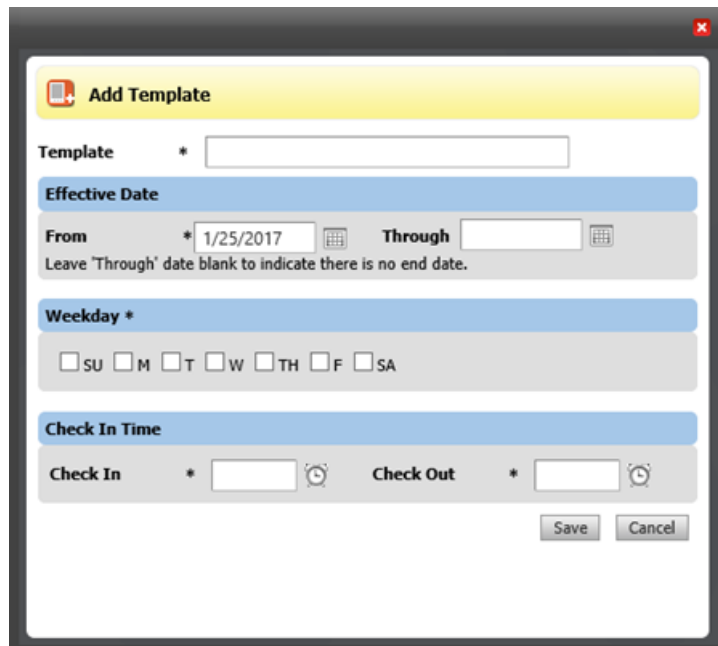
Use common workflows in Allscripts Patient Flow™ such as searching and filtering views or worklists, locating patients, or viewing patient histories.

Enter information in required boxes

This section provides a short description on how to use **Add Template**.

When creating a new item or editing an existing item, most required boxes are indicated by an asterisk (*) on Allscripts Patient Flow™ pages (and in box descriptions in this document). If information is missing from a required box, an error icon might display on box. An error message might display. If required information is missing from a page, you must enter it before you can save all information on the page. For example, when you use **Add Template** to create a new template, you must enter information in the required boxes in order to add a template.

Figure 10: Add Template



Security timeout

For security and privacy reasons, Allscripts Patient Flow™ has a timeout functionality, which automatically logs you out of the application after a specified time of application inactivity.

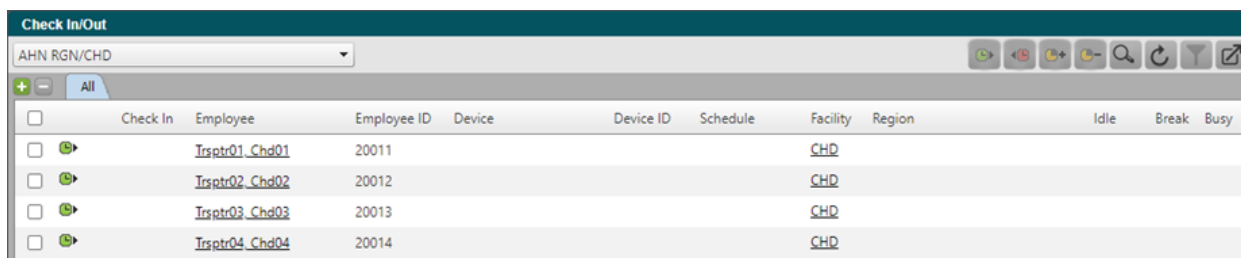
If you log on to Allscripts Patient Flow™, but do not use it for a specified length of time, the panel automatically closes and the Allscripts Patient Flow™ **Please Login** panel displays. You must log on again to access the Bed Management module. Save your changes periodically because if the timeout feature logs you out, any unsaved changes are gone and cannot be recovered.

Note: Specified timeouts are configured by your organization's system administrator.

Sorting information by column heading

Several windows, such as **Check In/Out**, display information in a table format with columns and rows. Each column has a heading to indicate the type of information in that column. Some column headings can be clicked to sort the information according to that heading. For example, clicking the **Employee** column heading on **Check In/Out** sorts the information by the employee name.

Figure 11: Check In/Out



Check In	Employee	Employee ID	Device	Device ID	Schedule	Facility	Region	Idle	Break	Busy
<input type="checkbox"/>	Trspr01_Chd01	20011				CHD				
<input type="checkbox"/>	Trspr02_Chd02	20012				CHD				
<input type="checkbox"/>	Trspr03_Chd03	20013				CHD				
<input type="checkbox"/>	Trspr04_Chd04	20014				CHD				


Expanding and collapsing rows

The rows initially displayed on **Transport Worklist** show a short summary of Transport Request information. This collapsed view displays more jobs on the window.

You can expand the information displayed in a collapsed row by clicking the specific row. This expanded view displays more details for that transport job. To collapse the expanded view, click the row again.

Use tabs and filters

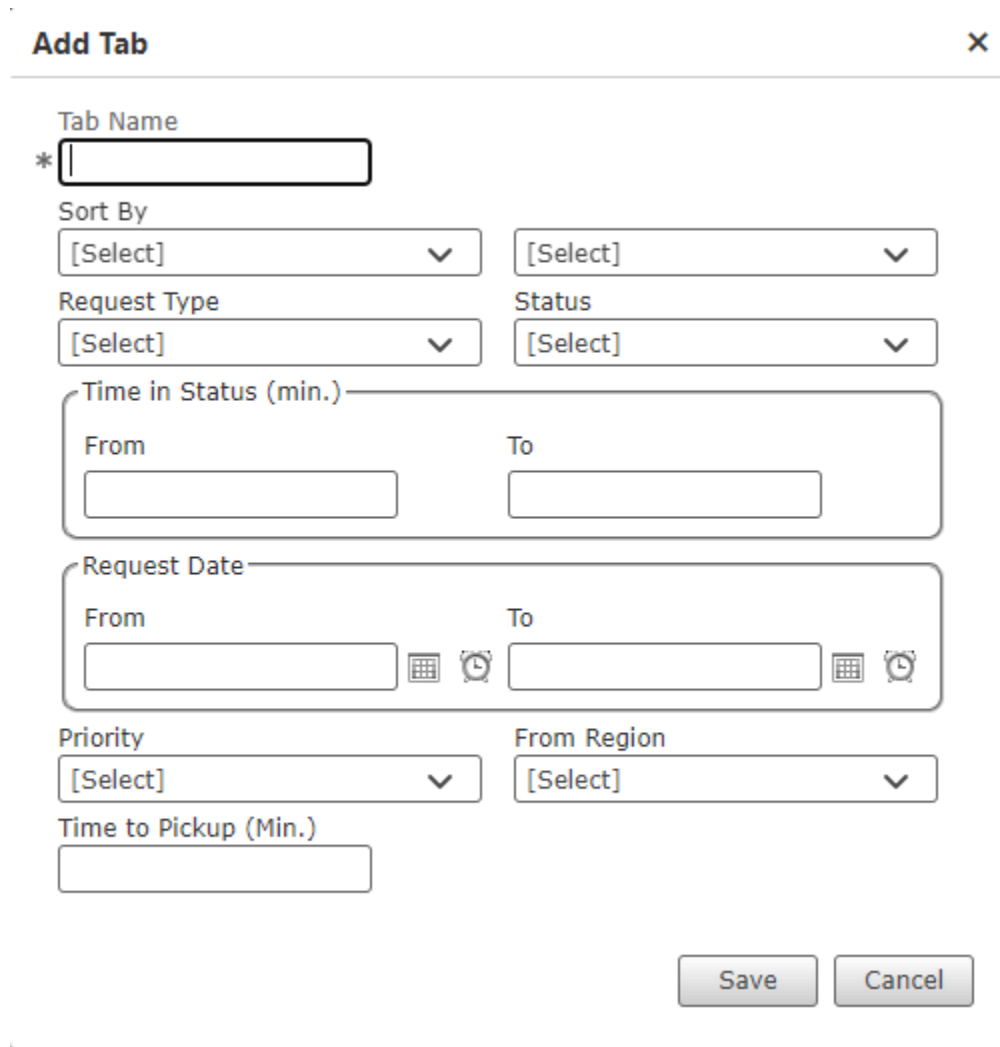
The information in this section only applies to the **Transport Worklist** and **Check In/Out** because the other pages do not use tabs for filtering information. The **All** tab displays near the top left of the pages. It is the first and only tab that displays by default on these 2 pages. All data pertaining to the page displays on the **All** tab.

To filter out data you do not want to view, first you create a new tab by clicking the **Add Tab** icon , and then you select filter criteria on **Filters**. Data that do not meet the specified criteria are filtered out and do not display on the page. This Filters function helps you to find specific information more quickly. Because **Transport Worklist** and **Check In/Out** display different data, **Filters** for the **Transport Worklist** has different boxes than **Check In/Out**.

You can select 1 or multiple options for each box on **Filters**. If you do not want to use a box, leave it blank. For example, if you want to look for transport requests that have not been assigned to a Transporter on **Transport Worklist**, click the **Request Status** arrow on **Filters** and click the **Unassigned** box to insert a check mark. To search for these requests for Stat jobs only, you would

also click the **Request Priority** arrow and click the **Stat** box to insert a check mark. Leave the other boxes on **Transport Worklist Filters** blank.

Figure 12: Transport Worklist Filters



When you click **Filter Now**, the page closes and only Unassigned and Stat Transport Requests display on **Transport Worklist**. If no data matches the filter criteria, the statement `No records to display.` is shown on **Worklist**. In order to use this Filters function, you must create and name a **Filters** tab, which is used to save the Filter options you specify. The name of the new **Filters** tab displays on the right of the **All** tab. This Filters tab is saved and displays on your view of **Transport Worklist** or **Check In/Out** whenever you access it. It does not display to other transporters. If you no longer want to use the tab, you can delete it.

Create a Filters tab


Create a **Filters** tab for unassigned transport jobs on **Transport Worklist**. Use the filter tab as an example and create multiple types of tabs using the same process.

1. Click **Transport Worklist**.

Transport Worklist displays the **All** tab and the **Add** button  on the left.

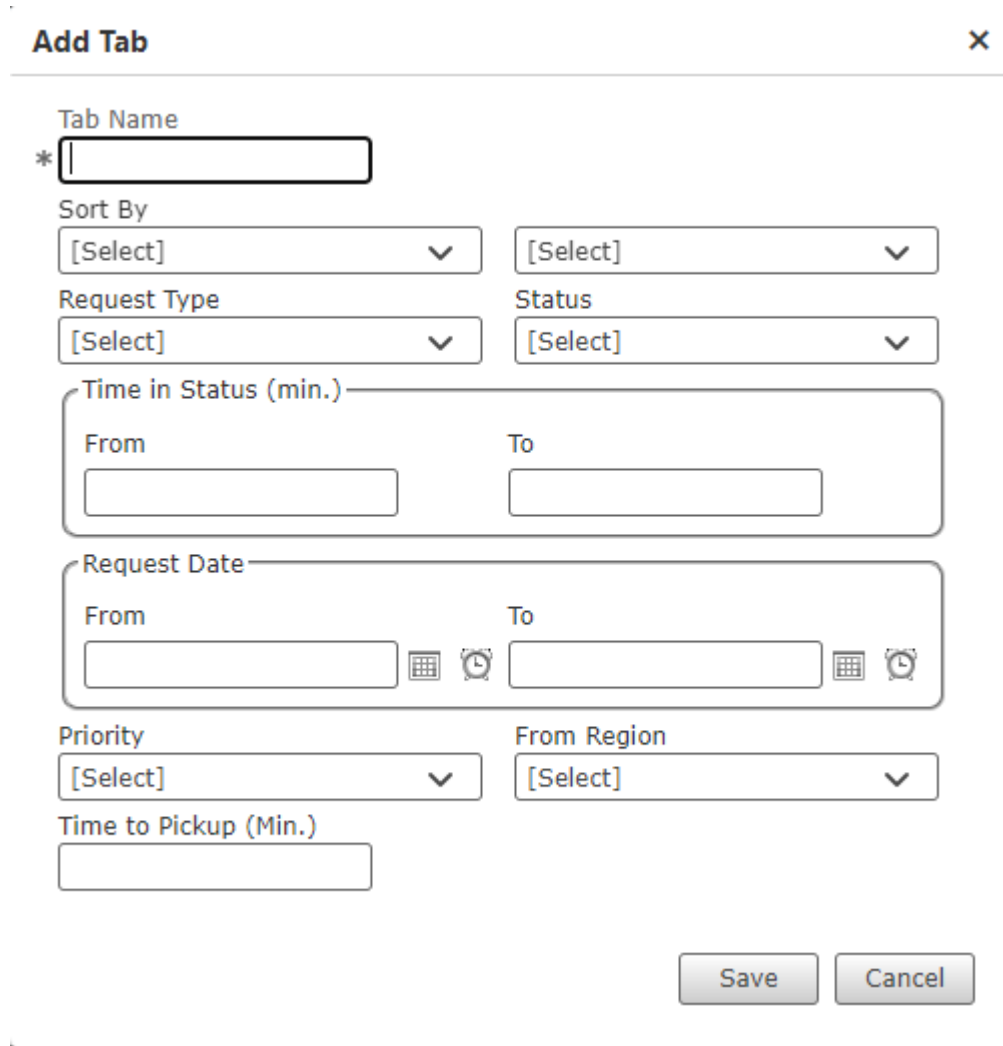
Figure 13: Transport Worklist



2. Click  on the left of the All tab.

3. Enter a **Tab Name** and select your filtering criteria.

Figure 14: Transport Worklist Filters



4. Click **Save**.

The filter information for the **Stat** tab is saved. **Transport Worklist Filters** closes and only Transport Requests that have the Stat priority display. If no requests match the filter criteria, the statement `No records to display` is shown. The **Filters** button becomes available. You can click this button to display **Transport Worklist Filters** again and edit the options you selected as explained in the following section.

Note: On created filter tabs like Stat, **Search** on the **Transport Worklist** is not functional because the data is filtered.

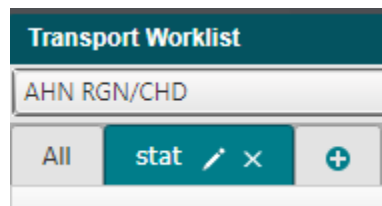
Figure 15: Transport Worklist

Job Status	Patient Information	Transport type	Pickup Time	From/To Location	Assignment	Actions
11 UNAS UN/UNV Central	Isolation, Portal F - 52y 2/22/1970 MRN	Morgue Routine	14:19 6/22/2022 ESC3	From ED-UNV ED To ED-UNV ED HOT Morgue Cart		Actions
16 ASSN OH UN/UNV Central	F - 95y 1/5/1927 MRN	Test Procedure Routine	07:48 6/23/2022	From CCU-1101-01 To Morgue-Morgue HOT Stretcher	Trsp#10, Unv10 UNASSIGN	Actions
18 UNAS OH UN/UNV Central	H - 94y 8/28/1927 MRN	Test Procedure Routine	09:41 6/23/2022	From MICU-3101-01 To RAD-X-Ray HOT Stretcher		Actions
19 UNAS OH UN/UNV Central	H - 84y 7/4/1937 MRN	Test Procedure Routine	09:41 6/23/2022	From MICU-3103-01 To RAD-CT Scan HOT Stretcher		Actions
20 UNAS OH UN/UNV Central	H - 84y 7/4/1937 MRN	Test Procedure Routine	09:52 6/23/2022	From RAD-CT Scan To MICU-3103-01 HOT Stretcher		Actions
21 UNAS OH UN/UNV Central	H - 97y 2/28/1925 MRN	Test Procedure Routine	09:42 6/24/2022	From MICU-3106-01 To PT-Physical Therapy HOT Stretcher		Actions

Edit Filters

Change the filter criteria for a filter tab you created.

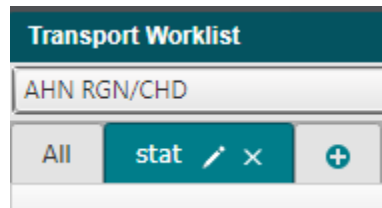
Click the pencil on the tab to change the selected filter criteria.



Delete Filters tabs

Delete filter tabs you no longer need. You cannot delete the **All** tab.

You can delete a **Filters** tab that you created by clicking the x on the tab.



On **Confirm** click **Yes** to delete the tab.

Use the All tab

Clicking the **All** tab next to the **Filters** tab displays all data associated with that window. No data is filtered out on the **All** tab.


View, send, and delete messages

Messages provides the ability to view, send, and delete messages within Allscripts Patient Flow™. It does not have the same functionality as an email application, such as Microsoft® Outlook®, because it is limited to people and organizations defined in Allscripts Patient Flow™. The left navigation pane must be in the expanded view for the **Messages** section to display.

Message configuration is defined in the Administration area, and your System Administrator sets you up to receive the applicable types of messages (for example, Standard, Escalation, and Alert) and to subscribe to various messages by default. If you have the applicable authorizations, you can click **Account Settings** and change these message settings on **Check Out** and **Message Event Subscriptions**.

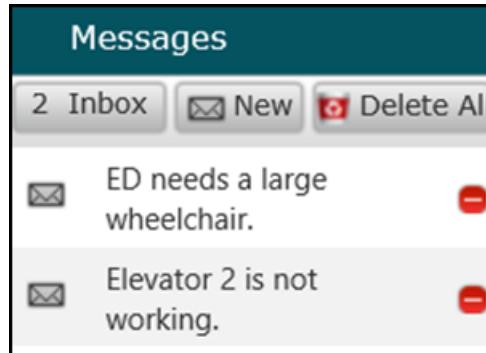
View messages

The total number of messages received, for example, 2, displays in the **Inbox** icon, and the messages display as a list near the icon. Messages display in chronological order with the most recent message displaying first. The first 30 characters of a message display in the Messages section. Depending on the length of the messages, 6 or 7 messages are displayed in this section. If numerous messages are received, a scroll bar displays on the right of the Messages section, and you can click and drag the scroll bar up or down to view messages. You can display an expanded view of messages by following the procedure.

1. If the Messages section does not display, click .

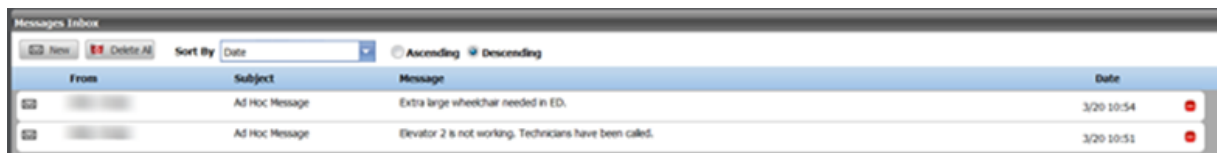
The **Messages** section displays.

Figure 16: Messages



2. Click **Inbox** (the number in the **Inbox** icon varies according to the number of messages received). The expanded view of the **Messages Inbox** displays on the right.


Figure 17: Messages Inbox





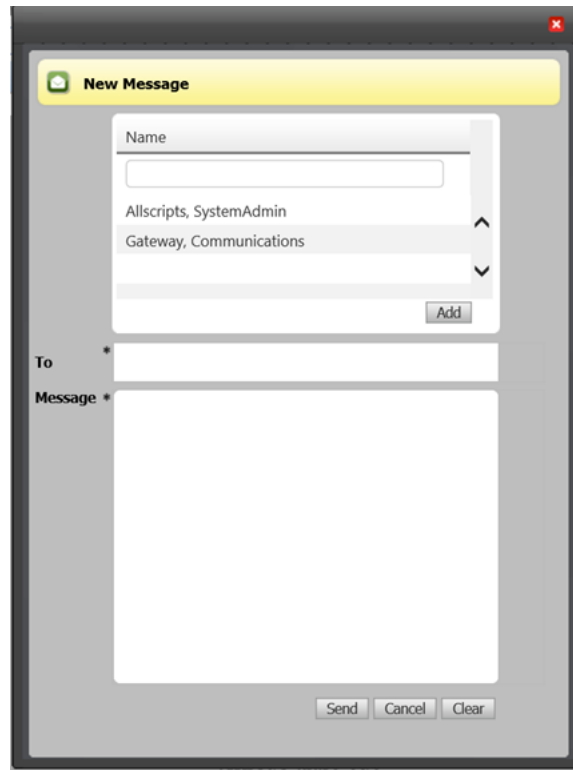
3. To sort the messages, you can click the **Sort By** arrow and select an option. You can also select the sort order by clicking **Descending** (default) or **Ascending**. The messages are sorted by the options selected.

Create and send messages

Create and send messages using the **Messages** functionality in Allscripts Patient Flow™.

1. Click  to expand the left navigation pane and display the **Messages** options.
2. From **Messages**, complete one of the following steps:

- > Click .
- > Click **Inbox** and then click .



3. Select a recipient name from the list.
4. (Optional) To search for a specific recipient, enter a name into the **Name** field and press **Enter**.
5. Click **Add**.
6. In **Message**, enter any text.
7. Click **Send**.

Delete messages

To delete an individual message, click the **Delete** icon on the right of the message. To delete all messages, click **Delete All**. The maximum number of days that messages are retained is set by your System Administrator. Messages are automatically deleted when they exceed this maximum threshold. To recover a deleted message, see your System Administrator.

Export information

Information on **Transport Worklist** and **Check In/Out** can be exported as point-in-time, snapshot data by clicking **Export** . **Transport Worklist** is displayed in a report format as shown in the following figure.

Figure 18: Transport Worklist

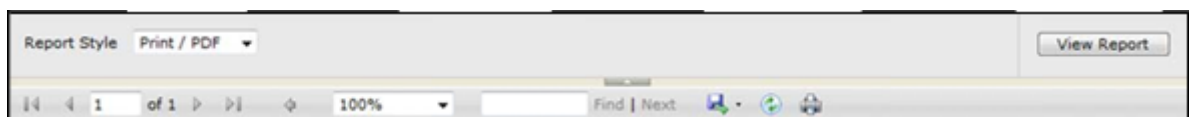
Job ID	Job Type	Patient Name	MRN	DOB	Pkx Up Time	Job Region	Facility	From Location	To Location	Job Priority	Needs	MOT	Return Trip Job ID	Multi Trip Job Details	Escalation	Requested By
52	Test Procedure	William, Alan		11/2/20	4/3/14 08:51	UNV Central	UNV	NEURO-7182-01	RAD-MR2	Route		Stretcher			Third Escalation	William, Alan
53	Test Procedure	William, Alan		5/25/49	4/3/14 08:52	UNV Central	UNV	NEURO-7182-02	PT-Physical Therapy	Route		Stretcher			Third Escalation	William, Alan
54	Test Procedure	William, Alan		7/18/51	4/3/14 08:53	UNV Central	UNV	NEURO-7182-04	PT-Physical Therapy	Route		Stretcher			Third Escalation	William, Alan
56	Test Procedure	William, Alan		2/18/81	4/3/14 12:05	UNV Central	UNV	CARD-1142-01	RAD-CT Scan	Route		Stretcher			Third Escalation	William, Alan

Report Date: 4/7/2014 14:32:09
 Report Path: \\Allscripts Patient Flow\Printout Reports\Transport Worklist Printout
 Page 1 of 1
 Data last updated: 4/7/2014 14:32:08

You can also export information on **Check In/Out**. If your application is configured to show employee and device schedules, **Transport Employee** displays when clicking on **Check In/Out**. If your application is configured to show employee schedules, then **Transport Employee List** is displayed when clicking on **Check In/Out**.

An actions bar displays on **Transport Worklist**, **Transport Device**, and **Employee List**. You can go to various list pages, change the view percentage, perform a text search, select a file format for export, and print the list. Clicking the arrow button expands the actions bar to display **Report Style** and **View Report**, where you can select the report file format and then click the button to view the report prior to printing. Clicking the again collapses the actions bar.





Figure 19: Action bar







The functions of the actions bar are described in the following sections.

Move through spreadsheet information

Functions on the Actions Bar enable you to move through the information to view specific records:

On the left side of the Actions Bar, the current page number and the total number of pages display, for example of 2 . To move to another page, enter the page number in the box displaying the current page number and press ENTER on your keyboard. The page displays that page of the report. Navigation arrows display on the left and right sides of the page numbers. To advance 1 page, click the single arrow pointing to the right  . To advance to the end of the report, click the arrow-bar pointing to the right  . Similarly, click the arrows pointing left ( and ) to move to previous pages in the report.

Note: If there is only 1 page in the report, navigation is not needed and the navigation functions are not available. Also, the right arrows  and  are not available when you have reached the end of the report. The left arrows display in a grey color   have reached the beginning of the report.

To scroll through the records without using the Actions Bar, you can either press the DOWN ARROW key (↓) on your keyboard for continuous scrolling or press the PAGE DOWN key to scroll 1 section of the page at a time. If there is more than 1 page of records, a Windows® scroll bar displays on the right side. You can use your mouse and either click the up (↑) and down (↓) arrows to scroll through records or you can click and drag the scrollbar slider to scroll through the records.

Change the View size

By default, the current report is displayed at 100% size as indicated in **View** on the Actions Bar.

You can change this viewing size by either clicking **100%** or clicking arrow and selecting the view size from the list of options. The view size of the information on the page changes accordingly.

Search for a value

Find | Next in the middle of the Actions Bar provides a Search function.

Initially, **Find | Next** displays are not available until a value is entered in blank text box. To search for a value, do the following:


1. Enter a search value in the **Find** box.
2. Click **Find** to find the value.

If the value is found, it is highlighted and displayed on the report page. If the value is not found, a Windows® Internet Explorer® message stating, `The search text was not found opens`. Click **OK** on the message to return to the report.

3. To find the same value again, click **Next**.

If another occurrence of the value is found, it is highlighted and displayed on the report page. If another occurrence of the value is not found, a Windows® Internet Explorer® message stating, `The entire report has been searched opens`. Click on the `page` to return to the report.

Export information to a report

Clicking the **Export** icon  on the right displays a list of export options that can be selected to export the report data into a different format.

You can export a report to different formats, for example, an Adobe PDF® file, using **Export**. To export a report, do the following:

1. Click the **Export** icon to display a list of available format options.
2. Click to select the format for the exported report.


File Download is displayed.

3. Click **Open** to open the file or click **Save** to save the file.


The file is either opened or saved depending on your selection.

Note: To open some formats, such as a PDF file, you must have the associated program loaded on your computer or an error message displays. See your system administrator for additional information.

Refresh information

Click **Refresh**  (on the right of the **Export** icon) on the Action Bar to refresh the information displayed on the page.

Print a report

You can print the information as a report by clicking the **Print** icon  on the right of the **Refresh** icon on the Action Bar. You can also print the report if you export it by using the Print function in the export application, such as an Excel file.

Chapter 3

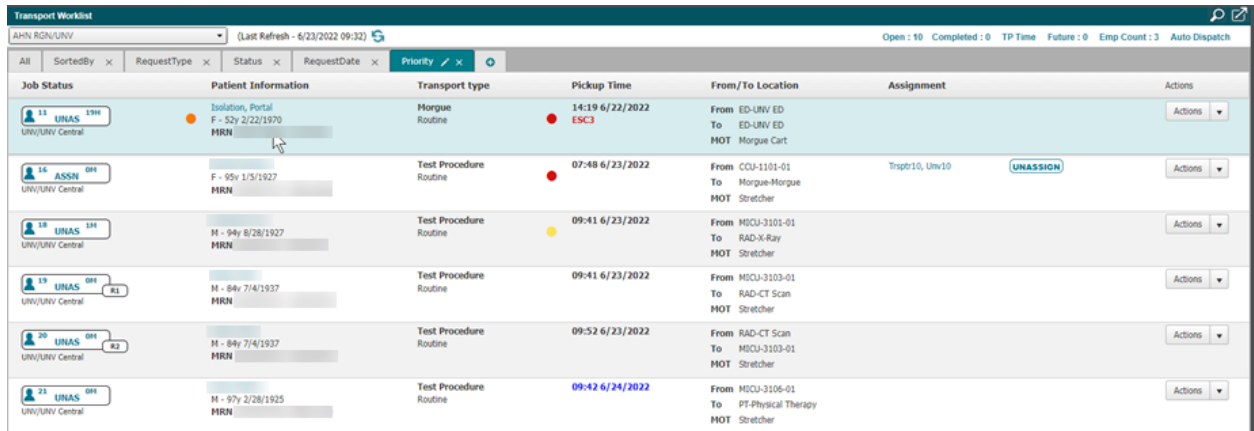
Transport Worklist

Transport Worklist uses an automated Intelligent Matching Engine (IME) process to rate Transporters for availability. Their transport region in relation to transport locations is also used as part of the rating. The available Transporters are listed according to their rating next to the transport jobs, with higher-rated Transporters listed first. This function makes it easier for managers to manually assign Transporters to transport jobs. **Transport Worklist** can be configured to automatically assign transport jobs to Transporters based on their IME rating. If automatic assignment is used, the Transporter rated highest for a transport job is automatically assigned to the job. No manual assignment is necessary.

Access the Transport Worklist

To access **Transport Worklist**, click **Transport**.

Figure 20: Transport Worklist












Job Status	Patient Information	Transport type	Pickup Time	From/To Location	Assignment	Actions
11 UNAS E3H UNW/UNW Central	Isolation, Portal F - 52y 2/22/1970 MRN [REDACTED]	Morgue Routine	14:19 6/22/2022 ESC3	From ED-UNW ED To ED-UNW ED MOT Morgue Cart		Actions
16 ASSN OH UNW/UNW Central	F - 95y 1/5/1927 MRN [REDACTED]	Test Procedure Routine	07:48 6/23/2022	From CCU-1101-01 To Morgue-Morgue MOT Stretcher	Trsptr10, Umv10 UNASSIGN	Actions
18 UNAS OH UNW/UNW Central	M - 94y 8/28/1927 MRN [REDACTED]	Test Procedure Routine	09:41 6/23/2022	From MICU-3101-01 To RAD-X-Ray MOT Stretcher		Actions
19 UNAS OH K1 UNW/UNW Central	M - 84y 7/4/1937 MRN [REDACTED]	Test Procedure Routine	09:41 6/23/2022	From MICU-3103-01 To RAD-CT Scan MOT Stretcher		Actions
20 UNAS OH K2 UNW/UNW Central	M - 84y 7/4/1937 MRN [REDACTED]	Test Procedure Routine	09:52 6/23/2022	From RAD-CT Scan To MICU-3103-01 MOT Stretcher		Actions
21 UNAS OH UNW/UNW Central	M - 97y 2/28/1925 MRN [REDACTED]	Test Procedure Routine	09:42 6/24/2022	From MICU-3106-01 To PT-Physical Therapy MOT Stretcher		Actions










Information on Transport Worklist

Common icons

Other than the error icon () , click a common Allscripts Patient Flow™ icon to use the associated feature.

Table 1: General icons

Icon	Location	Purpose
	Top of left navigation pane	Collapses the left navigation pane to display more information on the right of the pane.
	Unit View	Collapses the activity pane on the right and display more information on the left of the pane.
	Activity pane on Unit View	Click the down arrows to expand the section and display any pending activities. Click the up arrows to collapse the section.
	On the right of patient rows on most work list panels	Displays on a patient row if a request is made for the patient (for example, a Bed Transfer , or Discharge Request). Click  to display a Cancel panel, where you can select a cancellation reason.
	Top right of window and other panels	Closes the current panel without saving new information.
	Check In and other panels	Opens a calendar, where you can select a date.
	Check In and other panels	Opens a time picker, where you can pick one-hour time intervals.
	Data entry panels	Displays when data is missing from a required box after you try to save information on a panel or attempt to proceed to the next step.

Icon	Location	Purpose
	Several pop-up panels (for example, Move Patient Off Floor)	Displays when an error is made in a date box (for example, you enter a future date in Off Floor Date Time on Move Patient Off Floor).
 or 	Patient row on most worklists and view panels	When  is displayed, enables you to view previous notes. If a note does not currently exist for the patient,  displays. Click the icon to add a note. Refer to the information in <i>Use the Notes Function</i> .
	Patient row on most worklists and view panels	Displays on the right of the patient's name. Click this icon or the patient's name to open Patient Details .
	Patient row on Portal View , Unit View , and Bed Management worklist panels or the activity pane on the Unit View panel	If a very important person (for example, a celebrity) is selected as a Confidentiality attribute for a patient,  displays on the right of the patient's name. This functionality is available when the Very Important Person box is selected for the Confidentiality attribute on Attributes Maintenance in Admin .
	Left side of the Material Jobs tile on Transport Worklist	Identifies the material jobs displayed on Transport Worklist .

Requests List on Transport Worklist

The Requests List displays transport requests in a table format on **Transport Worklist**. Each table column has a heading to indicate the type of information in that column. The **Location** column on the left contains transport tile icons, which are explained in the following section.

Figure 21: Transport Worklist

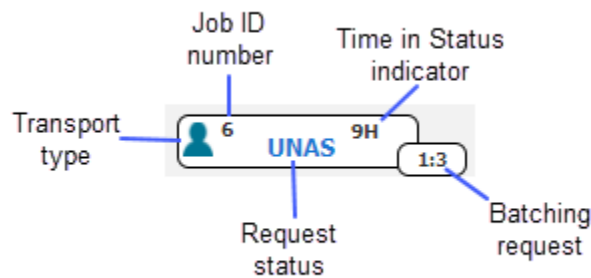
Job Status	Patient Information	Transport type	Pickup Time	From/To Location	Assignment	Actions
11 UNAS E3H UNW/UNV Central	Isolation, Portal F - 52y 2/22/1970 MRN	Morgue Routine	14:19 6/22/2022 ESCS	From ED-UNV ED To ED-UNV ED HOT Morgue Cart		Actions
16 ASSN OH UNW/UNV Central	F - 95y 1/5/1927 MRN	Test Procedure Routine	07:48 6/23/2022	From ICU-1101-01 To Morgue-Morgue HOT Morgue Cart	Trsptr10, Unv10 UNASSIGN	Actions
18 UNAS OH UNW/UNV Central	M - 84y 8/28/1927 MRN	Test Procedure Routine	09:41 6/23/2022	From ICU-3101-01 To RAD-X-Ray HOT Stretcher		Actions
19 UNAS OH R1 UNW/UNV Central	M - 84y 7/4/1937 MRN	Test Procedure Routine	09:41 6/23/2022	From ICU-3103-01 To RAD-CT Scan HOT Stretcher		Actions
20 UNAS OH R2 UNW/UNV Central	M - 84y 7/4/1937 MRN	Test Procedure Routine	09:52 6/23/2022	From RAD-CT Scan To ICU-3103-01 HOT Stretcher		Actions
21 UNAS OH UNW/UNV Central	M - 97y 2/28/1925 MRN	Test Procedure Routine	09:42 6/24/2022	From ICU-3106-01 To PT-Physical Therapy HOT Stretcher		Actions

Transport tile information

Transport Worklist uses transport tiles to display the 3 types of transport requests: patient, material, or material for a specific patient.

A person icon in the transport tile indicates a patient transport request. A box icon indicates a material transport request.

Figure 22: Transport tile



The following table explains the abbreviations for status timers on the transport tile.

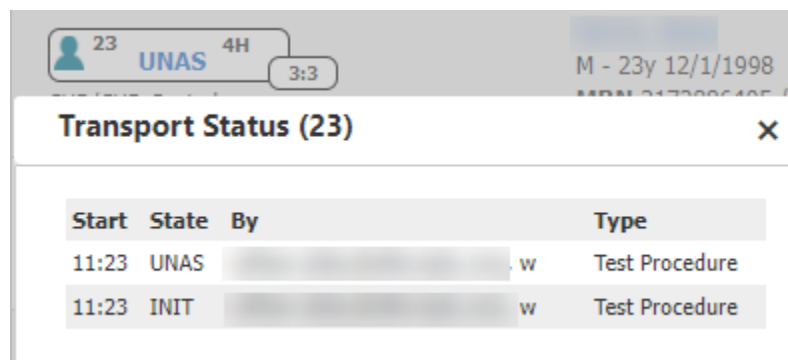
Transport status timers	
Abbreviation	Explanation
M	Minutes (0 to 120 minutes)
H	Hours (121 minutes to 23 hours)
D	Days (1 to 30 days)
MO	Months (31 days or more)

The following table explains the status abbreviations (in alphabetical order) displayed in the transport tile.

Transport job request status	
Status	Explanation
ADLY	The transport job is assigned to a Transporter, but it is delayed.
ASSN	The transport job is assigned to a Transporter.
DLAY	The transport job is delayed in progress, but it is still assigned to a Transporter.
DLYU	The transport job is delayed and unassigned.
DRCK	The transport job is delayed during resource (for example, an employee) acknowledge.
IPRG	The transport job is assigned to a Transporter, and the job is in progress.
RACK	The resource has acknowledged receipt of the transport job.
UNAS	The transport job is unassigned.

Clicking the status in the transport tile displays **Transport Status Info**, which shows the job status history.

Figure 23: Transport Status Info



The icons displayed on the right of the transport tile are explained in the following table.

Transport job leg abbreviations	
Abbreviation	Explanation
B1:1	The first job included in 1 batch
B2:1	The first job included in the second batch.
R1	The first leg of a round trip transport job.
1:4	The first leg of a multi-leg transport job.

IME terms used for transport requests

When a transport request is submitted, the Intelligent Matching Engine (IME) starts various search terms to return the most applicable results. An IME term is code that performs a specific search rule. A term can calculate a score, delete an item from the results, or add an item back to the results.

The following table lists the Transport IME terms, which are run in sequential order. The top terms filter out the largest amount of resources, then the terms narrow the data results down to recommend the most applicable and available Transporters. The names of these Transporters display in the **Assignment** column with percentages indicating the most optimal matches to the request.

IME Term	Purpose
Region Coverage Filter	Eliminates all Transporters not checked into the region for the request.

IME Term	Purpose
Region Coverage	Scores a given Transporter based on the value in the Coverage Level table. The weight is based on the Transporter's Coverage Level for that Transport region (Primary, Secondary, or Tertiary).
Person Skill Level	Filters out those Transporters that do not have the proper skill to do this job.
Attribute Need Search	Compares needs selected during the creation of a transport request to the attributes of the available Transporters and either calculates a score based on how many matches exist or eliminate Transporters if 1 of the required needs is not met.
Max Assigned Jobs	Filters out Transporters that are currently assigned to the maximum number of concurrent jobs. Jobs counted are those in the Assigned, In Progress, Assigned Delay, or Delay state.
Max Jobs for Day	Filters out Transporters that are currently assigned to the maximum number of jobs for the day.
Mode of Transport	Adjusts the score based on the Mode of Transport (MOT) for the request. If the previous job's MOT matches the current job's MOT, the score is 100%. A Transporter with a strand so on her for the previous job receives a lower score if the current job requires a wheelchair.
Max Jobs Shift	Filters out Transporters that are currently assigned to the maximum number of jobs for the shift.
First In/First Out	For a job due now, the search returns the first available Transporter who is waiting the longest since the last job.

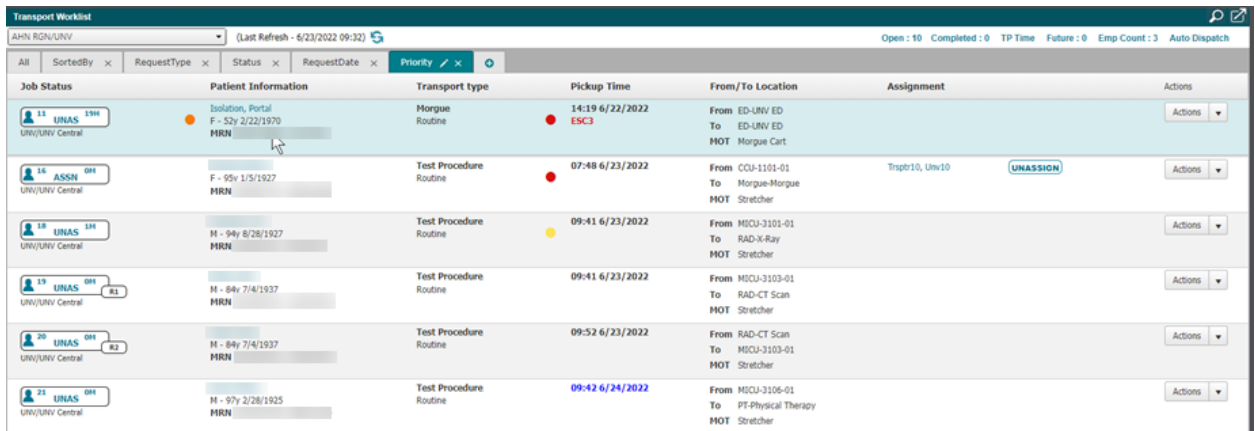
IME Term	Purpose
Person Load Balance	Scores a person from 0% to 100% based on the ratio: Idle Elapsed Time or Productive Elapsed Time. Idle Elapsed Time is time spent checked in and not on a job. Productive Elapsed Time is time spent checked in and not on break.

Transport Request Information column

Use the **From/To Location** column on the **Transport Worklist** to view the originating and the destination locations.

For example, a patient can be transported from his bed, and the Bed ID is shown as the originating location. The destination location can be another Bed ID or a department, for example, Radiology. The Method of Transport code displays in **MOT**. The number of personnel and the types of personnel (for example, T for Transporter) required for the job are also shown in **MOT**.

Figure 24: Method of Transport (MOT)



Job Status	Patient Information	Transport type	Pickup Time	From/To Location	Assignment	Actions
UNAS 194 UNW/UNV Central	Isolation, Portal F - 55y 2/22/1970 MRN	Morgue Routine	14:19 6/22/2022 ESC3	From ED-UNV ED To ED-UNV ED MOT Morgue Cart		Actions
ASSN 081 UNW/UNV Central	F - 95y 1/5/1927 MRN	Test Procedure Routine	07:48 6/23/2022	From CCU-1101-01 To Morgue-Morgue MOT Stretcher	Trsp10, Unw10 UNASSIGN	Actions
UNAS 194 UNW/UNV Central	M - 94y 8/28/1927 MRN	Test Procedure Routine	09:41 6/23/2022	From MICU-3101-01 To RAD-X-Ray MOT Stretcher		Actions
UNAS 081 UNW/UNV Central	M - 84y 7/4/1937 MRN	Test Procedure Routine	09:41 6/23/2022	From MICU-3103-01 To RAD-CT Scan MOT Stretcher		Actions
UNAS 081 UNW/UNV Central	M - 84y 7/4/1937 MRN	Test Procedure Routine	09:52 6/23/2022	From RAD-CT Scan To MICU-3103-01 MOT Stretcher		Actions
UNAS 081 UNW/UNV Central	M - 97y 2/28/1925 MRN	Test Procedure Routine	09:42 6/24/2022	From MICU-3106-01 To PT-Physical Therapy MOT Stretcher		Actions

The request pickup time and date display in the **Pickup Time** column.

The code for the specific request (for example, Test Procedure) is displayed in the **Transport Type** column. Based on the hospital's configuration, HIGH and STAT priority jobs can be indicated if applicable following the **Request Type**. If the Transport Request is for a patient, the patient's name, gender, age, date of birth, and MRN or Account Number display in **Patient Information**.

If you have the applicable authorizations, you can click the patient's name to display **Patient Details**. The tabs on this page provide more information about the patient.

The **Assignment** column shows the current assignment status of the request.

Escalations

If the transport job is escalated (based on your hospital's configured time settings), the escalation acronym ESC and escalation level display in bold red font on the job row, for example, **ESC1**, as shown in the preceding figure. If the job is not in escalation, no ESC text is displayed.

Urgency status (visual cues)

The transport job row displays a yellow or red dot to the left of the Job Pickup time. This leverages the urgency codes when the system option TAWN is set to a value. The recommended value is a minimum of 5 minutes.

The following table explains the transport urgency codes.

Urgency Code	Urgency Code Description	Urgency Code Definition
TCMP	Transport Completion Time	Estimated transport time based on the historical average of the transport time between locations or a default estimation based on the transport type
TIST	Time in State	Amount of time the job is in the current state
TPUT	Transport Pickup Time	Estimated pickup time provided from the transport request.

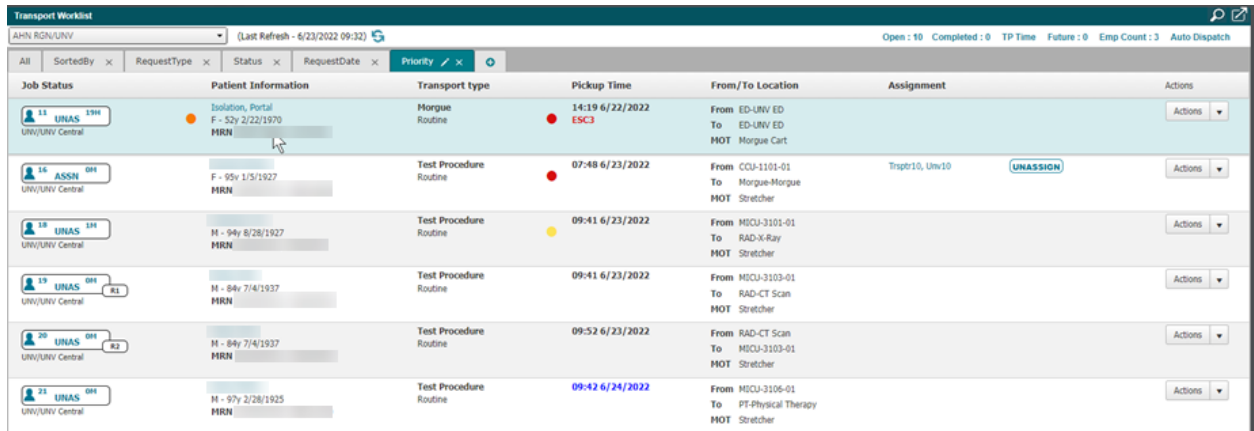
The background colors are configured for **Transport Worklist** as described in the following table (the Urgency Code is in parentheses in the middle column of the table).

Stat	Transport Background Color Highlight Description	Recommended Standard Configuration
Unassigned, Assigned, Acknowledge	If the job is in any of these states, the application changes to YELLOW X minutes before pickup time (TPUT).	10 min.
In-Progress	Yellow: when the job is within 5 minutes of the estimated complete time. Red: When the job is at or beyond the estimated complete time.	5 min. (YELLOW)

“Scheduled” transport jobs

A transport job that does not use the default current date or time shown on **Transport Request** is considered a “scheduled” job.

To change the pickup date or time click **Actions > Edit**.



Job Status	Patient Information	Transport type	Pickup Time	From/To Location	Assignment	Actions
13 UNAS UNV/UNV Central	Isolation, Portal F - 53y 2/22/1970 MRN	Morgue Routine	14:19 6/22/2022 ESC3	From ED-UNV ED To ED-UNV ED HOT Morgue Cart		Actions
16 ASSN UNV/UNV Central	F - 95y 1/5/1927 MRN	Test Procedure Routine	07:48 6/23/2022	From CCU-1101-01 To Morgue-Morgue HOT Stretcher	Thptr10, Unv10 UNASSIGN	Actions
18 UNAS UNV/UNV Central	H - 94y 8/28/1927 MRN	Test Procedure Routine	09:41 6/23/2022	From MDCU-3101-01 To RAD-X-Ray HOT Stretcher		Actions
19 UNAS UNV/UNV Central	H - 84y 7/4/1937 MRN	Test Procedure Routine	09:41 6/23/2022	From MDCU-3103-01 To RAD-CT Scan HOT Stretcher		Actions
20 UNAS UNV/UNV Central	H - 84y 7/4/1937 MRN	Test Procedure Routine	09:52 6/23/2022	From RAD-CT Scan To MDCU-3103-01 HOT Stretcher		Actions
21 UNAS UNV/UNV Central	H - 97y 2/28/1925 MRN	Test Procedure Routine	09:42 6/24/2022	From MDCU-3106-01 To PT-Physical Therapy HOT Stretcher		Actions

Transporter assignment information

The transporter assigned to the transport request displays in the **Assignment** column.

Click **Actions > More Suggestions** to display a list of available transporters.

An assigned Transporter is indicated by the **Unassign** (Release) button **UNASSIGN**, beside the Transporter’s name. An unassigned, but available, Transporter is indicated by the **Assign** button

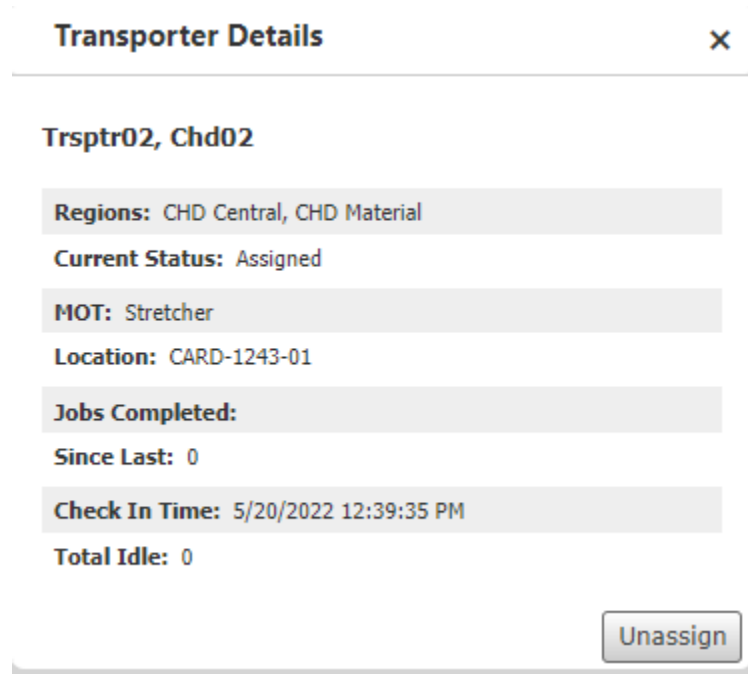


To display information about the transporter assigned to a job click their name/ID in **Assignment**. **Transporter Details** contains the following information:

- > the Transporter’s **Region**
- > **Current Status**
- > **MOT**
- > **Location**
- > Jobs Completed **Since Last**
- > **Check In Time**

> **Total Idle**

Figure 25: Transporter Details



Click **Unassign** to remove the assigned Transporter from the transport job.

Actions also displays options for taking action based on the status of the transport job:

- > **In Progress**
- > **Cancel**
- > **Delay**

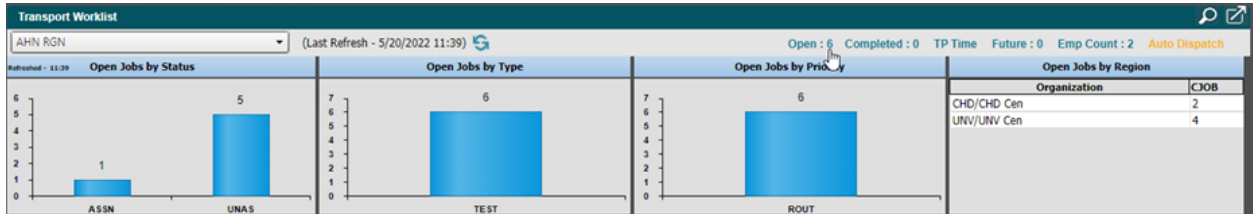
Transport Worklist functions

Transporters can be assigned or unassigned to transport jobs using **Transport Worklist**. Transport jobs can also be viewed, printed, acknowledged, edited, delayed, put in progress, and cancelled on this page. These procedures assume that the applicable organizations was selected in **Organization**.

View Key Performance Indicators (KPIs)

The Dashboard page header on **Transport Worklist** shows Key Performance Indicators (KPIs). Click any KPI name to open (or close) a detailed view of the item.

Figure 26: Key Performance Indicators



The information displayed in the Dashboard Page Header at the top of the page can be configured by the Allscripts® Implementation Team (not by the Administration functions in Allscripts Patient Flow™). Also, security for each KPI is configurable (using the Admin Mode function for **Dashboards**).

Note: The KPI information displays only for transport zones that you have access to in Allscripts Patient Flow™.

The Dashboard Page Header contains the following information for the selected facility:

Table 2: Dashboard Page Header Information

Header name	Explanation
Open (Open Jobs)	The number of open bed-cleaning jobs for the facility.
Completed (Completed Jobs)	The number of completed bed-cleaning jobs since midnight for the facility.
TP Time (Bed Turnover Time)	The bed turnover and request response times.
Future (Future Jobs)	The number of pending jobs (pending discharges and pending transfers) for the facility for the next 6 hours into the future.
Emp Count (Checked-In Employees)	The number of checked-in employees for the facility.
Auto Dispatch	Shows if Auto-Dispatch is turned on for each region.

Auto Dispatch Regions	
Organization	On/Off
CHD/CHD Cen	On
CHD/CHD Mat	On
UNV/UNV Cen	On
UNV/UNV Mat	On

Manually create transport jobs

This task describes how to create a transport job.

1. Click **Bed Management** and then **Unit View**.
2. Select the unit to which the patient is to be transported.
3. Find the patient and click the transport icon (TP).
4. On **Transport Request** in **Request Type** select the reason for the transport, and then click **Go**.
5. On **Patient Information** enter or select the transport details. Fields marked with an asterisk are mandatory
6. Enter optional information in the **Needs** or **Notes** and click **Submit**.

Assign transporters to transport jobs

Manually assign a transporter for individual jobs or enable auto-dispatch. In addition, if auto-dispatch is enabled, intervene and manually assign a transporter to an individual job. A transport job that is not assigned to a Transporter displays as UNAS or DLYU (delayed and unassigned) in the **Job Status** column on the **Transport Worklist**.

1. Find the transport job for which you want to assign a transporter.

Job Status	Patient Information	Transport type	Pickup Time	From/To Location	Assignment	Actions
UNAS	Isolation, Portal F - 52y 2/22/1970 HRN	Morgue Routine	14:19 6/22/2022 ESCS	From ED-UNV ED To ED-UNV ED HOT Morgue Cart		Actions
ASSN	F - 95v 1/5/1927 HRN	Test Procedure Routine	07:48 6/23/2022	From CCU-1101-01 To Morgue-Morgue HOT Stretcher	Trspr10, Unv10 UNASSIGN	Actions
UNAS	M - 84y 8/26/1927 HRN	Test Procedure Routine	09:41 6/23/2022	From MICU-3101-01 To RAD-X-Ray HOT Stretcher		Actions
UNAS	M - 84y 7/4/1937 HRN	Test Procedure Routine	09:41 6/23/2022	From MICU-3103-01 To RAD-CT Scan HOT Stretcher		Actions
UNAS	M - 84y 7/4/1937 HRN	Test Procedure Routine	09:52 6/23/2022	From RAD-CT Scan To MICU-3103-01 HOT Stretcher		Actions
UNAS	M - 97y 2/26/1925 HRN	Test Procedure Routine	09:42 6/24/2022	From MICU-3106-01 To PT-Physical Therapy HOT Stretcher		Actions

- If a transporter is listed in **Assignment**, click **ASSIGN**. If no one is listed click **Actions > More Suggestions** or **Actions > Quick Assign**.

Note: The quick assign option is not always enabled. It is only viewable when the QAVS system option is enabled and the transport Quick Assign and Quick Assign Link Button authorizations are invoked.

- On **More Suggestions** select a transporter and then click **Assign**.

Figure 27: Assign Transporter: More Suggestions

Name	Region	MOT	Location	Jobs	Since Last	Status
<input type="checkbox"/> Trspr01, Chd01	CHD Central, CHD Material			0	43	UNAS
<input type="checkbox"/> Trspr02, Chd02	CHD Central, CHD Material	STRT	CARD-1139-01	0	43	ASSN

On **Quick Assign** click **ASSIGN** next to the transporter's name, and then click **Refresh**.

Figure 28: Assign Transporter: Quick Assign

Quick Assign ×						
Name	Region	MOT	Location	Jobs	Since Last	Status
Trspr07, Unv07	UNV Central, UNV Material			0		ASSIGN
Trspr08, Unv08	UNV Central, UNV Material			0		ASSIGN
Trspr09, Unv09	UNV Central, UNV Material			0		ASSIGN
Trspr10, Unv10	UNV Central, UNV Material			0		ASSIGN
Trspr01, Chd01	CHD Central, CHD Material			0	122	ASSIGN

Edit transport jobs

Edit a transport job if it has not been assigned to a Transporter, which is indicated by either UNAS or DLYU (delayed and unassigned) in the Transport Tile in the Location column. This procedure uses the example of a patient transport job. A material transport job is similar, except that **Schedule** steps are not applicable. You can scroll down or go to another page to find the specific transport job.

Note: If Auto-Dispatch is enabled and the job is assigned before the edits are completed and submitted, an error is returned indicating the job has already been assigned and the edits were not saved.

1. Find and click the specific row with the transport job.

Figure 29: Transport job

Job Status	Patient Information	Transport type	Pickup Time	From/To Location	Assignment	Actions
11 UNAS 19W UN/UNV Central	Isolation, Portal F - 52y 2/22/1970 MRN	Morgue Routine	14:19 6/22/2022 ESCS	From ED-UNV ED To ED-UNV ED HOT Morgue Cart		Actions
16 ASSN 0H UN/UNV Central	F - 95y 1/5/1927 MRN	Test Procedure Routine	07:48 6/23/2022	From CCU-1101-01 To Morgue-Morgue HOT Stretcher	Trsptr10, Unv10 UNASSIGN	Actions
18 UNAS 1H UN/UNV Central	M - 84y 8/26/1927 MRN	Test Procedure Routine	09:41 6/23/2022	From MICU-3101-01 To RAD-X-Ray HOT Stretcher		Actions
19 UNAS 0H 81 UN/UNV Central	M - 84y 7/4/1937 MRN	Test Procedure Routine	09:41 6/23/2022	From MICU-3103-01 To RAD-CT Scan HOT Stretcher		Actions
20 UNAS 0H 82 UN/UNV Central	M - 84y 7/4/1937 MRN	Test Procedure Routine	09:52 6/23/2022	From RAD-CT Scan To MICU-3103-01 HOT Stretcher		Actions
21 UNAS 0H UN/UNV Central	M - 97y 2/28/1925 MRN	Test Procedure Routine	09:42 6/24/2022	From MICU-3106-01 To PT-Physical Therapy HOT Stretcher		Actions

2. Click **Actions > Edit**.

Figure 30: Patient Information

Patient Information

1242-01 97MO
TP 12AM Female 11y

Request Information

Type: Test Procedure Priority: Routine Region: CHD Cen

Stay with job Roundtrip Permanent Move

Scheduled Appts.
No records to display.

From: CARD-1242-01 To: CARD-1239-01
Pick-up Time: 5/20/2022 08:32

Needs

HOT: Stretcher
Personnel: Transporter Qty 1 Personnel: Select Qty 0

Equipment

Vent Pump Triple Pump
 Cardiac Monitor Telemetry Monitor Oxygen

Isolation

Airborne Isolation Contact Isolation Droplet Isolation

Requirements

Male Only Female Only

Notes

Note visible to all users
Phone: _____



Submit Cancel

3. Enter information changes or make new selections. Required fields are indicated by an asterisk. If you do not have information to enter in an optional field, leave it blank.

Note: Fields on this window are slightly different for a materials transport. Also, the fields are hospital-defined and might differ depending on the hospital.

Data	Purpose
Request Information Section (Some fields display twice for Round trip Transport)	
Type	This field is populated by default and cannot be changed.
Priority	Select the priority for the Transport Request. The default value is Routine.
Region	Select the region for the Transport Request. If you do not have the applicable permissions, this field is disabled.
Stay with Job	Select if the Transport Request is a round trip to request that the Transport personnel to stay with the transport job. If this is a Material Transport for the patient or is not a round trip, this field is disabled.
Round trip	Select if the Transport Request is a round trip. If this is a Material Transport for the patient, this field is disabled. When selected, a second leg displays with the locations from the first leg reversed in the From and To boxes. You can change the pick-up time or remove the second leg.
Permanent Move	Select if the transport is for a permanent move. Note: If this field is selected, a bed-cleaning job is created for this bed.
Scheduled Appts.	If any other scheduled appointments exist for the patient, they display here. If there are none, then <code>No records to display</code> is shown in this field.
From*	Select a different pick-up location.

Data	Purpose
To*	Select a different destination.
Pick-up Time	For a round trip transport, the Transport Type's default duration is added to the first leg's date and time to calculate the second leg's date and time. Click the date and time icons to change.
Needs Section (Fields are Configurable)	
MOT	Select a Mode of Transport.
Personnel	Select the Personnel (Personnel 1). Depending on the request, you a second personnel field might be enabled.
Qty	Enter the number of personnel for Personnel 1.
Isolation	Select an isolation type, as applicable: <ul style="list-style-type: none"> > Airborne Isolation > Protective > Contact Isolation > Droplet Isolation
Requirements	Select a requirement, as applicable. Examples include: <ul style="list-style-type: none"> > Fall risk > Male only > Female only
Notes Section	
Add Note	Enter the note text.
Visible for all users	Clear to make the note not visible for all users.
Phone	Enter the phone number for the point of contact for the request.

4. To add another transport leg, click **Add**. Configure the second leg as applicable.
5. To change the appointment date or time, click the  or  and select from the calendar or time picker.

6. Click **Submit**.

Place transport jobs in progress

You can place a transport job in progress if a Transporter is assigned to the job (ASSN, RACK, or DLAY displays in the Transport Tile). If the transport job is in a DLAY (Delayed) status, when you place the job in progress, the delay is automatically ended.

1. Find the transport job.
2. Click **Actions > In Progress**.

The Transport Tile shows the new In Progress (IPRG) status, and the timer in the tile resets to 0M.

Figure 31: Transport job In Progress


 UNV/UNV Central	Auto, F - 52y 5/19/1970 MRN	Test Procedure Routine	19:11 5/19/2022	From CARD-1139-01 To Main Lobby-Main Lobby MOT Stretcher	Trspr02, Chd02	Actions
--	-----------------------------------	---------------------------	-----------------	--	----------------	---------

Complete transport jobs

You can complete a transport job only if it is in the In Progress (IPRG) status.

1. Find the row with the transport job to complete.

Figure 32: Transport job

 UNV/UNV Central	Auto, F - 52y 5/19/1970 MRN	Test Procedure Routine	19:11 5/19/2022	From CARD-1139-01 To Main Lobby-Main Lobby MOT Stretcher	Trspr02, Chd02	Actions
--	-----------------------------------	---------------------------	-----------------	--	----------------	---------

2. Click **Actions > Complete**.


The completed transport job is removed from **Transport Worklist**.

Cancel transport jobs

You can cancel a transport job no matter the job status.

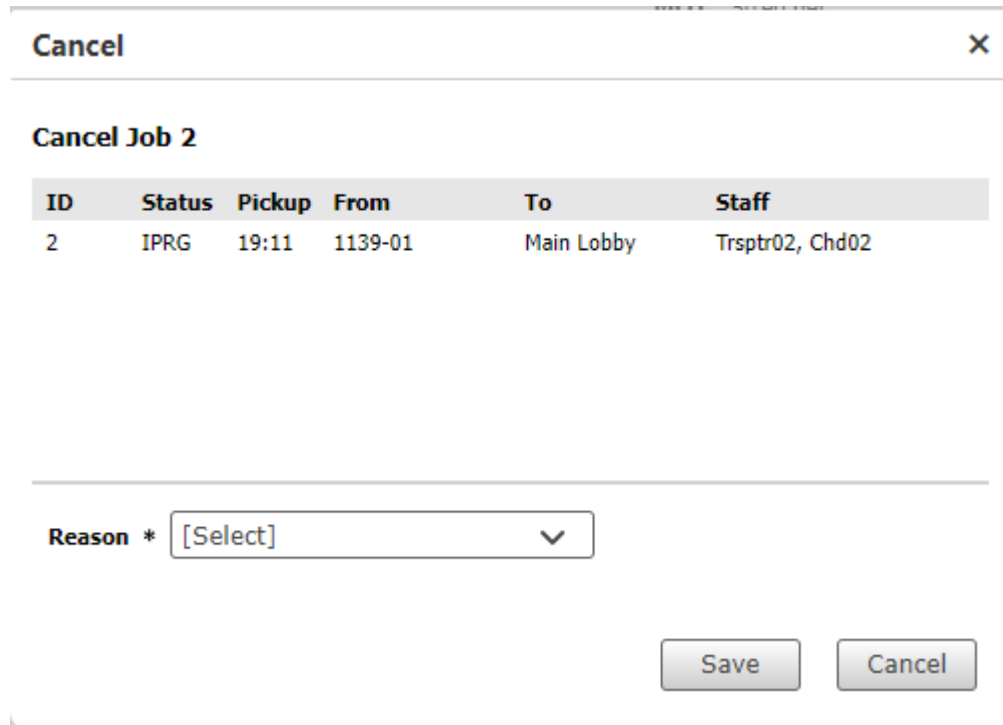
1. Find the row with the transport job to cancel.

Figure 33: Transport job

 UNV/UNV Central	Auto, F - 52y 5/19/1970 MRN	Test Procedure Routine	19:11 5/19/2022	From CARD-1139-01 To Main Lobby-Main Lobby MOT Stretcher	Trspr02, Chd02	Actions
--	-----------------------------------	---------------------------	-----------------	--	----------------	---------

2. Click **Actions > Cancel**. If you cancel a multiple leg job, all remaining legs are also cancelled.

Figure 34: Cancel window



3. In **Reason** select the reason why the job was canceled.

Note: Clicking **Cancel** does not cancel the transport job, but closes the window without canceling the job.

4. Click **Save**.

The transport job is removed from **Transport Worklist**.

Delay transport jobs

You can delay a transport job if it is in an Unassigned (UNAS), Assigned (ASSN), Acknowledged (RACK) or In Progress (IPRG) status.

1. On **Transport Worklist** find the transport job to delay.

Figure 35: Transport job



2. Click **Actions > Delay**.

Figure 36: Delay

Delay
✕

Delay Job 2

ID	Status	Pickup	From	To	Staff
2	IPRG	19:11	1139-01	Main Lobby	Trspr02, Chd02

Reason for Delay *

[Select]
▼

Delay Minutes

[Select]
▼

-- or new proposed time

🕒

Stay with job

Automatically end delay after time expires

Delay

Cancel

3. In **Reason for Delay** select the applicable reason.
4. In **Delay Minutes** select the duration of the delay, or for **new proposed time** click the 🕒 or enter a new time in 24-hour format.
5. Select **Stay with job** if the assigned transporter should remain assigned during the delay. Clearing this selection removes the transporter assigned to the job.
If the job has not been assigned to a Transporter, the Stay with job box is not displayed on **Delay**.
6. Select **Automatically end delay after time expires** to reactivate the job when the delay time has passed.
7. Click **Save**.

Figure 37: Transport job delay

2 DLYU 041
UNV/UNV Central

Auto, [redacted]
F - 52y 5/19/1970
MRN [redacted]

Test Procedure
 DELAY: Nurse not ready
 Routine

19:11 5/19/2022

From CARD-1139-01
 To Main Lobby-Main Lobby
 MOT Stretcher

Actions ▼

Edit delayed transport jobs

From **Transport Worklist**, edit a delayed transport job.

The Transport Tile for the job indicates the delayed status:

- > DLAY — Transporter assigned
- > DLYU — No transporter assigned
- > DRCK — Delay occurred during employee acknowledge

1. Scroll through **Transport Worklist** to find the specific transport job to edit.
2. Click **Actions > Edit Delay**.

Note: If the delay has gone beyond the defined minutes, the time for the delay is displayed in red font (for example, **12M**). If you delay a multi-leg job, all remaining legs might be affected.

Figure 38: Edit Delay window

Edit Delay
✕

Delay Job 2

ID	Status	Pickup	From	To	Staff
2	DLYU	19:11	1139-01	Main Lobby	

Reason for Delay *


Delay Minutes

-- or new proposed time

Automatically end delay after time expires

If the job is assigned to a Transporter, the Stay with job field is displayed on **Edit Delay**.

3. Edit or update the following fields. Required fields are indicated by an asterisk. If you do not have information to enter in an optional field, leave it blank.

Field	Purpose
Reason for Delay*	Select a reason.
Delay Minutes	Select a delay duration.
or new proposed time	Click  and select the time when the delay ends. You can also enter the time in the 24-hour format (for example, 15:00).
Stay with job	This field is displayed if the job is assigned to a Transporter. This field is selected by default, indicating that the employee stays with the job during the delay. To change the default and release the employee from the job, clear the selection.
Automatically end delay after time expires	Select to end the delay automatically after the time expires. If Stay with job is not selected, this field is enabled and is blank, which indicates that the delay does not end automatically after the time expires. If Stay with job is selected, this field is unavailable.

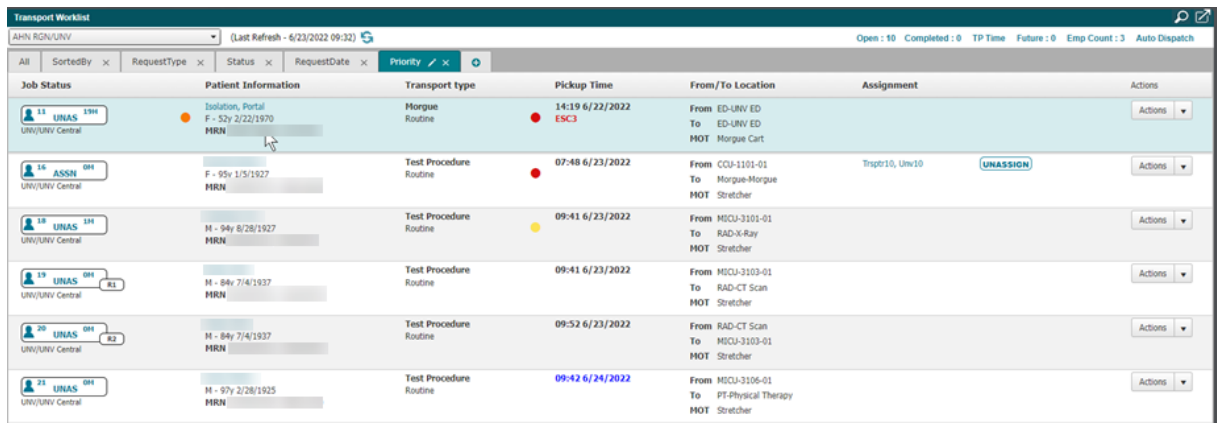
4. To end the delay immediately, click **End Delay Now**.
5. Click **Save**.

Add notes to transport jobs

Add public or personal notes to a transport job.

1. Find the row with the transport job.

Figure 39: Adding Notes

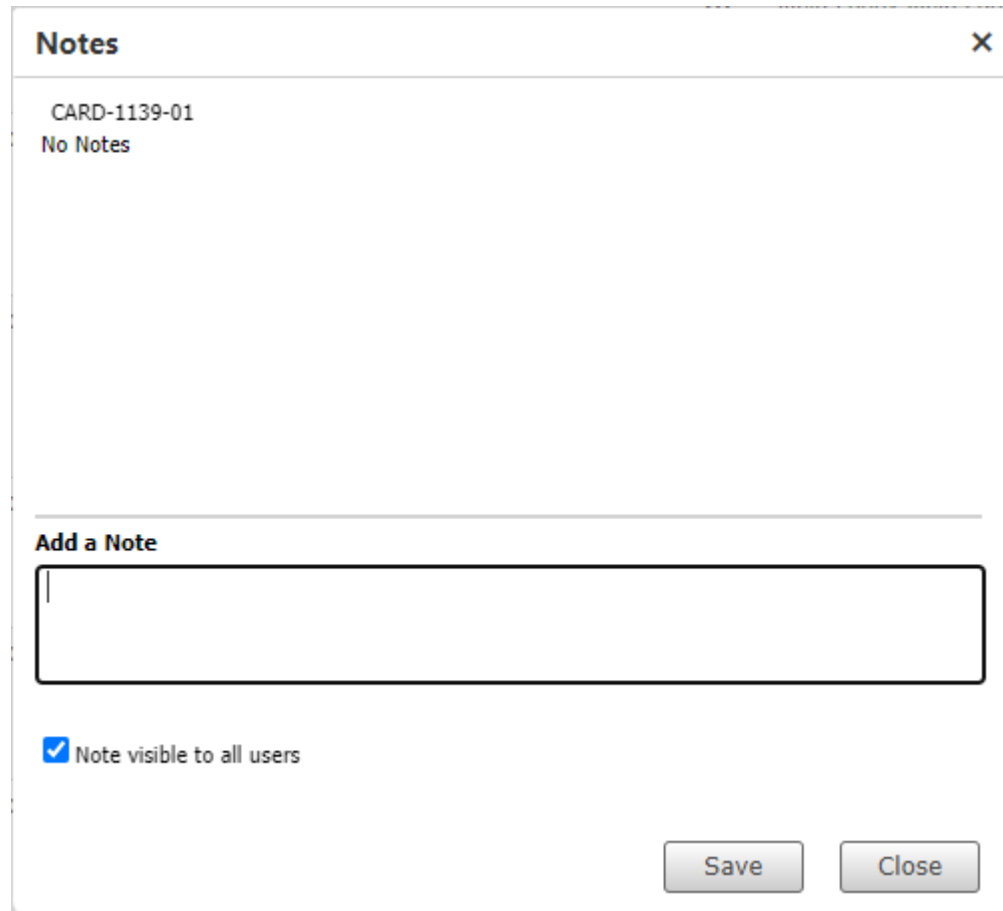


Job Status	Patient Information	Transport type	Pickup Time	From/To Location	Assignment	Actions
15 UNAS UN/UNV Central	Isolation, Portal F - 52y 2/22/1970 MRN	Morgue Routine	14:19 6/22/2022 ESC3	From ED-UNV ED To ED-UNV ED HOT Morgue Cart		Actions
16 ASSH UN/UNV Central	F - 95v 1/5/1927 MRN	Test Procedure Routine	07:48 6/23/2022	From CCU-1101-01 To Morgue-Morgue HOT Stretcher	Trsp10, Unv10 UNASSIGN	Actions
18 UNAS UN/UNV Central	H - 94y 8/28/1927 MRN	Test Procedure Routine	09:41 6/23/2022	From MICU-3101-01 To RAD-X-Ray HOT Stretcher		Actions
19 UNAS UN/UNV Central	W - 84y 7/4/1937 MRN	Test Procedure Routine	09:41 6/23/2022	From MICU-3103-01 To RAD-CT Scan HOT Stretcher		Actions
20 UNAS UN/UNV Central	H - 84y 7/4/1937 MRN	Test Procedure Routine	09:52 6/23/2022	From RAD-CT Scan To MICU-3103-01 HOT Stretcher		Actions
21 UNAS UN/UNV Central	H - 97y 2/28/1925 MRN	Test Procedure Routine	09:42 6/24/2022	From MICU-3106-01 To PT-Physical Therapy HOT Stretcher		Actions

2. Click **Actions > Notes**.

Previously added notes display at the top of the window.

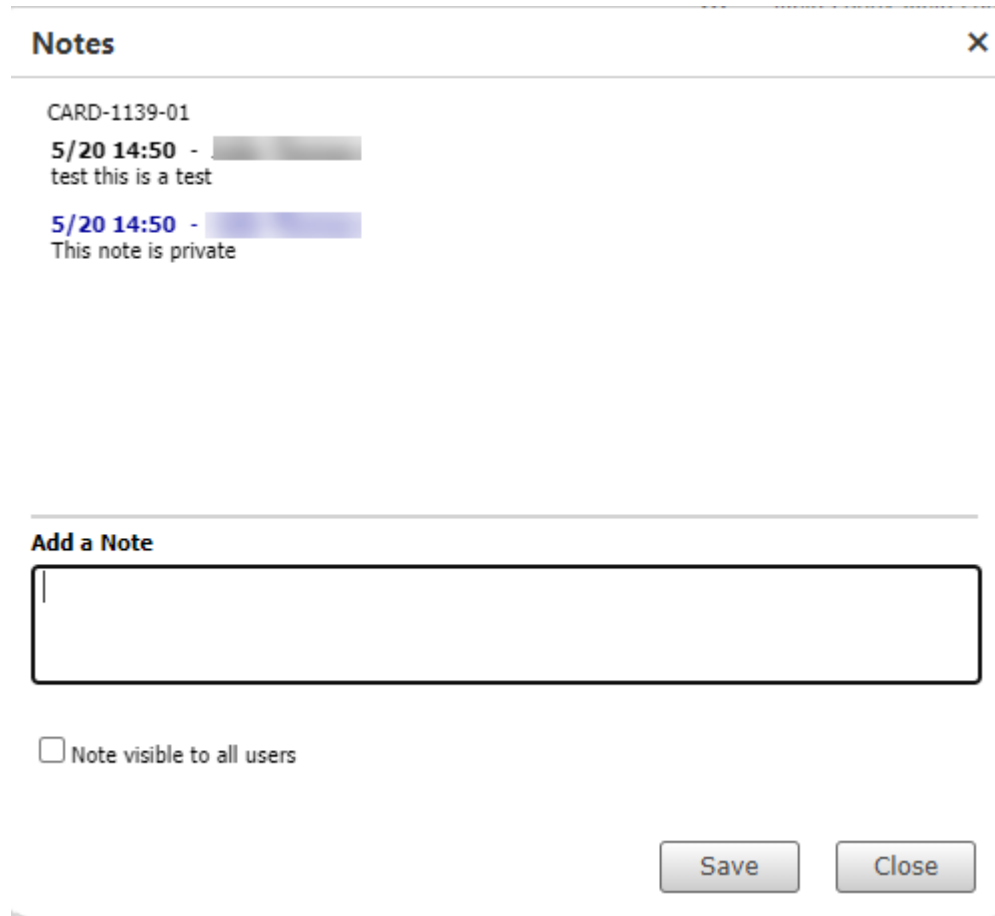
Figure 40: Notes



3. Enter the note text in **Add Note**.
4. To make the note not visible to everyone, clear the **Visible to all users** selection.
5. Click **Save**.

The note as well as the date and time and the creator's name display on **Notes**. If the **Visible to all users** is cleared, the date or time and the creator's name display in blue font.

Figure 41: Notes



Notes ✕

CARD-1139-01

5/20 14:50 - [Redacted Name]
test this is a test

5/20 14:50 - [Redacted Name]
This note is private


Add a Note

[Text Input Field]

Note visible to all users

6. Click **Close**.

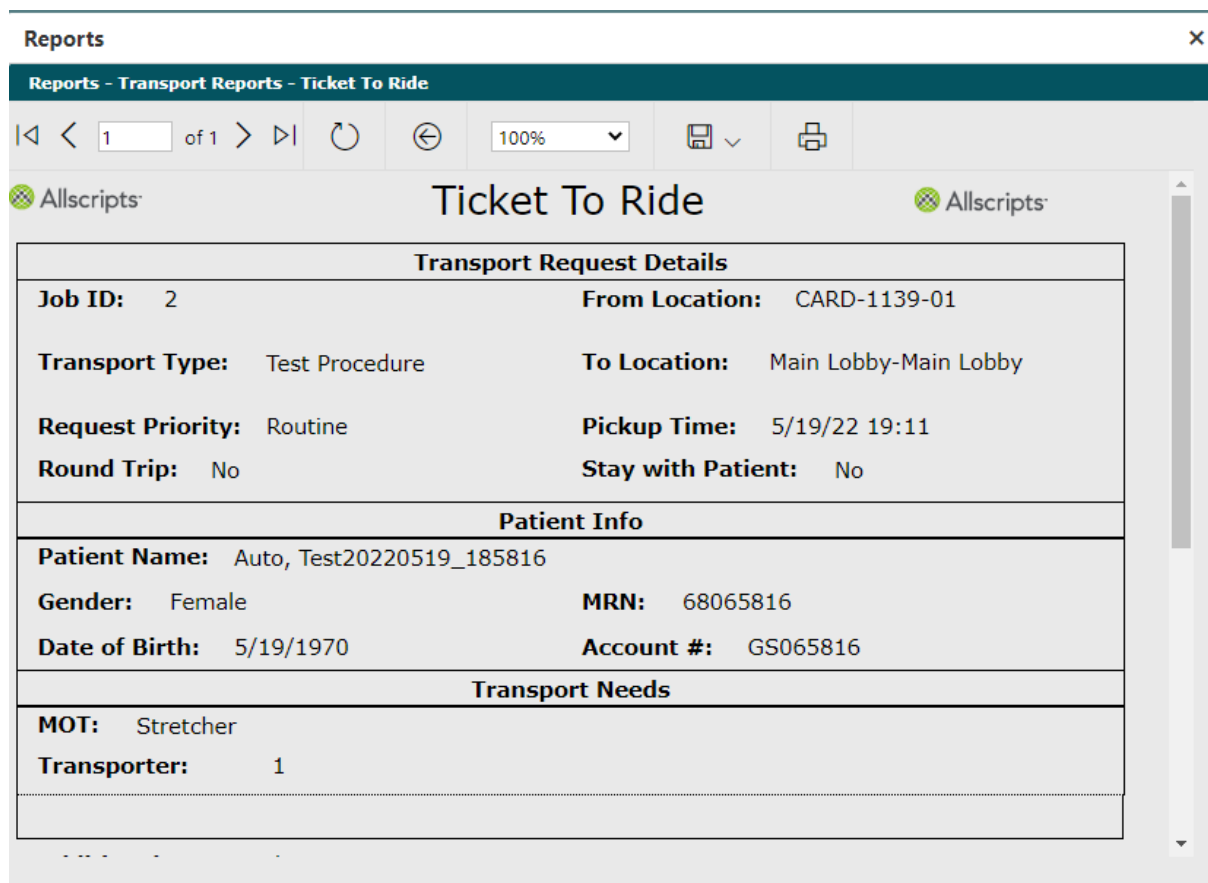
Transport jobs with notes display  next to the Actions menu.

Click  to display the notes entered for the transport job. *Private Message* displays instead of the note text if **Visible to all users** was cleared when the note was entered.

Print ticket to ride reports

Print or export a ticket to ride report containing the details of the selected transport job.

1. On **Transport Worklist** find the transport job to print.
2. Click **Actions > Print**.



Transport Request Details	
Job ID: 2	From Location: CARD-1139-01
Transport Type: Test Procedure	To Location: Main Lobby-Main Lobby
Request Priority: Routine	Pickup Time: 5/19/22 19:11
Round Trip: No	Stay with Patient: No
Patient Info	
Patient Name: Auto, Test20220519_185816	
Gender: Female	MRN: 68065816
Date of Birth: 5/19/1970	Account #: GS065816
Transport Needs	
MOT: Stretcher	
Transporter: 1	

The **Ticket to Ride Transport** report has the following sections:

Report sections	Descriptions
Transport Request Details	The Job ID, Transport Type, Request Priority, Round Trip information, From and To Locations, Pickup Time (includes the date), and Stay with Patient information.
Patient Info	The Patient Name, Gender, Date of Birth, MRN, and Account #.

Report sections	Descriptions
Transport Needs	The MOT (Method of Transport) and headings for the personnel types required for the Transport Request, for example, Transporter, as well as the number needed.
Additional Notes	Space for up to 2 lines of text.
Comments	This section is intentionally left blank for you to write comments.
Release and Receiving Signature and Date Lines	Personnel in the Release and Receiving areas to sign and date.

3. To send the report to a printer click . Click  and select a format to export the report.

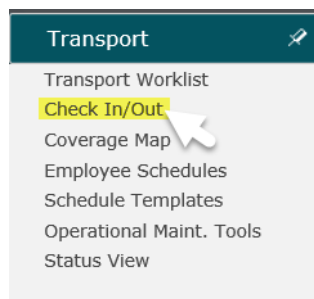
Chapter 4

Check In/Out

Check In/Out displays a list of employees, their IDs, Devices and other details.

Click **Transport** then **Check In/Out**.

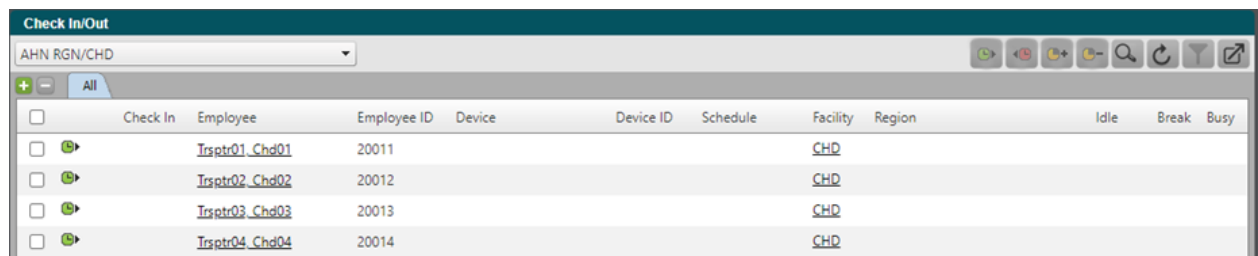
Figure 42: Transport > Check In/Out



From **Check In/Out** you can temporarily edit employee schedules, or view details about the regions or facilities they are checked into. Click column headings to sort the data by:

- > Employee
- > Employee ID
- > Device
- > Device ID
- > Idle
- > Break
- > Busy

Figure 43: Check In/Out



The screenshot shows the 'Check In/Out' interface. At the top, there is a dropdown menu for 'AHN RGN/CHD' and a toolbar with icons for refresh, search, and other actions. Below the toolbar is a table with the following columns: Check In, Employee, Employee ID, Device, Device ID, Schedule, Facility, Region, Idle, Break, and Busy. The table contains four rows of data, each with a checkbox in the 'Check In' column and a green arrow icon.

Check In	Employee	Employee ID	Device	Device ID	Schedule	Facility	Region	Idle	Break	Busy
<input type="checkbox"/>	Trsptr01_Chd01	20011				CHD				
<input type="checkbox"/>	Trsptr02_Chd02	20012				CHD				
<input type="checkbox"/>	Trsptr03_Chd03	20013				CHD				
<input type="checkbox"/>	Trsptr04_Chd04	20014				CHD				







Functions on Check In/Out




Top button functions

The following table describes the functionality of the top eight buttons on **Check In/Out**. The **Refresh** and **Export** buttons are always available, but the other buttons are available only if certain conditions are met.

One condition is that the employee or device must be selected. Other conditions are explained in the following table.

Note: The following procedures assume that the applicable organization is selected in the Organization box.

Button	Functionality
	Click to open Temporarily Edit Scheduling Details , and then click Check In to check in the employee or device.
	This is only available if the employee or device is currently checked in. Click to check out the employee or device.
	This is only available if the employee or device is currently checked in and the employee is not on break. Click to open Begin Break . Select the type of break for the employee or device and then click Begin Break .
	This is only available if the employee or device is currently checked in and is on break. Click to open End Break , and then click End Break .
 and 	This only displays if you are on the All tab. Click to search by Employee or Device ID using a minimum of 3 alphanumeric characters. If an item matching the search criteria is found, the windows displays the matching rows. If results are found, click All Results to clear the Search filter.

Button	Functionality
	Click to Export open Transport Employee or Device List , where you can browse to various list pages, change the view percentage, perform a text search, select a file format for export, or print the list.
	Click to manually refresh the information displayed on the current window with the latest information. If the Automatic Refresh option is turned on by your System Administrator, these windows automatically refresh with the latest information at the time interval set up by your System Administrator.
	If a new tab was created with Filter options, the Filters button is available when you are on the created tab. Click to open Filters , and then define criteria to filter the information displayed.

Links on Check In/Out

Various links display on **Check In/Out**, which can be clicked to show relevant information. You can click the employee or device's name in the Employee/Device column to display **Temporarily Edit Scheduling Details**, enabling you to make temporary changes to check in and out times, breaks, and so on.

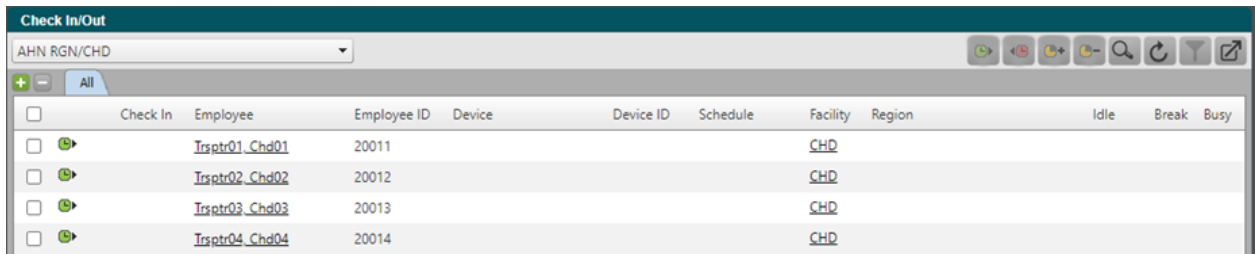
The Facility, Region, and Break columns also contain linked information. When you click the links in these columns, small view-only windows display with more details. For example, the Facility column has a limited width so only a few characters are shown. If there is more than 1 facility per employee or device, an ellipsis (...) displays. Clicking the facility name in the column displays a **Facilities** window showing all facility names associated with the employee or device.

The link in the Region column works in a similar way. If there is not enough space in the column to contain the names of all regions associated with the employee/device, an ellipsis (...) displays. Clicking the region name in the column displays a **Region** window showing all region names associated with the employee/device, listing them in Primary, Secondary, and Tertiary categories.

Clicking the number in the Break column displays the **Breaks** window. If no break is taken, 0 displays in this column; clicking 0 displays the Breaks window with the statement *No records to display*. Clicking another number, such as 10, displays the break type, start and end times,

and minutes on the Breaks window. If the employee has taken more than 1 break, the previous breaks are shown as well.

Figure 44: Check In/Out



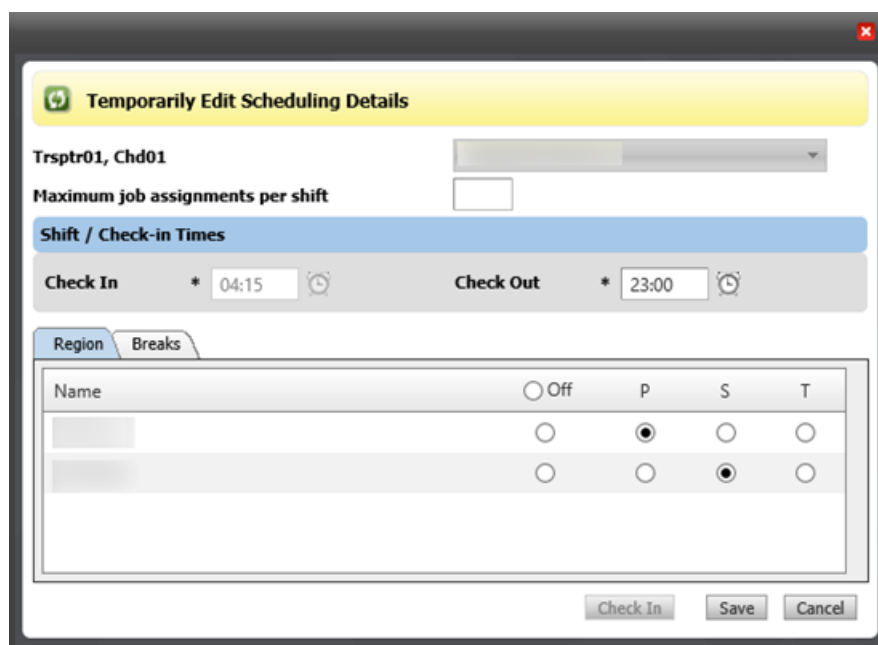
Check In	Employee	Employee ID	Device	Device ID	Schedule	Facility	Region	Idle	Break	Busy
<input type="checkbox"/>	Trspr01_Chd01	20011				CHD				
<input type="checkbox"/>	Trspr02_Chd02	20012				CHD				
<input type="checkbox"/>	Trspr03_Chd03	20013				CHD				
<input type="checkbox"/>	Trspr04_Chd04	20014				CHD				

Temporarily edit employee or device schedules

Click an employee or device name listed on **Check In/Out** to edit the employee or device’s schedule, including employee-device assignment. These are temporary changes that are only effective during the check-in and check-out times defined.

1. Click **Transport** then **Check In/Out**.
2. Search for and select the employee on **Check In/Out**.
3. Click the employee name in the Employee column.

Figure 45: Temporarily Edit Scheduling Details



Temporarily Edit Scheduling Details

Trspr01, Chd01

Maximum job assignments per shift:

Shift / Check-in Times

Check In * 04:15

Check Out * 23:00

Region Breaks

Name	Off	P	S	T
	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

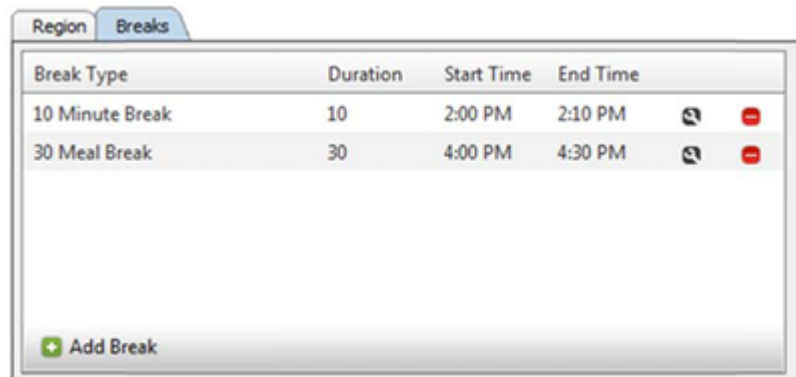
Check In Save Cancel


4. On **Temporarily Edit Scheduling Details** change the device assigned to the employee by selecting it from the list by the employee name.
5. Enter information in the applicable fields:

Data	Purpose
Maximum job assignments per shift	The maximum number of jobs that can be assigned to this employee for this shift.
Shift/Check-In Times	
Check In*	The default check-in time of the employee is automatically entered. To change the time, delete the default and enter the change or click the Time icon and select the time.
Check Out*	The default check-out time of the employee is automatically entered. To change the time, delete the default and enter the change or click the Time icon and select the time.

6. For each region that is part of this schedule, select the type of coverage that is associated to the employee: P = Primary, S = Secondary, and T = Tertiary. You can scroll down to find the applicable regions. The default setting can be Off for some regions. At least one region must be selected.
7. Click the **Breaks** tab.

Figure 46: Breaks



8. To edit a break, click .
 - a. Change the type of break by selecting from **Break Type**
 - b. Change the break start in **Start Time** (using AM/PM format).

c. Click

Figure 47: Start Time

Break Type	Duration	Start Time	End Time
10 Minute Break	10	2:00 PM	2:10 PM
30 Meal Break	30	4:00 PM	4:30 PM

9. To add a break, click **Add Break**.

- a. Change the type of break by selecting from **Break Type**
- b. Change the break start in **Start Time** (using AM/PM format).
- c. Click

Figure 48: Breaks

Break Type	Duration	Start Time	End Time
15 Minute Break	15	2:00 PM	2:15 PM
30 Meal Break	30	4:00 PM	4:30 PM
10 Minute Break	10	12:00 PM	12:10 PM


10. To remove a break click .

11. Click **Check In**.

Figure 49: Check In/Out

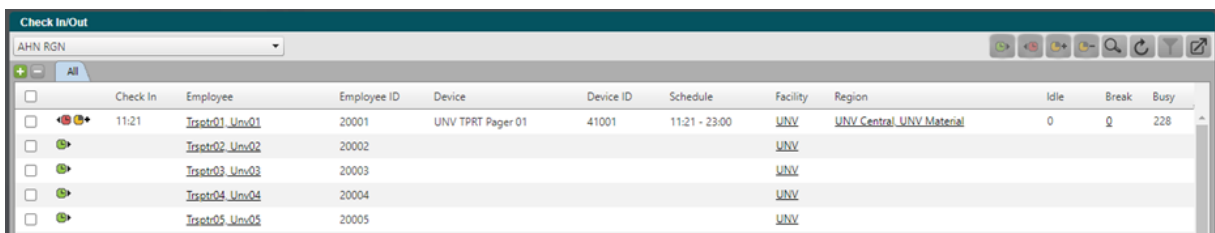
Check In	Employee	Employee ID	Device	Device ID	Schedule	Facility	Region	Idle	Break	Busy
	Trsest01_UM01	20001	UNV TPRT Pager 01	41001	11:21 - 23:00	UNV	UNV Central_UNV Material	0	0	228
	Trsest02_UM02	20002				UNV				
	Trsest03_UM03	20003				UNV				
	Trsest04_UM04	20004				UNV				
	Trsest05_UM05	20005				UNV				

Check in employees or devices

Check in employees or devices displaying the check-in icon 

1. Click **Transport** then **Check In/Out**.
2. Search for and select the employees or devices on **Check In/Out**. Devices must have an employee associated to them to be checked in.

Figure 50: Check In/Out



Check In	Employee	Employee ID	Device	Device ID	Schedule	Facility	Region	Idle	Break	Busy
<input type="checkbox"/>	Trspr01_Unv01	20001	UNV TPRT Pager 01	41001	11:21 - 23:00	UNV	UNV Central UNV Maternal	0	0	228
<input type="checkbox"/>	Trspr02_Unv02	20002				UNV				
<input type="checkbox"/>	Trspr03_Unv03	20003				UNV				
<input type="checkbox"/>	Trspr04_Unv04	20004				UNV				
<input type="checkbox"/>	Trspr05_Unv05	20005				UNV				



3. If you selected a single employee or device click  next to the employee or device name. If you selected multiple employees or devices click  at the top of **Check In/Out**.

Figure 51: Check In Employee(s)



4. Do one of the following:
 - > To check in the employees or devices now (current time), click **Now**.
 - > To check in the employees or devices when they are scheduled to be next available, click **Next Available**.

Note: If an employee or device checks into a schedule with future check-in time (by clicking **Next Available**), other details such as Region, Idle time, and so on are not displayed until the schedule's

defined check-in time when the employee or device is automatically checked in.

Figure 52: Check In

Check In	Employee	Employee ID	Device	Device ID	Schedule	Facility	Region	Idle	Break	Busy
<input type="checkbox"/>	Trsetr01_Um01	20001	UNV TPRT Pager 01	41001	11:21 - 23:00	UNV	UNV Central UNV Material	0	0	228
<input type="checkbox"/>	Trsetr02_Um02	20002				UNV				
<input type="checkbox"/>	Trsetr03_Um03	20003				UNV				
<input type="checkbox"/>	Trsetr04_Um04	20004				UNV				
<input type="checkbox"/>	Trsetr05_Um05	20005				UNV				

Check out employees or devices

Check out checked in employees or devices that display . A Transporter cannot check out when a Stat job is assigned to them or if a transport job assigned to the Transporter is in an In Progress or Delay (In Progress), Stay with Job status.

1. Click **Transport** then **Check In/Out**.
2. Search for and select the employees or devices that you want to check out.

Figure 53: Check In/Out

Check In	Employee	Employee ID	Device	Device ID	Schedule	Facility	Region	Idle	Break	Busy
	Trsetr01_Um01	20001	UNV TPRT Pager 01	41001	11:21 - 23:00	UNV	UNV Central UNV Material	0	0	228
<input type="checkbox"/>	Trsetr02_Um02	20002				UNV				
<input type="checkbox"/>	Trsetr03_Um03	20003				UNV				
<input type="checkbox"/>	Trsetr04_Um04	20004				UNV				
<input type="checkbox"/>	Trsetr05_Um05	20005				UNV				

3. Click at the top of **Check In/Out**.

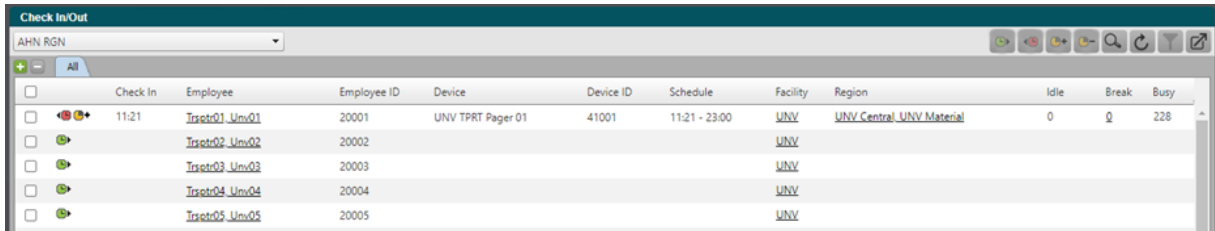
Start breaks for employees or devices

Start a break for checked-in employees or devices that display . A Transporter cannot go on break when a STAT job is assigned to him or if a transport job assigned to the Transporter is in an In Progress or Delay, Stay with Job status.

1. Click **Transport** then **Check In/Out**.

2. Search for or select the employees or devices on **Check In/Out**.

Figure 54: Check In/Out



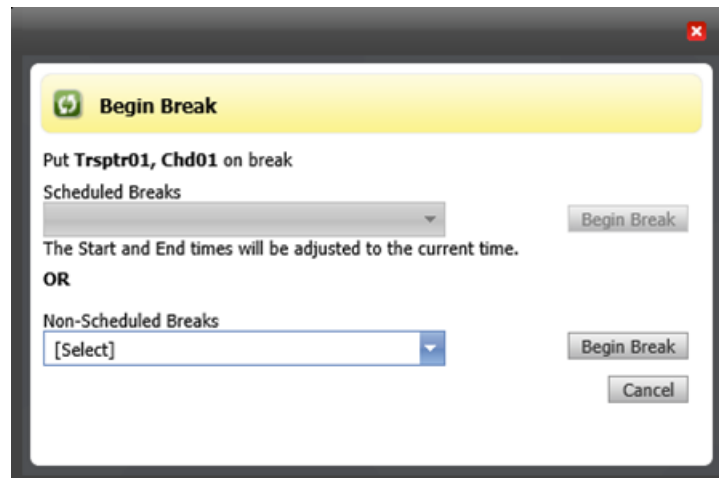
Check In	Employee	Employee ID	Device	Device ID	Schedule	Facility	Region	Idle	Break	Busy
11:21	Trspr01_Um01	20001	UNV TPRT Pager 01	41001	11:21 - 23:00	UNV	UNV Central UNV Material	0	0	228
	Trspr02_Um02	20002				UNV				
	Trspr03_Um03	20003				UNV				
	Trspr04_Um04	20004				UNV				
	Trspr05_Um05	20005				UNV				

3. If you selected a single employee or device click  on the line for that employee or device.

If you selected multiple employees or devices click  at the top of **Check In/Out**.

Begin Break displays the names of the selected employees or devices. If there are breaks already scheduled for the selected employees or devices, **Scheduled Breaks** is enabled. Otherwise, you can only select an option from **Non-Scheduled Breaks**.

Figure 55: Begin Break



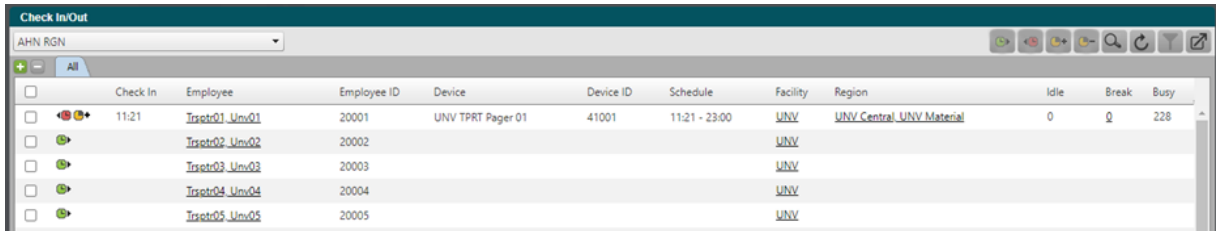
4. On **Begin Break** do one of the following, depending on what fields are enabled:
 - > Select from **Scheduled Breaks**.
 - > Select from **Non-Scheduled Breaks**.
5. Click **Begin Break**.





End breaks for employees or devices

Manually end breaks for employees or devices before the scheduled end time where  is displayed.

1. Click **Transport** then **Check In/Out**.
2. Search for and select the employees or devices on **Check In/Out**.

Figure 56: Check In/Out



	Check In	Employee	Employee ID	Device	Device ID	Schedule	Facility	Region	Idle	Break	Busy
<input type="checkbox"/>	11:21	Trspr01_Um01	20001	UNV TPRT Pager 01	41001	11:21 - 23:00	UNV	UNV Central_UNV Material	0	0	228
<input type="checkbox"/>		Trspr02_Um02	20002				UNV				
<input type="checkbox"/>		Trspr03_Um03	20003				UNV				
<input type="checkbox"/>		Trspr04_Um04	20004				UNV				
<input type="checkbox"/>		Trspr05_Um05	20005				UNV				



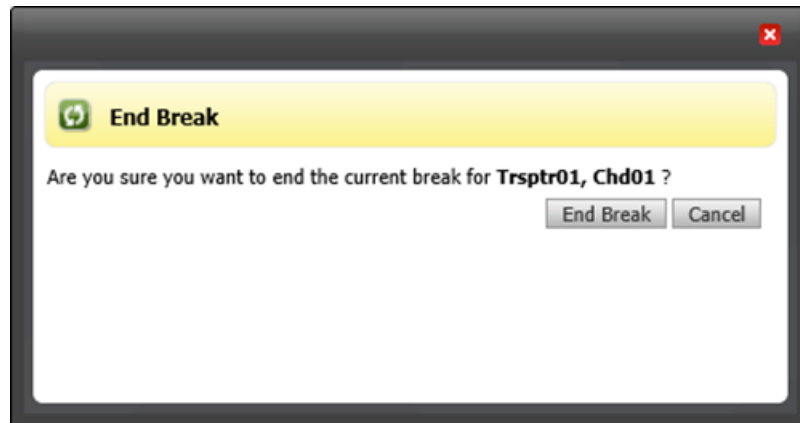



3. If you selected a single employee or device click  next to the employee or device name. If you selected multiple employees or devices click  at the top of **Check In/Out**.
4. On the **End Break** confirmation message click **End Break**.

Figure 57: End Break



Chapter 5

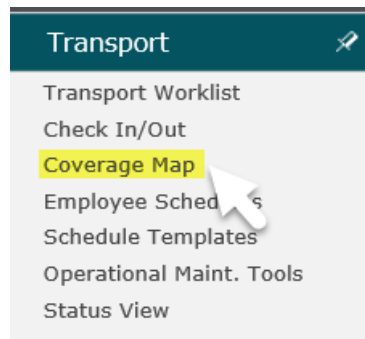
Coverage Map

Coverage Map is view-only and displays Transporter coverage according to facilities and regions, which you can change using the Organization selector. You can view the Primary, Secondary, and Tertiary Transporters according to intervals of 15, 30, and 60 minutes. The number of Transporters per interval and region are indicated in a colored icon: Primary Transporters in a red icon , Secondary Transporters in a green icon , and Tertiary Transporters in a blue icon . The current time interval is highlighted in grey.

Access Coverage Map

To access **Coverage Map**, click **Coverage Map**.

Figure 58: Transport > Coverage Map



Coverage Map is displayed. Initially, the coverage information is displayed in 60-minute intervals according to facility or region listed in alphanumeric order. The number of open transport jobs displays in parentheses on the right of the facility or region in the Facility/Region (Jobs) column. The Primary, Secondary, and Tertiary boxes are checked by default to show this Transporter coverage. You can change which types of coverage are shown by clicking a box to remove the

check mark and clicking **Apply**. You can change the interval view by clicking the **Interval** arrow, selecting 15 min or 30 min, and clicking **Apply**.

Figure 59: Coverage Map

Coverage Map							
AHN RGN/CHD							
Filters							
View	<input checked="" type="checkbox"/> Primary	<input checked="" type="checkbox"/> Secondary	<input checked="" type="checkbox"/> Tertiary	Interval	60 min	Apply	
Region (Jobs)	11:00	12:00	13:00	14:00	15:00	16:00	17:00
CHD Central (4)			3	3	3	3	3
CHD Material (0)			3	3	3	3	3

Chapter 6

Employee or Device Schedules

Depending on your organization's Transport Scheduling system option configuration you will see the Employee or Device schedules tab.

Employee Schedules enables you to view, add, edit, and remove dates, times, regions, schedules, and breaks assigned to employees. Employee names are displayed in alphabetical order by last name (or alphanumeric order if letters and numbers are used for names). Multiple schedules can be assigned to an employee.

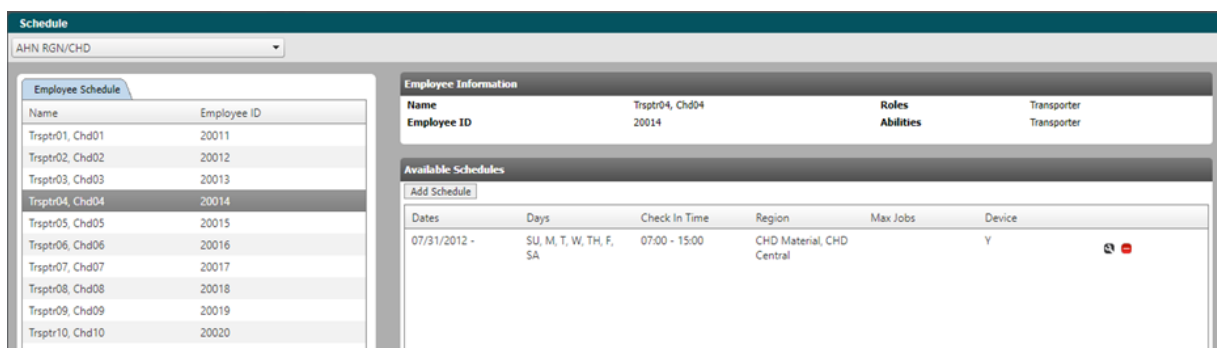
The main difference between adding or editing a schedule for a device or an employee is that when you add or edit a schedule to an employee, you can select a device on **Add or Edit Schedule**. When you add or edit a schedule for a device, you cannot select an employee on **Add or Edit Schedule**. Instead, the device is assigned to the employee using **Assets Maintenance** or **Temporarily Edit Scheduling Details**.

Add schedules

Add schedules for employees or devices.

1. Click **Transport** then **Schedule**.
2. Double-click the employee or device name under **Employee Schedule** or **Device Schedule**.

Figure 60: Schedule



The screenshot shows the 'Schedule' interface for 'AHN RGN/CHD'. It is divided into two main sections: 'Employee Schedule' and 'Available Schedules'.

Employee Schedule: A table listing employee schedules with columns for Name and Employee ID.

Name	Employee ID
Trsptr01, Chd01	20011
Trsptr02, Chd02	20012
Trsptr03, Chd03	20013
Trsptr04, Chd04	20014
Trsptr05, Chd05	20015
Trsptr06, Chd06	20016
Trsptr07, Chd07	20017
Trsptr08, Chd08	20018
Trsptr09, Chd09	20019
Trsptr10, Chd10	20020

Employee Information: A table showing details for the selected employee.

Name	Roles
Trsptr04, Chd04	Transporter
Employee ID	Abilities
20014	Transporter

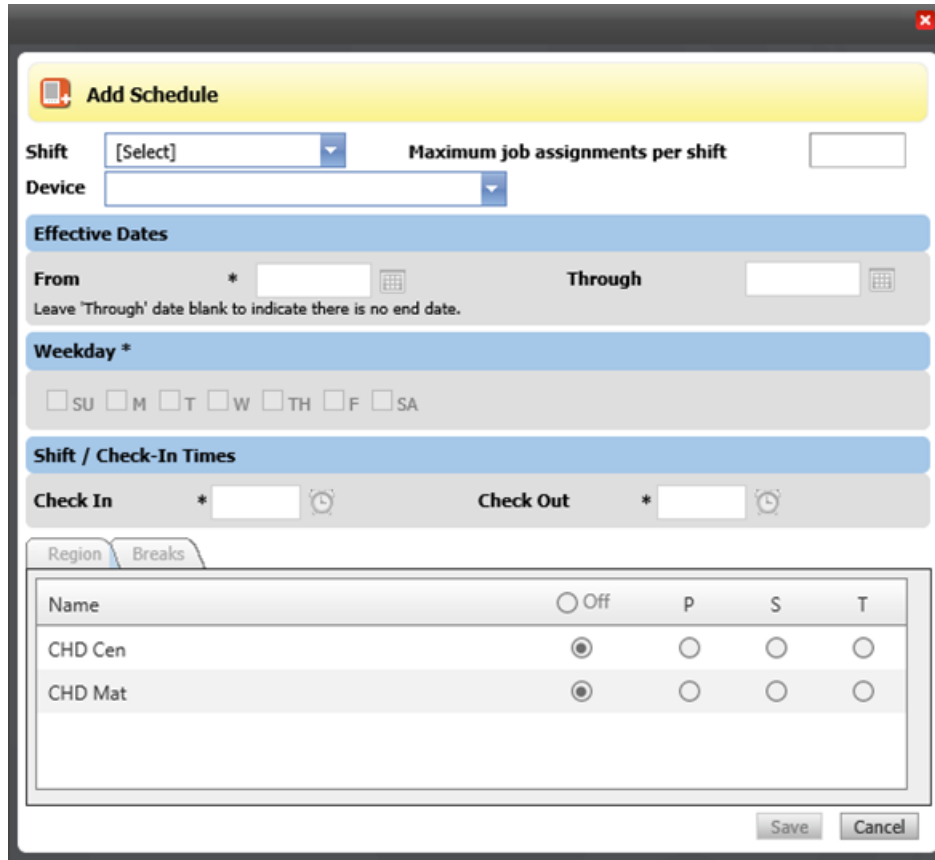
Available Schedules: A table with an 'Add Schedule' button and columns for Dates, Days, Check In Time, Region, Max Jobs, and Device.

Dates	Days	Check In Time	Region	Max Jobs	Device
07/31/2012 -	SU, M, T, W, TH, F, SA	07:00 - 15:00	CHD Material, CHD Central		Y


3. Under **Available Schedules** click **Add Schedule**.




Depending on the configuration you will see the Device or Employee field on **Add Schedule**.

Figure 61: Add Schedule



4. Select the **Shift**.
5. Enter information in the applicable fields. You must select at least one Region and one week day. If you do not have information for an optional field, leave it blank.

Field	Purpose
Device	If the application is configured for Employee Schedules, select a Device .
Maximum job assignments per shift	The maximum number of jobs that can be assigned to device for this shift.
Effective Dates	
From*	Enter the required From date or click  and select the date. The application defaults the From date based on the selected shift.

Field	Purpose
Through	Enter an end date or click  and select the date.
Weekday	
Day	The day fields are automatically selected based on the selected shift. To change the default selections, select or clear days. SU = Sunday, M = Monday, T = Tuesday, W = Wednesday, TH = Thursday, F = Friday, and SA = Saturday.
Shift/Check-In Times	
Check In*	The default check-in time for the shift is automatically entered based on the selected shift. To change the time, click  and select the time (or enter the new time).
Check Out*	The default check-out time for the shift is automatically entered based on the selected shift. To change the time, click  and select the time (or enter the new time).




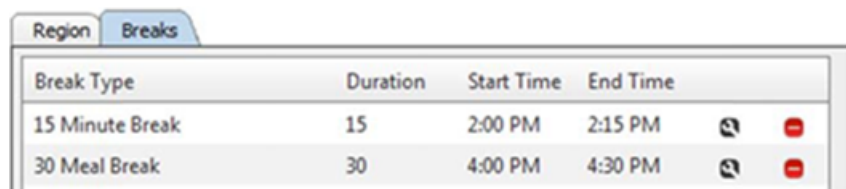




6. For each region that is part of this schedule, select the type of coverage is associated to the employee: P = Primary, S = Secondary, and T = Tertiary.
7. Click **Breaks**.
If breaks are set up as part of the shift, the default breaks are displayed. Otherwise, the statement No records to display. is shown.
8. To remove a break, click .
9. To edit a break, click .
 - a. Select or enter a new **Start Time**.
 - b. Click .

Figure 62: Breaks



Break Type	Duration	Start Time	End Time		
15 Minute Break	15	2:00 PM	2:15 PM		
30 Meal Break	30	4:00 PM	4:30 PM		

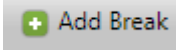


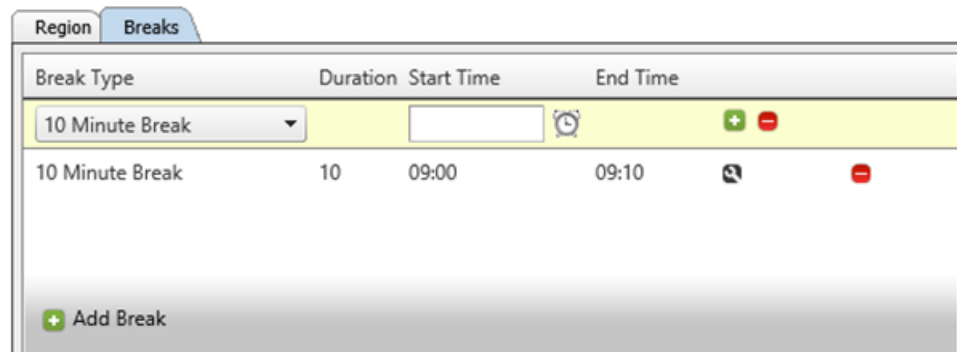
10. To add a break, click .
 - a. Change the **Break Type**, if needed.
 - b. Enter a **Start Time** or click  and select a time.
 - c. Click .

Figure 63: Breaks Tab with New Row



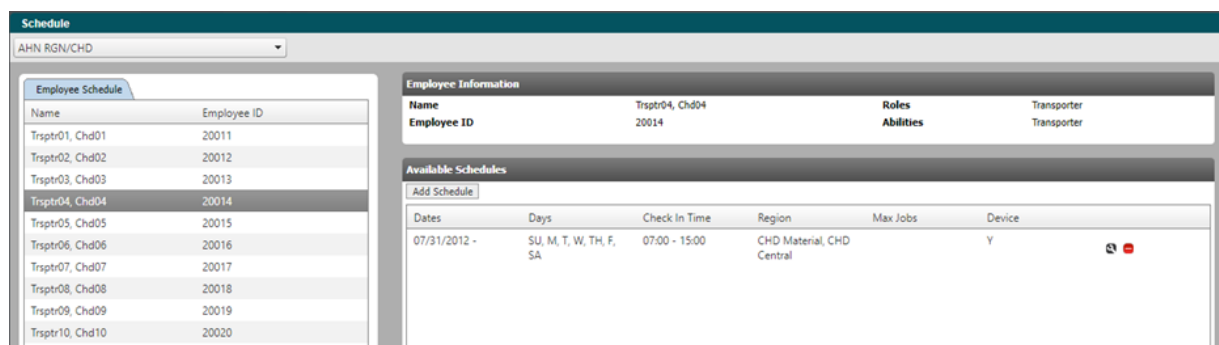
11. Click **Save**.

Edit schedules

Edit a shift, region, and schedule for an employee or device.

1. Click **Transport** then **Schedule**.
2. Double-click the employee or device name under **Employee Schedule** or **Device Schedule**.

Figure 64: Schedule



3. In **Available Schedules** click  next to the schedule you want to edit.

Figure 65: Edit Schedule

Edit Schedule

Shift: Day Shift (8 hr) - Trspr01, Chd01 Maximum job assignments per shift: 30

Device: CHD TPRT Pager 02

Effective Dates

From: * 1/1/2014 Through: []

Leave 'Through' date blank to indicate there is no end date.

Weekday *

SU M T W TH F SA

Shift / Check-In Times

Check In: * 07:00 Check Out: * 15:00





Region Breaks

Name	Off	P	S	T
CHD Cen	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
CHD Mat	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Save Cancel

4. On **Edit Schedule** enter or edit the applicable fields. You must select at least one Weekday, and at least one Region must have a P, S, or T selected. If you do not have information to enter in an optional field, leave it blank.

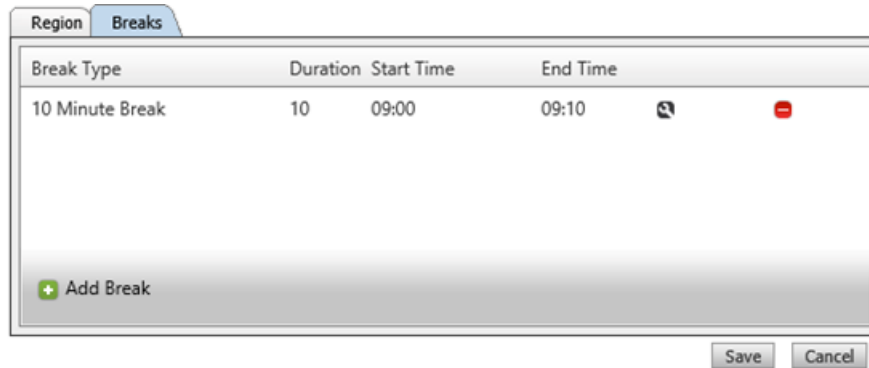
Data	Purpose
Device	If configured for Employee Schedules, select a Device .

Data	Purpose
Maximum job assignments per shift	The maximum number of jobs that can be assigned to device for this shift.
Effective Dates	
From*	Enter the required From date or click  and select the date. The application defaults the From date based on the selected shift.
Through	Enter an end date or click  and select the date. Leave blank if there isn't an end date
Weekday	
Day	The day fields are automatically selected based on the selected shift. To change the default selections, select or clear days. SU = Sunday, M = Monday, T = Tuesday, W = Wednesday, TH = Thursday, F = Friday, and SA = Saturday.
Shift or Check-In Times	
Check In*	To change the time, click  and select the time (or enter the new time).
Check Out*	To change the time, click  and select the time (or enter the new time).

- For each region that is part of this schedule, select the type of coverage is associated to the employee: P = Primary, S = Secondary, and T = Tertiary.

6. Click the **Breaks** tab.

Figure 66: Breaks






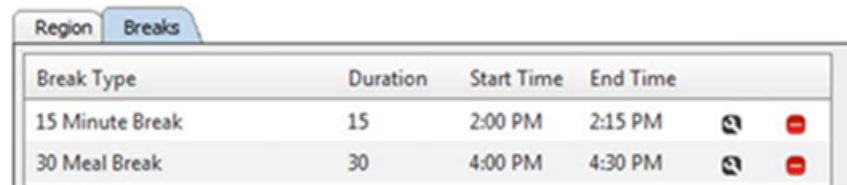




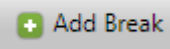

7. To remove a break, click .
8. To edit a break, click .
 - a. Select or enter a new **Start Time**.
 - b. Click .

Figure 67: Breaks

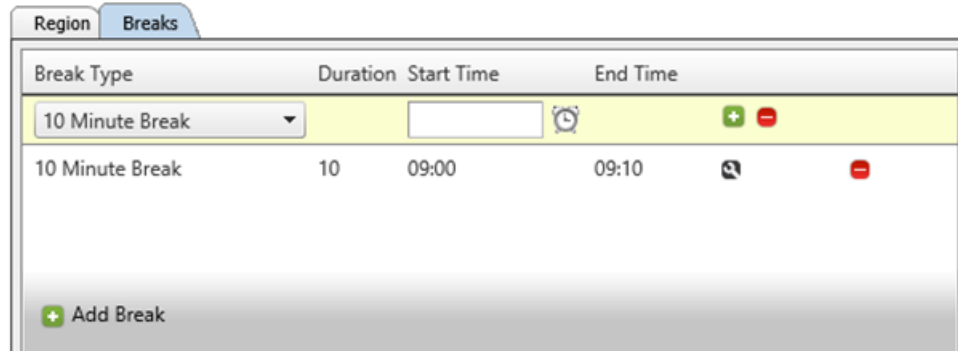


Break Type	Duration	Start Time	End Time		
15 Minute Break	15	2:00 PM	2:15 PM		
30 Meal Break	30	4:00 PM	4:30 PM		

9. To add a break, click .
 - a. Change the **Break Type**, if needed.
 - b. Enter a **Start Time** or click  and select a time.

c. Click .

Figure 68: Breaks Tab with New Row



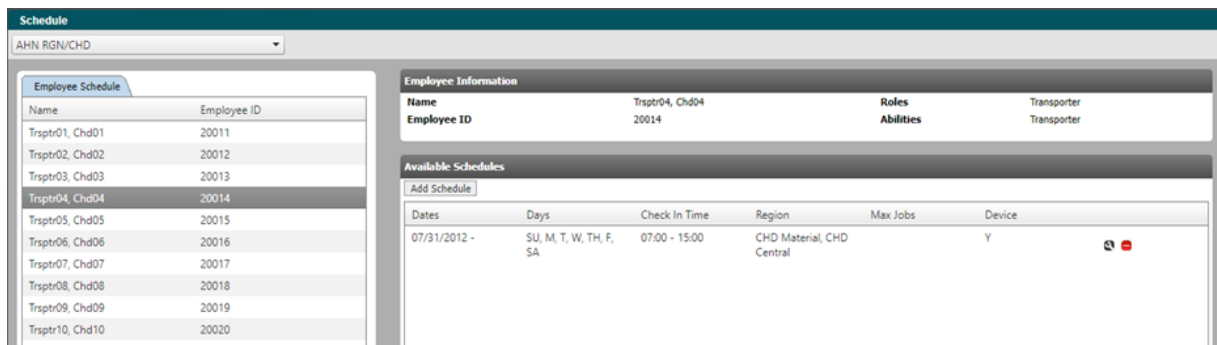
10. Click **Save**.

Remove schedules

Remove a schedule from an employee or device.

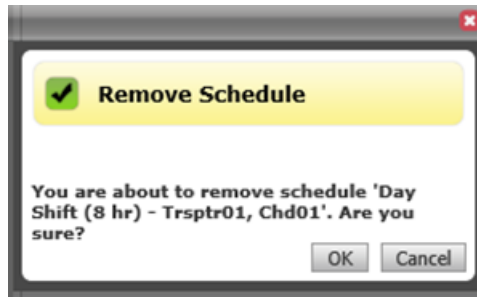
1. Click **Transport** then **Schedule**.
2. Double-click the employee or device name under **Employee Schedule** or **Device Schedule**.

Figure 69: Schedule



3. In **Available Schedules** click  next to the schedule you want to remove.

Figure 70: Remove Schedule



4. Click **OK**.

Chapter 7

Schedule Templates for Transport

Schedule Templates provides the ability to view, edit, add, and remove schedule templates for employees or devices, depending on whether the Transport Scheduling system option is configured to show employees or devices. These templates display as options in the Shift list on **Add Schedule** for the Employee or Device Schedules function. The Schedule Templates function works in a similar way to the Employee or Device Schedules function except you are working with schedule templates and not actual schedules assigned to employees or devices.

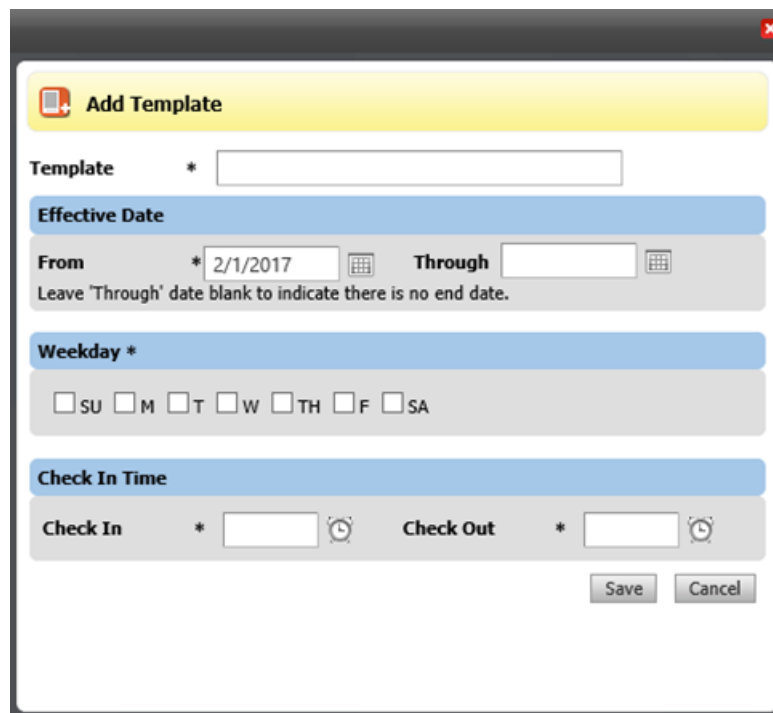
Add schedule templates

Add a Transport schedule template on **Schedule Templates**.

1. Click **Transport** the **Schedule Template**

2. On **Schedule Templates** click  .

Figure 71: Add Template







The screenshot shows a dialog box titled "Add Template" with a yellow header bar. The form contains the following fields and sections:

- Template ***: A text input field.
- Effective Date**: A section header.
- From ***: A date input field with a calendar icon, containing "2/1/2017".
- Through**: A date input field with a calendar icon.
- Leave 'Through' date blank to indicate there is no end date.
- Weekday ***: A section header.
- Weekday selection: SU M T W TH F SA
- Check In Time**: A section header.
- Check In ***: A time input field with a clock icon.
- Check Out ***: A time input field with a clock icon.
- Save** and **Cancel** buttons at the bottom right.

- Enter information in the applicable fields. Most required fields are indicated by an asterisk.

Table 3: Add Template

Field	Purpose
Template*	Enter the name of the new schedule template. After the template is saved, the name cannot be edited.
Effective Date	
From*	Type the required From date or click  and select the date.
Through	If there is no end date, leave the Through date blank. To limit the effective date, type the date or click  and select the date.
Weekday	
Weekday	You must select at least one weekday. SU = Sunday, M = Monday, T = Tuesday, W = Wednesday, TH = Thursday, F = Friday, and SA = Saturday
Check In Time	
Check In*	Enter the time or click the Time icon  and select the time.
Check Out*	Enter the time or click the Time icon  and select the time.

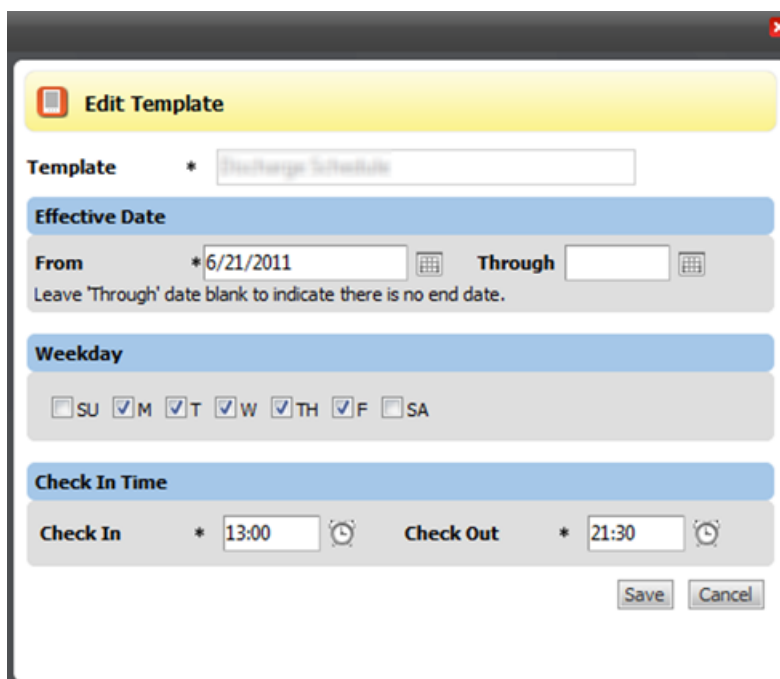
- Click **Save**.

Edit schedule templates

Edit a transport schedule template on **Schedule Templates**.



- Click **Transport** the **Schedule Template**



- Click  for the template you want to edit.

Figure 72: Edit Template


- Enter changes in the applicable fields. Most required fields are indicated by an asterisk.

Table 4: Edit Template

Field	Purpose
Template*	The name of the schedule template you are editing. The name cannot be edited.
Effective Date	
From*	Type the required From date or click  and select the date.
Through	If there is no end date, leave the Through date blank. To limit the effective date, type the date or click  and select the date.
Weekday	

Field	Purpose
Weekday	You must select at least one weekday. SU = Sunday, M = Monday, T = Tuesday, W = Wednesday, TH = Thursday, F = Friday, and SA = Saturday
Check In Time	
Check In*	Enter the time or click the Time icon  and select the time.
Check Out*	Enter the time or click the Time icon  and select the time.

4. Click **Save**.

Remove schedule templates

Delete a template on **Schedule Templates**.


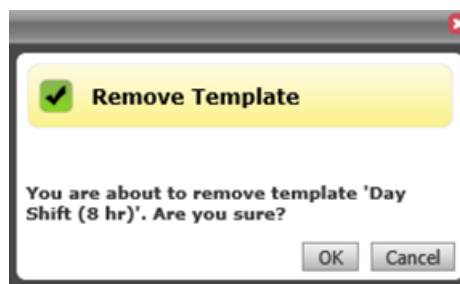
1. Click **Transport** the **Schedule Template**
2. Click  next to the schedule you want to remove.

Figure 73: Remove Template



3. Click **OK** on **Remove Template**.

Chapter 8

Operational Maintenance Tools

When a Transport Request is submitted in Allscripts Patient Flow™, the Intelligent Matching Engine (IME) process automatically runs. The name of the Transporter who best matches these requirements displays in the Assignment column for the request's row on **Transport Worklist**. A percentage displays on the right of the Transporter to indicate the percentage of the request's needs matched by the Transporter.

Operational Maint. Tools is used to automatically dispatch (Auto-Dispatch) the best-matched Transporter. If Auto-Dispatch is turned on for a Transport region, the Transporter who has the highest percentage match to the Transport Request is automatically assigned to fulfill the request. Transporters can be automatically dispatched from 1, multiple, or all Transport regions.

Transport dispatchers also have the ability to manually dispatch from the **Transport Worklist**, even when Auto-Dispatch is turned on. If a job is assigned by Auto-Dispatch, a user can assign a different transporter to the job by clicking the "More Suggestions" link and choosing another transporter. When a job requires 2 transporters, the first available transporter is assigned and a hold status is applied to the job until the second transporter is available.

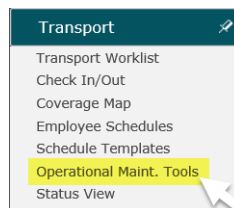
You must have authorized access to a Transport region in order to set Auto-Dispatch options. If you set up Auto-Dispatch for a region, then it is set up for all users, not just on your page.

Note: Transport Dispatchers who use the Auto-Dispatch mode on **Operational Maint. Tools** must check into their Transport Regions on the Organizations list when checking into Allscripts Patient Flow™.

Access Operational Maintenance Tools

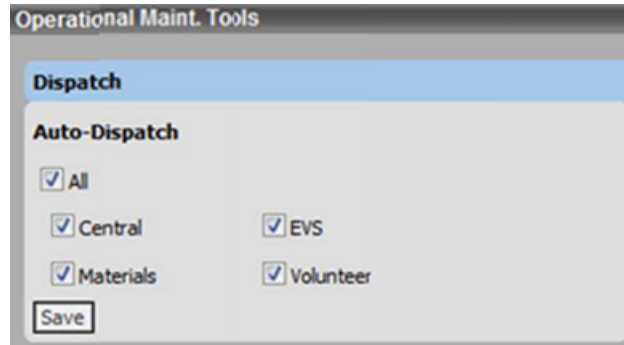
To access **Operational Maint. Tools**, click **Operational Maint. Tools**.

Figure 74: Operational Maint. Tools



Operational Maint. (Maintenance) Tools is displayed.

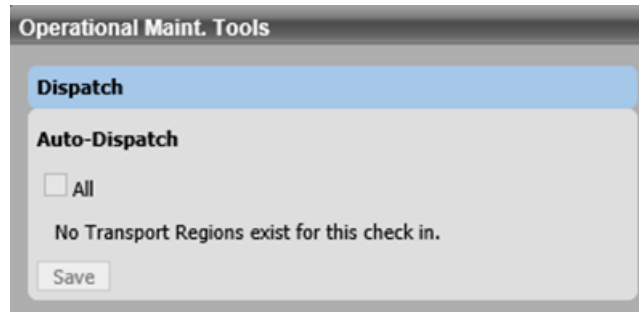
Figure 75: Operational Maint. Tools



Functions on Operational Maintenance Tools

Your settings must be set up applicable to be able to view Auto-Dispatch options for Transport regions. If you do not have authorized access for any Transport region, the following window displays. More details for defining user settings are provided in the following section.

Figure 76: Operational Maint. Tools

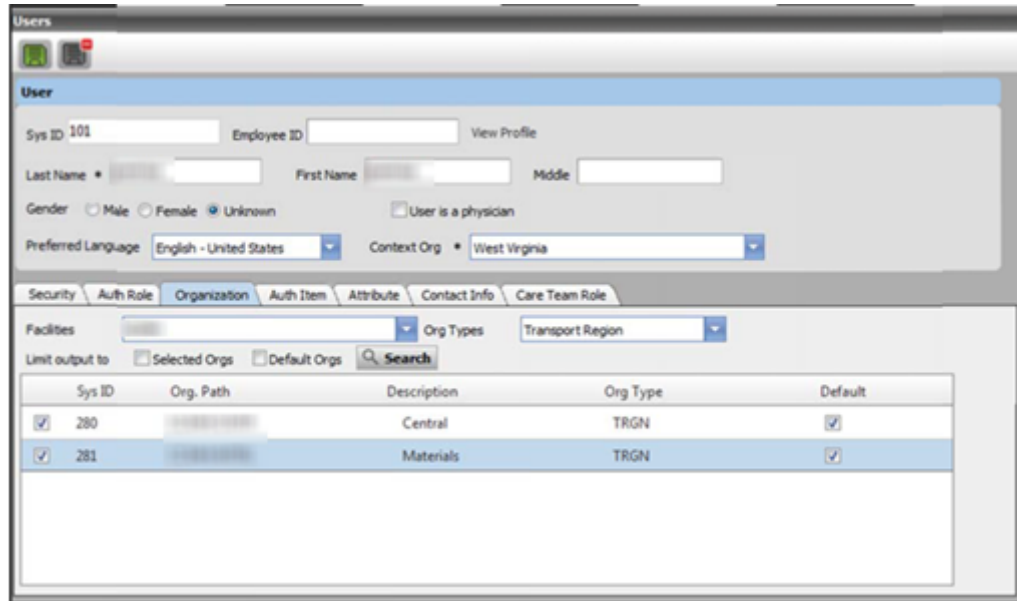


Prerequisite for configuring Auto-Dispatch options

To set the Auto-Dispatch options for a Transport region, you must have a Transporter Dispatcher role and the region must be selected in your organization settings. One or multiple Transport

regions can be selected on the **Organizations** tab on **User** (**Admin > User Maint** as shown in the following image).

Figure 77: Users



Select the applicable facility in the **Facilities** box, and select **Transport Region** in the **Org Types** box. The Transport Regions associated with the facility display, and the applicable region can be assigned to you by clicking the adjacent box to insert a check mark.

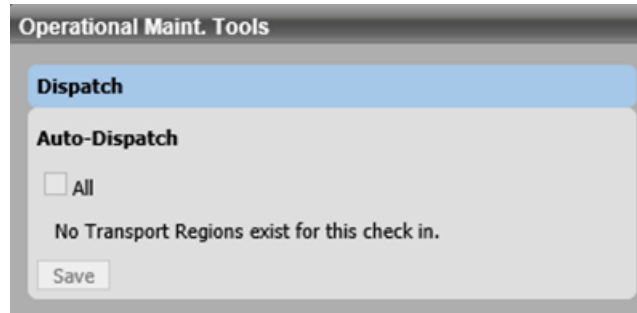
Configure Auto–Dispatch options

Use the following procedure to select the regions for Auto–Dispatch. Regions that are not selected for Auto-Dispatch require manual dispatching of Transporters. The example in this procedure shows some, but not all, regions selected for the Auto–Dispatch mode.

1. Click **Operational Maint. Tools**.

Operational Maint. Tools is displayed.

Figure 78: Operational Maint. Tools



2. Do 1 of the following:

- > To select all regions for Auto–Dispatch mode, click the **All** box to insert a check mark. Check marks are inserted in all region boxes to indicate that all regions are selected.
- > To select a region for Auto–Dispatch mode, click the region’s box to insert a check mark. A check mark is inserted in the region’s box.
- > To remove a region from Auto–Dispatch mode, click the region’s box to remove the check mark. The check mark is removed from the region’s box.

3. Click **Save**.

The changes to Auto–Dispatch are saved.

Chapter 9

Status View

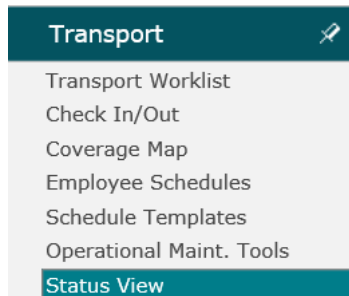
Status View enables Transport Requesters to view the status of jobs they have requested. Transport requesters can only view the jobs they have requested (unless they have the proper authorizations to view other requests, such as a Transport Supervisor might have). While this is primarily a viewing page, you can add notes to or print the Transport Request. Requesters with the proper authorizations can also cancel or edit the job. However, **Edit** might display for the request; if it is clicked, **Transport Request** displays in view-only mode and cannot be edited.

|| **Note:** If the request is assigned, it cannot be edited.

Access Status View

To access **Status View**, click **Status View**.

Figure 79: Transport > Status View



Status View is displayed.

Figure 80: Status View

Status View						
UNV		Status	Completed	Sort	24 Hrs	Go
Location / Status	Patient Information			Assignment		
9 UNV Central	CMPL 3H	F - 75y 11/15/1942 MRN	3:30 TEST	From CARD-1140-01 To CVICU-1113-01 MOT STRT T (1)	Print	Notes
10 UNV Central	CMPL 3H	F - 86y 10/8/1932 MRN	3:30 TEST	From CARD-1140-02 To CVICU-1113-01 MOT STRT T (1)	Print	Notes
11 UNV Central	CMPL 3H	F - 88y 12/29/1929 MRN	3:30 DSCH	To Main Lobby-Main Lobby From CARD-1141-01 MOT WLCR T (1)	Print	Notes
13 UNV Central	CMPL 3H	M - 93y 10/7/1925 MRN	3:31 MORG	From CARD-1143-01 To CARD-1143-01 MOT MC T (1)	Print	Notes
28 UNV Central	CMPL 5M	F - 76y 4/11/1942 MRN	14:31 TEST	From IMCU-3115-01 To PT-Physical Therapy MOT STRT T (1)	Print	Notes
29 UNV Central	CMPL 0M	F - 76y 4/11/1942 MRN	14:36 RTN	From PT-Physical Therapy To IMCU-3115-01 MOT STRT T (1)	Print	Notes

Status View functions

To the right of the Organization selector are the **Status** and **Sort** boxes. When **Status View** is displayed, the organizations that are selected are default organizations that are associated with the transport user.

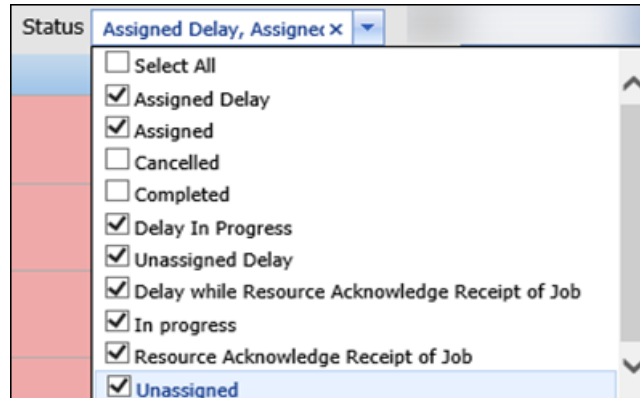
Initially, **Status** displays the default transport statuses. The default statuses include the following:

- > Select All
- > Assigned Delay
- > Assigned
- > Delay
- > Delay In Progress
- > Unassigned Delay
- > Delay while Resource Acknowledge Receipt of Job
- > In progress
- > Resource Acknowledge Receipt of Job
- > Unassigned

If you display delayed statuses, the delay status reason is also displayed.

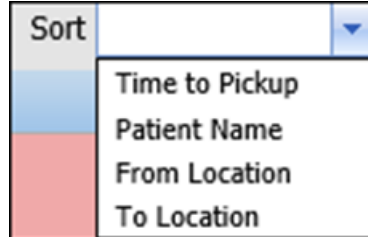
You can select as many different statuses as necessary. If you select the defaults, (see the following graphic) and select **Cancelled** and **Completed**, the results include any records with cancelled and or completed statuses.

Figure 81: Status Drop-down Menu Displaying Checked Defaults



Selecting an option in the **Sort** box sorts the data accordingly. You can sort by **Time to Pickup**, **Patient Name**, **From Location**, and **To Location**.

Figure 82: Sort Menu



On the right of the **Sort** is the **Hrs** box. The Hrs box works in association with **Cancelled** and **Completed** statuses. When you enter a number (for example, 24) in the Hrs box, and then click **Go**, the jobs that were cancelled or completed in the previous 24 hours are displayed. You can enter a maximum of two digits (72) in the Hrs box. (The larger the number of hours that you enter, the longer the application takes to return data).

Clicking **Search** enables a search for a specific job. Clicking **Refresh** refreshes the window with the latest information.

The Return Trip button enables users to schedule the return trip of a patient who was previously transported from one location to another.

If you have the applicable authorizations, you can click **Print**, **Edit**, or **Cancel** on **Status View** or

click **Notes** ( Notes or ) to add a note to a job.

Chapter 10

Use communication devices

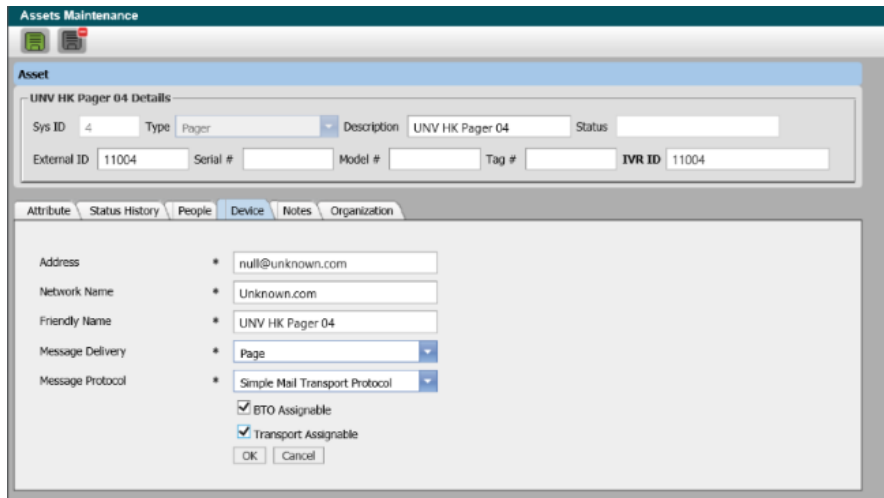
Some hospitals might use communication devices, such as a pager or a Personal Digital Assistant (PDA), to inform Transporters of transport job requests. Pagers are used as an example in this document, but other communication devices like PDAs are set up and assigned in a similar way.

Administrative setup

Communication devices are considered assets and are set up in the **Admin > Facility Maint**. Your system administrators defined devices like pagers using **Assets Maintenance**.

For the device to be available in the Transport module, the Transport Assignable box must be checked on the **Device** tab as shown in the following image. The device asset is then assigned to a facility, also in **Admin > Facility Maint**. For more information about setting up devices, refer to the *Allscripts Patient Flow™ Administration Tools User Guide*.

Figure 83: Assets Maintenance



The screenshot shows the 'Assets Maintenance' window with the 'Device' tab selected. The asset details for 'UNV HK Pager 04' are visible, including fields for Sys ID (4), Type (Pager), Description (UNV HK Pager 04), Status, External ID (11004), Serial #, Model #, Tag #, and IVR ID (11004). Below the details, the 'Device' configuration section includes fields for Address (null@unknown.com), Network Name (Unknown.com), Friendly Name (UNV HK Pager 04), Message Delivery (Page), and Message Protocol (Simple Mail Transport Protocol). The 'BTO Assignable' and 'Transport Assignable' checkboxes are both checked. 'OK' and 'Cancel' buttons are at the bottom.

Schedule templates for the device must be defined if you are configured to associate schedules with devices for transport (as opposed to schedules associated with employees as in the example provide in this document). **Employee/Device Schedules** is then used to add specific schedules and transport regions to the device.

System Administrators also set up Transporters in Allscripts Patient Flow™ with sign on and Mobile Devices with a Device ID. IDs are configured so Transporters can sign into the application with their communications device.

Device Information

Allscripts Patient Flow™ Mobile enables hospitals to centralize and integrate transport and bed turnover activities with a mobile device, and is intended for use by transporters and housekeepers. The functionality is designed around the daily key assignments that transporters and housekeepers perform frequently.

For more information about mobile devices, refer to the *Allscripts Patient Flow™ Mobile User Guide*.

Chapter 11

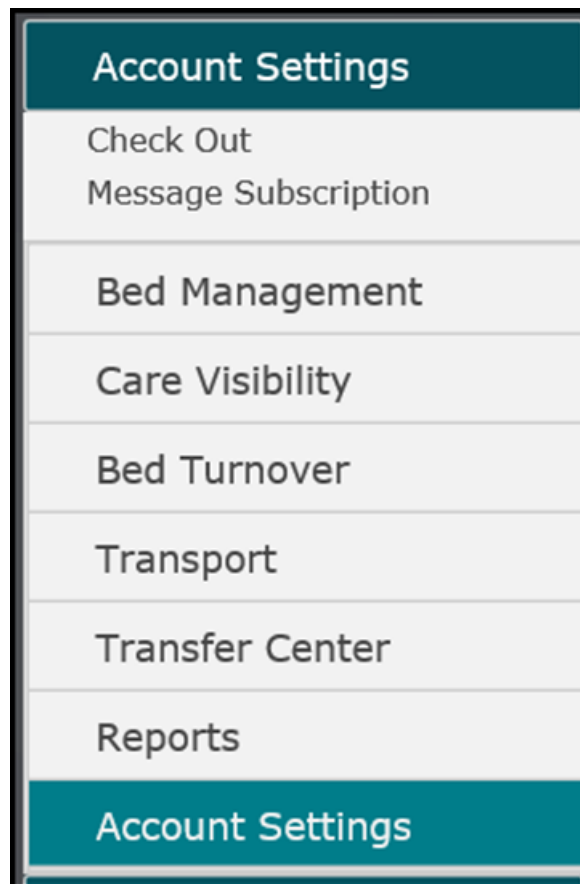
Account Settings

Access Account Settings options

Based on role and associated permissions, you can access settings that are related to your Allscripts Patient Flow™ account by clicking **Account Settings**.

The **Account Settings** options are based on your system roles and authorizations. The **Check Out** and **Message Subscription** options are explained in the following sections.

Figure 84: Account Settings



Use the check out functions

Check Out enables you to check out or update message settings for your current Allscripts Patient Flow™ session. **Check Out** looks similar to the **Check In** that displays when you first logged on to Allscripts Patient Flow™. To change your roles or organizations in Allscripts Patient Flow™, you must first check out of your current session on **Check Out**.

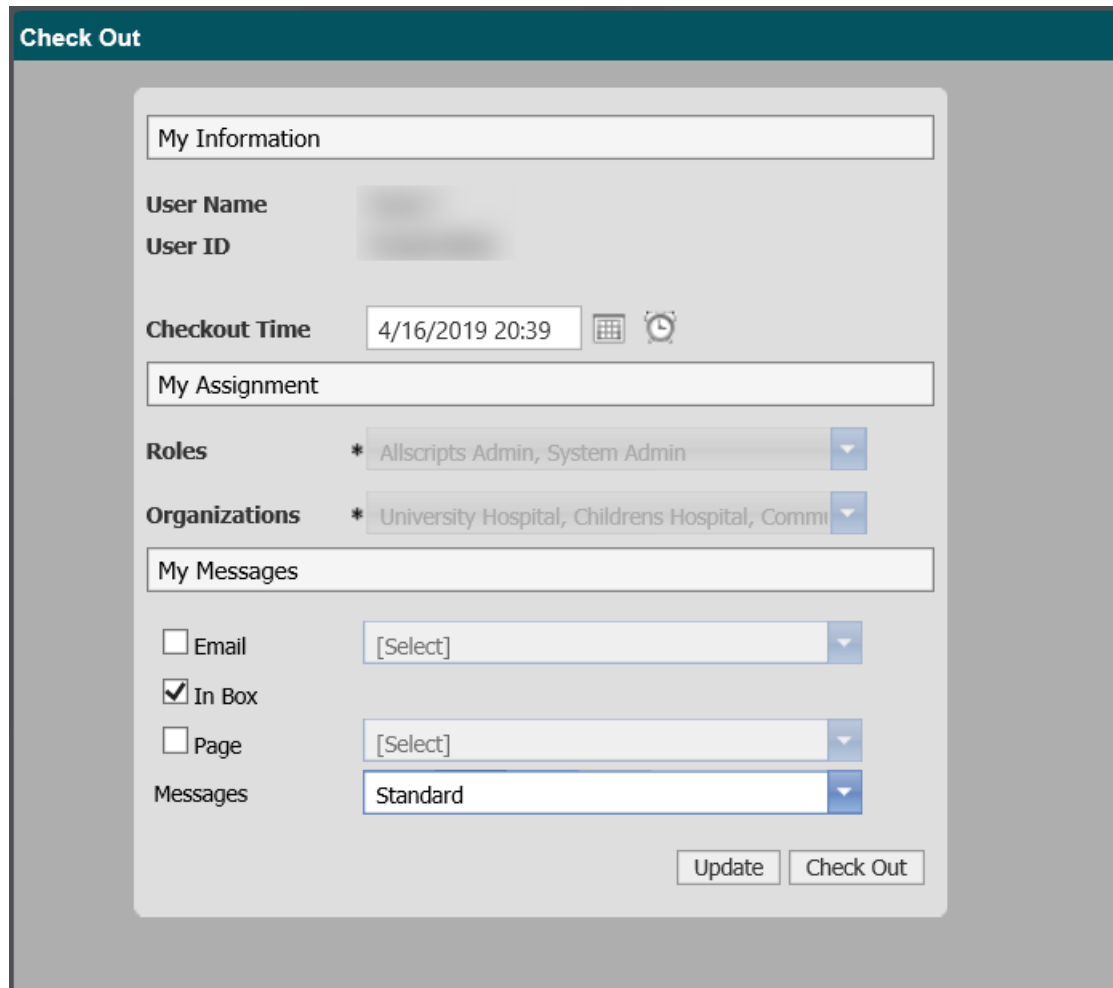
Check out of sessions or update checkout times

From **Check Out**, check out of your current Allscripts Patient Flow™ session or edit the checkout time.

1. Click **Check Out**.

Check Out is displayed.

Figure 85: Check Out



2. Do one of the following:

- > To change the time for checking out, complete the following steps.
- > Enter the changes in the **Checkout Time** box or click the calendar or time icons and select the new date or time.
- > Click **Update**.
The Checkout Time is updated. **Check Out** refreshes and displays the changed information.
- > To check out immediately, click **Check Out**.

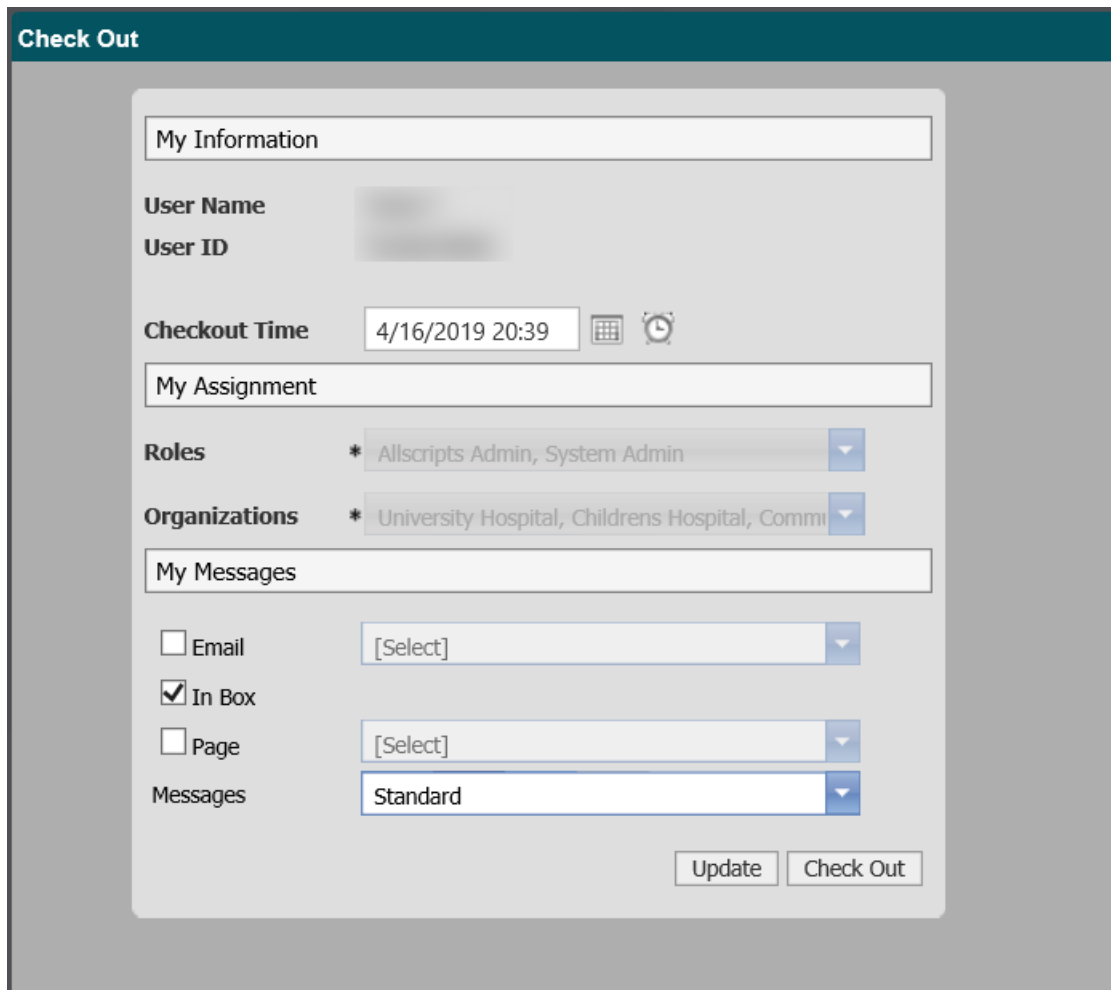
Check Out closes. You are checked out of the session and logged out of Allscripts Patient Flow™. The statement *You have successfully logged off.* displays on Allscripts Patient Flow™.

Change message settings

Change your message settings on **Check Out**.

1. Click **Check Out**.
Check Out is displayed.

Figure 86: Check Out



The screenshot shows a 'Check Out' window with the following sections:

- My Information:** Fields for User Name and User ID.
- Checkout Time:** A date and time field showing '4/16/2019 20:39' with calendar and clock icons.
- My Assignment:** Fields for Roles (showing '* Allscripts Admin, System Admin') and Organizations (showing '* University Hospital, Childrens Hospital, Comm').
- My Messages:** A section with checkboxes for 'Email', 'In Box', and 'Page', each with a corresponding dropdown menu. The 'In Box' checkbox is checked. Below these is a 'Messages' dropdown menu set to 'Standard'.
- Buttons:** 'Update' and 'Check Out' buttons at the bottom right.

2. If you want to use additional message delivery methods such as Email or Page, perform the following steps in the My Messages section.
 - a. Click the box next to the message delivery method to select it.
A check mark displays in the box.

- b.** For the methods chosen, click the corresponding arrow to select an option (for example, an email address or pager number).
The selected option displays in the box.
- 3.** To subscribe to additional message types such as Alert or Escalation, click the **Messages** arrow and click the applicable boxes.
The Messages box displays Standard by default, which enables you to received standard Allscripts Patient Flow™ messages (this cannot be cleared).
If selected, Alert or Escalation displays in addition to Standard in the Messages box.
- 4.** Click **Update**.
Check Out refreshes and the message settings are updated.

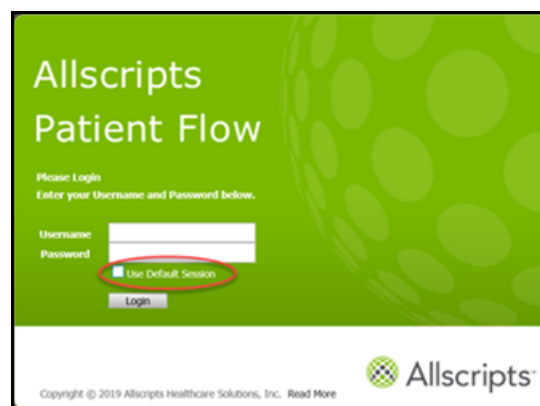
Change roles, organizations, and messages settings

To change your roles or organizations in Allscripts Patient Flow™, you must first check out of your current session.

The procedure to check out is explained in *Check Out of a Session or Updating Your Checkout Time*. When you check out, you are logged out of the application. The following procedure assumes you are logged out of the application and explains how to log on to Allscripts Patient Flow™ and check in to select different roles, organizations, and messages settings for your session.

- 1.** On **Please Login**, clear the **Use Default Session** box.

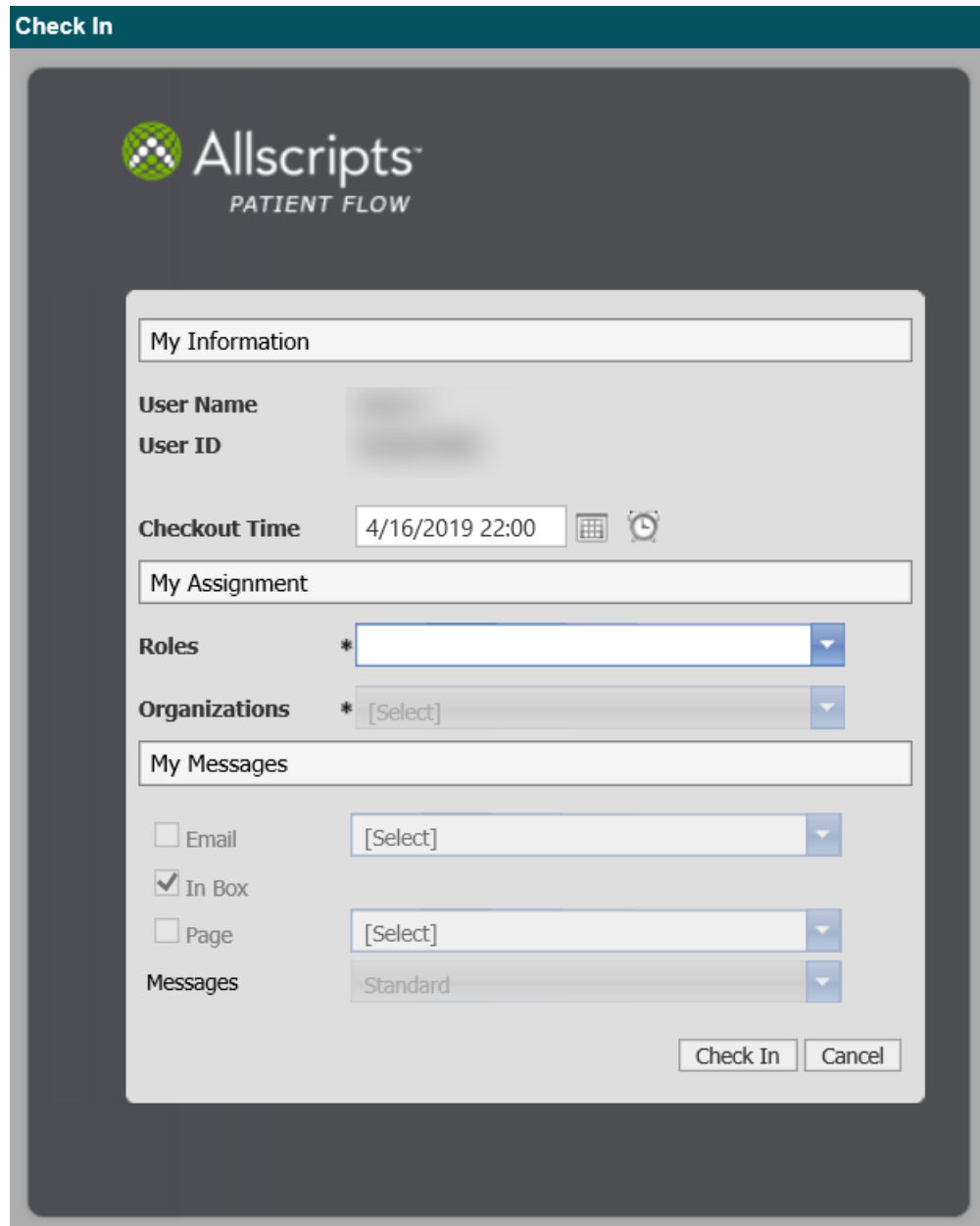
Figure 87: Please Login



- 2.** Enter your **Username** and case-sensitive **Password**.
The information displays in the applicable boxes.
- 3.** Click **Login**.

Check In is displayed.

Figure 88: Check In



Check In

Allscripts®
PATIENT FLOW

My Information

User Name

User ID

Checkout Time 4/16/2019 22:00

My Assignment

Roles * [Select]

Organizations * [Select]

My Messages

Email [Select]

In Box

Page [Select]

Messages Standard

Check In Cancel

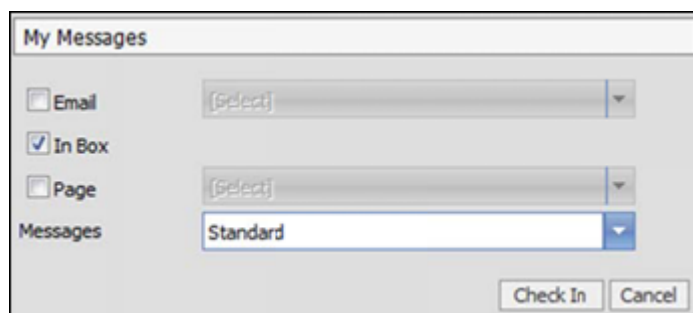
- In the **My Assignment** section, click the **Roles** arrow and click the boxes on the list to select the roles you want to use in Allscripts Patient Flow™. Only the roles that are assigned to you display as options. When finished, click outside the list.

The selected roles displays in **Roles**. The **Organizations** box becomes available.

5. Click the **Organizations** arrow and click the boxes on the list to select the organizations you want to work in for Allscripts Patient Flow™ activities. Only the organizations that are assigned to you display as options. When finished, click outside the list.

The selected organizations displays in the **Organizations** box. The **My Messages** section becomes available. By default, the **In Box** box is checked to ensure that messages sent to you using Allscripts Patient Flow™ go to the In box in the Messages section.

Figure 89: My Messages



6. If you want to use additional message delivery methods such as Email or Page, do the following in the My Messages section:

- > Click the box next to the message delivery method to select it. A check mark displays in the box.
- > For the methods chosen, click the corresponding arrow to select an option (for example, an email address or pager number).

7. To subscribe to additional message types such as Alert or Escalation, click the **Messages** arrow and click the applicable boxes.

Messages displays Standard by default, which enables you to received standard Allscripts Patient Flow™ messages (this cannot be cleared).

If selected, Alert or Escalation displays, in addition to Standard, in the Messages box.

8. Click **Check In** to check into Allscripts Patient Flow™.

The Allscripts Patient Flow™ application displays on the Allscripts Patient Flow™ splash window.

Message Subscriptions

Standard messages have been defined by your hospital for specific roles. Therefore, your role determines which messages you are automatically subscribed to when you log on to Allscripts Patient Flow™. However, if you also must subscribe to other messages, you can select which messages you want to subscribe to using the Message Subscription function. Messages are triggered by events that occur in the application (Message Events), such as when a transport job

is created. You can choose whether the messages are always delivered to you, for example, not just during your work shift.

There might also be different versions of messages set up in Allscripts Patient Flow™ based on the different audiences that might be interested in a Message Event. For example, a message that is sent when a patient departs a bed might be of interest to a Bed Manager and to a Housekeeper. The information contained in the message that each person receives might be different. The Bed Manager would note that the patient has left and that the bed can be assigned to someone else after it is cleaned. The Housekeeper would want to know the specifics about the bed cleaning, such as the priority and whether it is an isolation cleaning.

Messages can be delivered to a number of different end points, such as to a recipient's email account, to a pager, to a PDA or even to an application outside of Allscripts Patient Flow™. The constraints applied by each of these end points can be very different. A message to an email account can contain a lot of information. However, when the message is delivered to a pager, it might be constrained to just a few hundred characters or less. To accommodate these varying end point requirements, each message version might have multiple formats.

If there are different versions of a message, you can select the version that is most applicable to your needs. If a message has only 1 version, only 1 option displays in the **Version** list, for example, Standard. Even if there is only 1 version of a message, you must select a version for each message you want to receive.

Note: For each message you subscribe to, you must select the version of the message you want to receive.

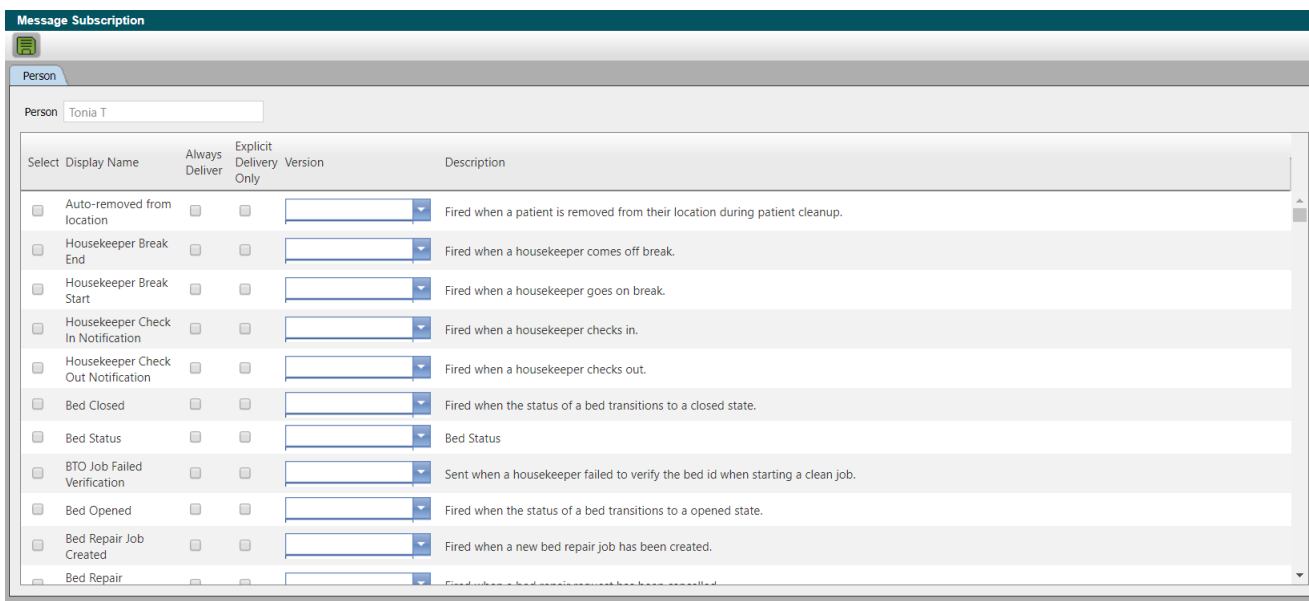
Subscribe to messages

You can subscribe to messages using the following procedure. Because numerous messages are available, you might need to scroll down to subscribe to different messages you want to receive.

1. Click **Message Subscription**.

Message Subscription displays the messages available to you based on your user ID and role.

Figure 90: Message Subscription



2. For each message you want to subscribe to, click in the applicable box in the **Select** column to insert a check mark.

A check mark displays in the selected message box.

3. For each message you want always delivered to you, click in the applicable box in the **Always Deliver** column to insert a check mark.

A check mark displays in the selected **Always Deliver** box for the selected message.

4. For each message you want directly assigned and only delivered to you if you are assigned to a request (currently only for Bed Cleaning and Transport Requests), click in the applicable box in the **Explicit Delivery Only** column to insert a check mark.

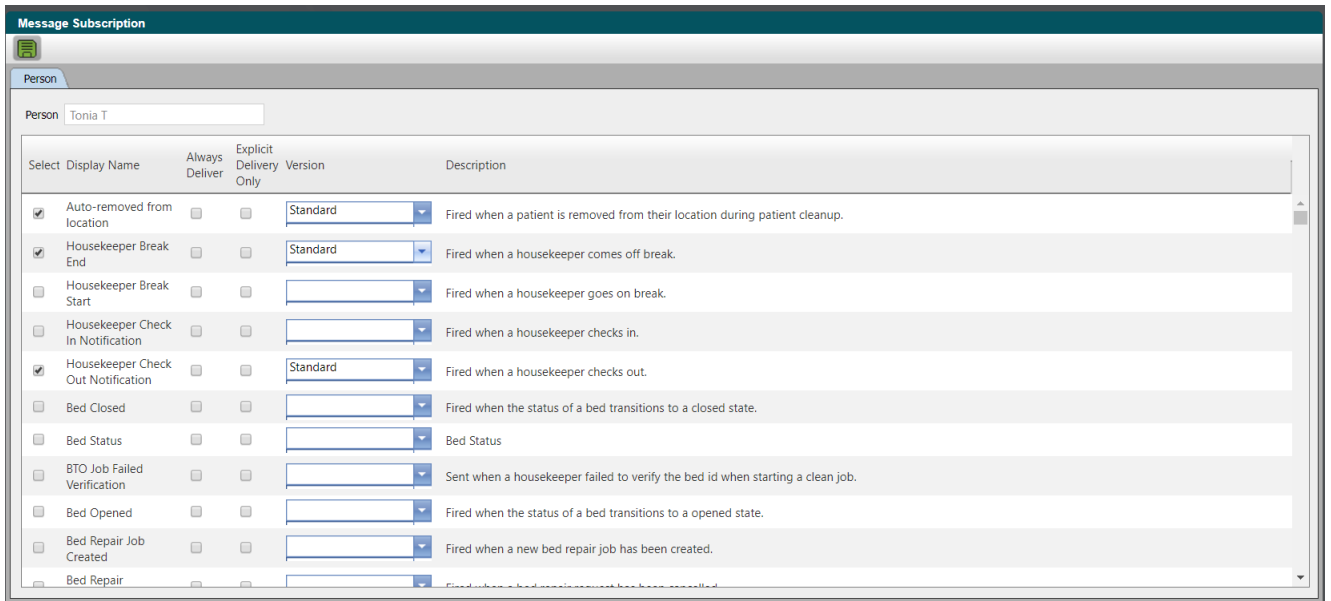
A check mark displays in the selected **Explicit Delivery Only check** box for the selected message.

Note: This function is most likely assigned to a role, for example, Transporter, rather than a specific user. If the **Explicit Delivery Only** box is checked for a transport job assignment message, the message goes to all users who are attached to the job. So if there is more than 1 Transporter assigned to the same job, they would both get the message.

- For each message you subscribed to, click the **Version** arrow and select the version of the message you want to receive.

The selected option displays in the Version box.

Figure 91: Version box



- Click .

The information is saved.

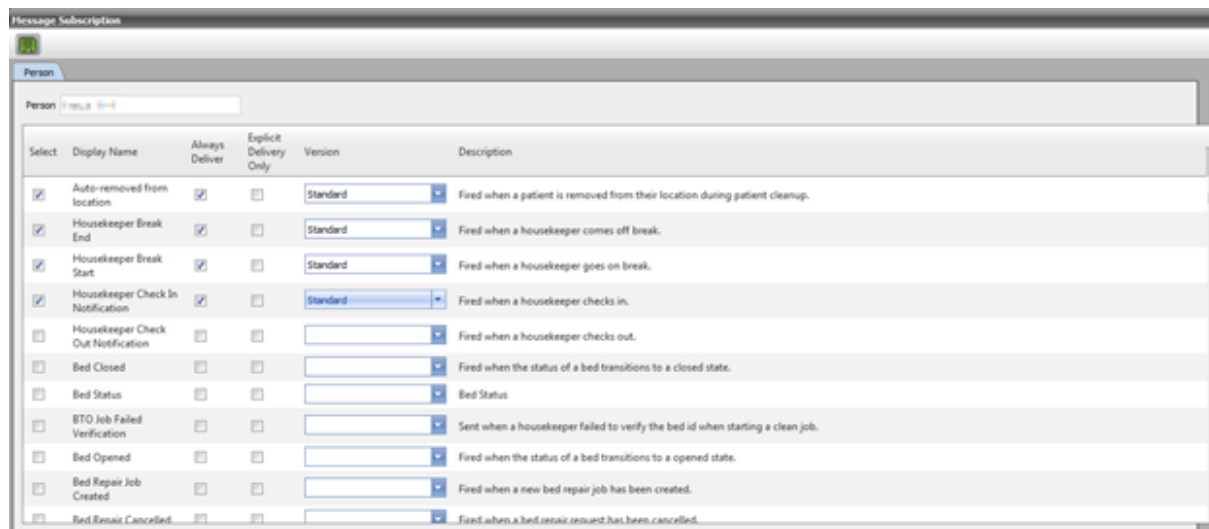
Edit message subscriptions

You can edit message subscriptions using the following procedure. You can subscribe to more messages, unsubscribe to messages, or edit version and delivery information. Because numerous messages are available, you might need to scroll down to edit your message subscriptions.

- Click **Message Subscription**.

Message Event Subscriptions displays available messages and messages you have previously subscribed to.

Figure 92: Message Subscription



2. Do 1 of the following:
 - > For each message you want to subscribe to, click in the applicable box in the **Select** column to insert a check mark.
A check mark displays in the selected box.
 - > For each message you want to unsubscribe to, click in the applicable box in the **Select** column to remove the check mark.
The check mark is removed from the selected box.

3. Do 1 of the following:
 - > For each message you want always delivered to you, ensure that a check mark displays in the applicable box in the **Always Deliver** column. If it does not, click the box to insert a check mark.
A check mark displays in the selected box.
 - > For each message you do not want always delivered to you, ensure that a check mark does not display in the applicable box in the **Always Deliver** column. If it does, click the box to remove the check mark.
The check mark is removed from the selected box.

4. Do 1 of the following:


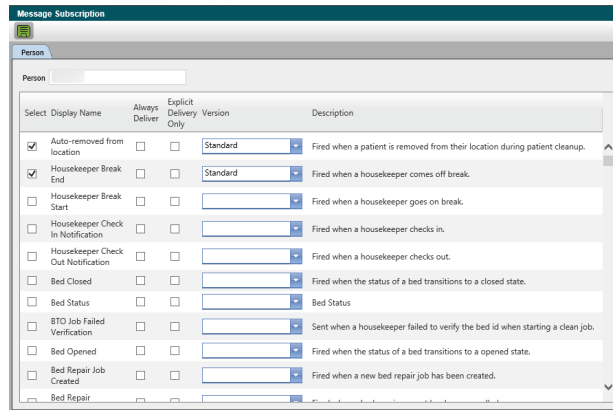
- > For each message you want directly assigned and only delivered to you if you are assigned to a request (currently only for Bed Cleaning and Transport Requests), click in the applicable box in the **Explicit Delivery Only** column to insert a check mark.
A check mark displays in the selected box.
 - > For each message you do not want explicitly delivered only to you, ensure that a check mark does not display in the applicable box in the **Explicit Delivery Only** column. If it does, click the box to remove the check mark.
The check mark is removed from the selected box.
5. Do 1 of the following:
- > For each message you subscribed to, ensure that a version is selected. If it is not, click the Version arrow and select the version of the message you want to receive.
The selected option displays in the **Version** box.
 - > For each message you unsubscribed to, a version is no longer required. When you save the information, the version is automatically deleted from the unsubscribed message.
6. Click .
- The information is saved. If you unsubscribed from a message, the associated version is automatically deleted.

Figure 93: Message Subscription



Chapter 12

Transport and Sunrise Acute Care

Use the **APF Transport** tab in Sunrise™ Acute Care to manage Allscripts Patient Flow™ transport jobs.

A Sunrise™ Acute Care clinician can complete the following tasks on the **APF Transport** tab:

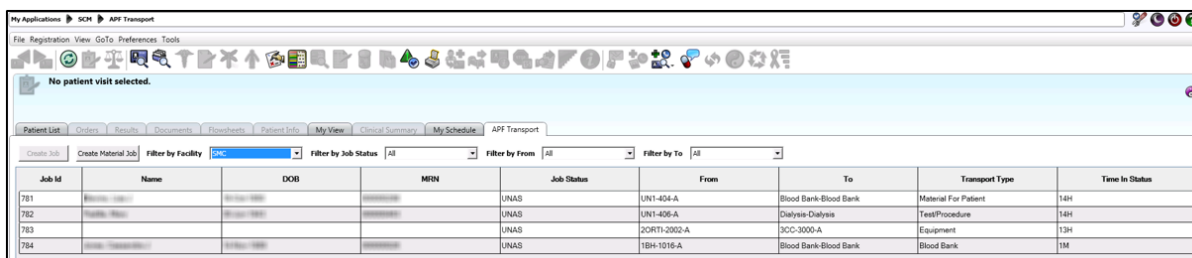
- > View transport jobs in the Status View.
- > Edit or cancel a created transport job.
- > Initiate transports on patients, materials, and equipment within patient context.

Create material only transport requests

From the **APF Transport** tab, create a material only transport request.

1. Log on to Sunrise™ Acute Care and click the **APF Transport** tab.

Figure 94: Create a material only transport request



2. Click **Create Material Job**.
3. Enter information into the following fields.

Field	Purpose
General	
Facility*	Select the facility.
Transport Type*	The different types of transport jobs. These types are used to set many values for a transport request.
Request Information	

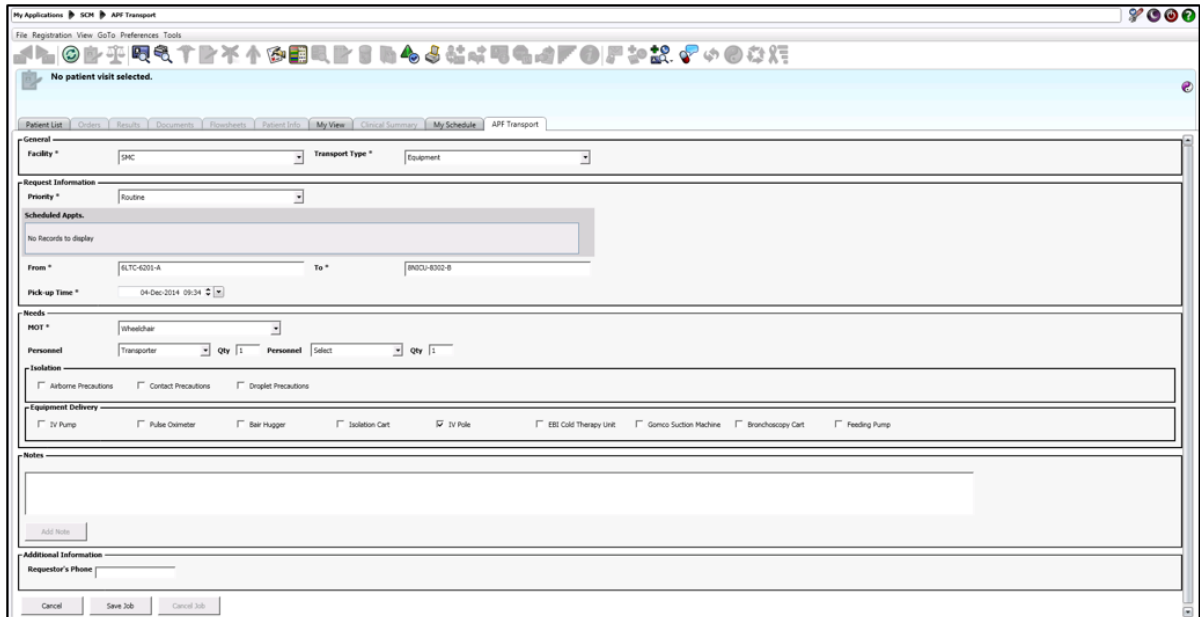
Field	Purpose
Priority	Click Priority and select the priority for the Transport Request. Some transport requesters cannot see Priority depending on their permissions.
Scheduled Appts.	If scheduled appointments exist for the patient, they display here. If there are none, then <code>No records to display</code> is displayed.
From*	Select the location. Note: From can be configured as either mandatory or optional.
To*	Click the box for your options menu.
Pick-up Time*	The application determines the next available date or time based on system configuration and displays the resulting date and time in Pick-up Time . For a patient transport job, Edit must be clicked to enter a different time. Schedule displays, and you can click and drag the transport job to the applicable time and date. For an equipment transport job, Edit does not display, but you can click Pick-up Time and change the date or time. Note: Pick-up Time is not available when Transport Type has not been selected. The default pick-up time is the current date and time. When Transport Type is selected, the Pick-up Time is calculated considering the value entry (in minutes) in Admin > Advanced Maint > Transport Type > Next Available Period . The Pick-up Time value is recalculated if the Transport Type is changed even when it is manually altered in the box.
Needs	
MOT	Click Mode of Transport and select a mode. You can configure the default value in Admin .
Personnel	Click Personnel and select the personnel (Personnel 1).
Qty	Enter the number of personnel for Personnel 1.

Field	Purpose
Personnel	Click Personnel and select the personnel (Personnel 2).
Qty	Enter the number of personnel for Personnel 2.
Isolation	
Isolation boxes	Click to insert a check mark in the applicable Isolation boxes. (This is a configured area of the page.)
Equipment Delivery	
Equipment options	Click to insert a check mark in the applicable equipment options. (This is a configured area of the page.)
Notes	
Add Note	Enter the information for the note. The note saves when you save the job.
Requestor's Phone	Enter the phone number.

4. Click **Save Job**.

The request displays in **Status View** in Sunrise™ Acute Care and Allscripts Patient Flow™.

Figure 95: My Application > SCM > APR Transport



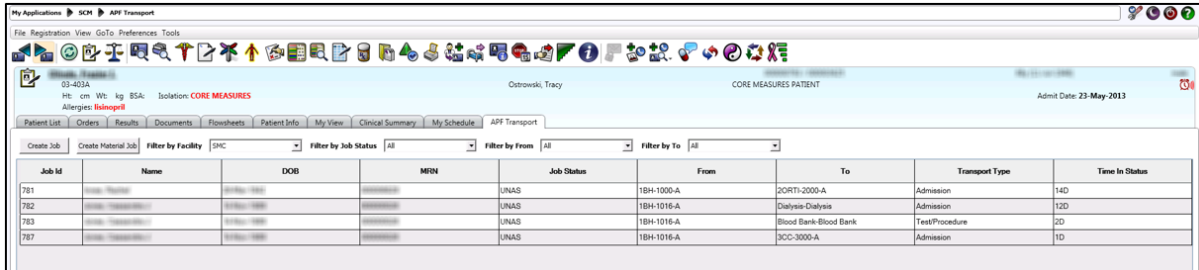
Create patient transport requests

From the **APF Transport** tab, create a patient transport request.

1. Log on to Sunrise™ Acute Care.
2. Select a patient from the **Patient List** tab.
3. Select the **APF Transport** tab.
4. Click **Create Job**.

Transport Type on **Transport Request** defaults to the types set up as either the patient being moved or for patients moves in Allscripts Patient Flow™ Admin.

Figure 96: Create a for patient transport request



5. Enter information into the following fields.

Field	Purpose
General	
Facility*	Select the facility.
Transport Type*	The different types of transport jobs. These types are used to set many values for a Transport Request.
Request Information	
Priority	Click Priority and select the priority for the Transport Request. Some transport requesters cannot see Priority depending on their permissions.
Scheduled Apts.	If any other scheduled appointments exist for the patient, they display here. If there are none, then <code>No records to display</code> is displayed
From*	Select the location. From can be configured as either mandatory or optional.
To*	Select the location.

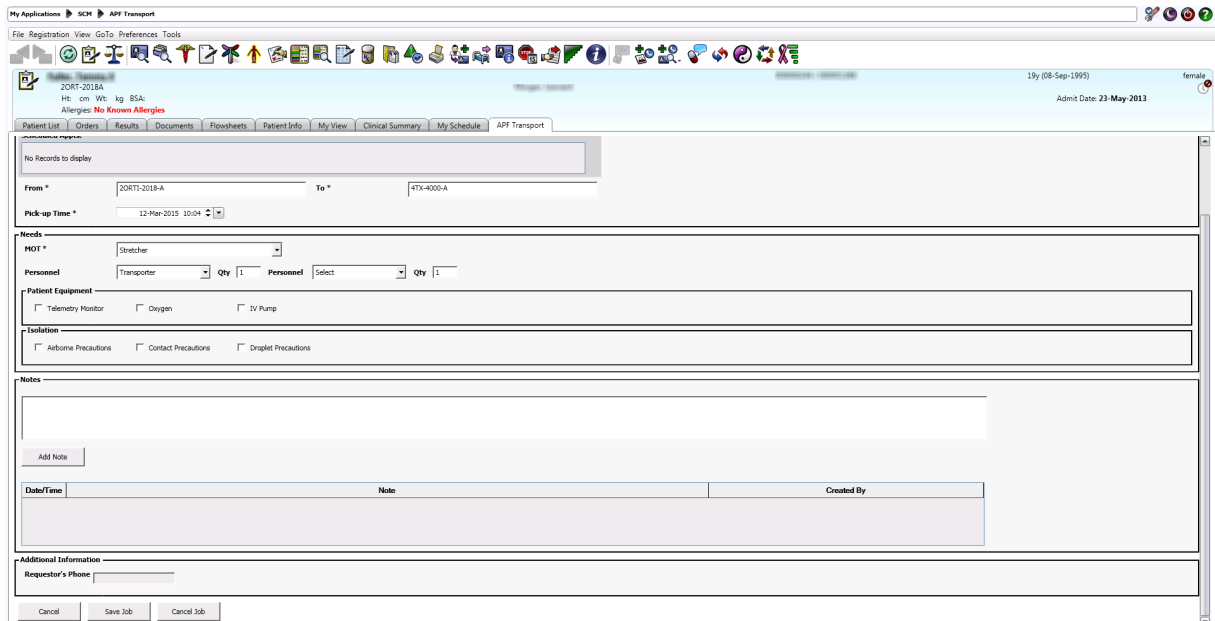
Field	Purpose
<p>Pick-up Time</p>	<p>The application determines the next available date or time based on system configuration and displays the resulting date and time in Pick-up Time.</p> <p>For a patient transport job, Edit must be clicked to enter a different time. Schedule is displayed and you can click and drag the transport job to the applicable time and date. For an equipment transport job, Edit does not display, but you can click Pick-up Time and change the date or time.</p> <p>Note: Pick-up Time is disabled when Transport Type is not selected. The default pick-up time is the current date and time. When Transport Type is selected, Pick-up Time is calculated considering the value entry (in minutes) in Admin > Advanced Maint > Transport Type > Next Available Period. The Pick-up Time value is recalculated if Transport Type is changed even when it is manually altered in the box.</p>
<p>Needs</p>	
<p>MOT</p>	<p>Select a mode of transport. You can configure the default value in Admin.</p>
<p>Personnel</p>	<p>Select the personnel (Personnel 1).</p>
<p>Qty</p>	<p>Enter the number of personnel for Personnel 1.</p>
<p>Personnel</p>	<p>Click Personnel and select the personnel (Personnel 2).</p>
<p>Qty</p>	<p>Enter the number of personnel for Personnel 2.</p>
<p>Isolation</p>	
<p>Isolation boxes</p>	<p>Click to insert a check mark in the applicable Isolation boxes. (This is a configured area of the page.)</p>
<p>Blood Products</p>	
<p>Blood product options</p>	<p>Click to insert a check mark in the applicable blood product options. (This is a configured area of the page.)</p>

Field	Purpose
Notes	
Add Note	Enter the information for the note. The note saves when you save the job.
Requestor's Phone	Enter the phone number.

6. Click **Save Job**.

The request displays in **Status View** in Sunrise™ Acute Care and Allscripts Patient Flow™.

Figure 97: My Application > SCM > APF Transport



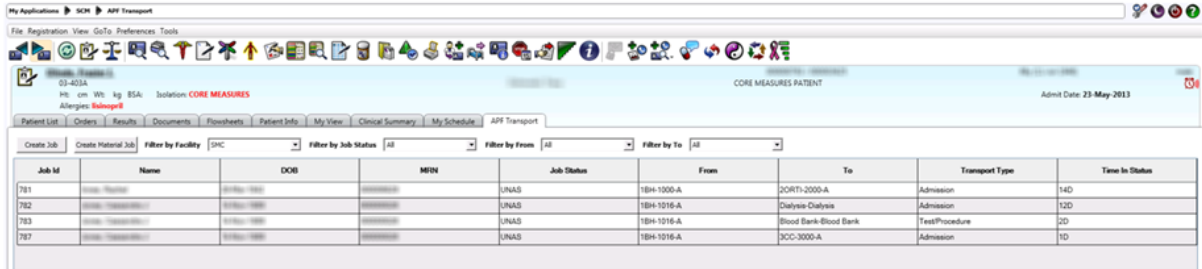
Create patient move transport requests

From the **APF Transport** tab, create a patient move transport request. To request a round trip transport job the user must have an auth role with **Transport Request Round Trip Checkbox** selected.

1. Log on to Sunrise™ Acute Care.
2. Select a patient from the **Patient List** tab.
3. Select the **APF Transport** tab.
4. Click **Create Jobs**.

Transport Type on **Transport Request** defaults to the types set up as either the patient move or the patient move in Allscripts Patient Flow™ Admin.

Figure 98: Create a patient move transport request



5. Enter information into the following fields.

Fields	Purpose
General	
Facility*	Select the facility.
Transport Type*	The different types of transport jobs. These types are used to set many values for a transport request.
Request Information	
Priority	Click Priority and select the priority for the Transport Request. Some transport requesters cannot see Priority depending on their permissions.
Roundtrip	Available to users with appropriate auth roles. Select to set up a round-trip transport.
Stay with job	Enabled when Roundtrip is selected, instructs the transporter to wait with the patient for the return trip.
Scheduled Appts.	If any other scheduled appointments exist for the patient, they are displayed here. If there are none, then No records to display displays.
From*	The default location is the Faci/Unit/Pod portal for the patient. Note: From can be configured as either mandatory or optional.
To*	Click To to see the options menu.

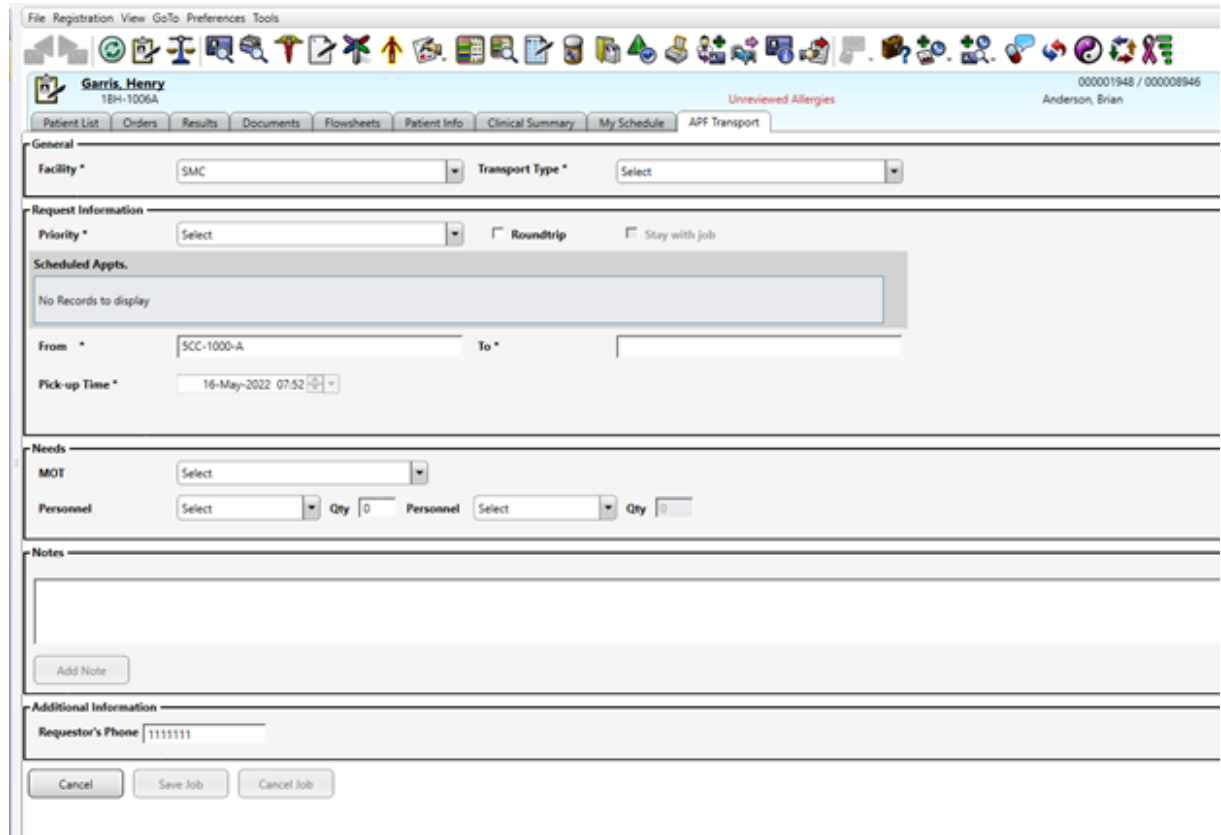
Fields	Purpose
<p>Pick-up Time</p>	<p>The application determines the next available date or time based on system configuration, and displays the resulting date and time in Pick-up Time.</p> <p>For a patient transport job, click Edit to enter a different time. Schedule opens, and you can click and drag the transport job to the applicable time and date. For an equipment transport job, Edit is not displayed, but you can click Pick-up Time and change the date or time.</p> <p>Note: Pick-up Time is disabled when Transport Type has not been selected. The default pick-up time is the current date and time. When Transport Type is selected, Pick-up Time is calculated considering the value entry (in minutes) in Admin > Advanced Maint > Transport Type > Next Available Period. The Pick-up Time value is recalculated if Transport Type is changed even when it is manually altered in the box.</p>
<p>Needs</p>	
<p>MOT</p>	<p>From Mode of Transport, select a mode. You can configure the default value in Admin.</p>
<p>Personnel</p>	<p>From Personnel select the personnel (Personnel 1).</p>
<p>Qty</p>	<p>Enter the number of personnel for Personnel 1.</p>
<p>Personnel</p>	<p>From Personnel, select the personnel (Personnel 2).</p>
<p>Qty</p>	<p>Enter the number of personnel for Personnel 2.</p>
<p>Patient Equipment</p>	
<p>Patient Equipment</p>	<p>Click to insert a check mark in the applicable Patient Equipment boxes. (This is a configured area of the page.)</p>
<p>Isolation</p>	
<p>Isolation boxes</p>	<p>Click to insert a check mark in the applicable Isolation boxes. (This is a configured area of the page.)</p>
<p>Notes</p>	

Fields	Purpose
Add Note	Enter the information for the note. The note is saved when you save the job.
Additional Information	
Requestor's Phone	Enter the phone number.

6. Click **Save Job** to submit the transport request.

The request is displayed in Status View in Sunrise™ Acute Care and Allscripts Patient Flow™.

Figure 99: My Application > SCM > APF Transport

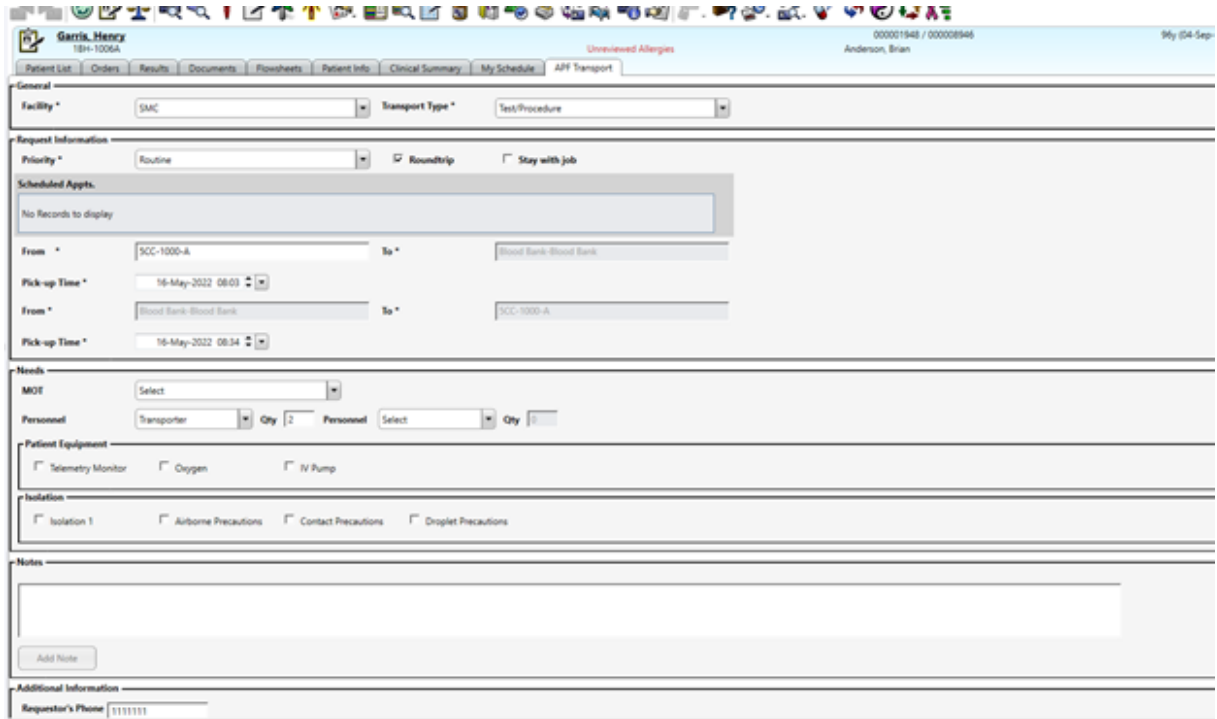


The screenshot shows the 'APF Transport' form for patient Garris, Henry (ID: 1BH-1006A). The form is organized into several sections:

- General:** Facility (SMC), Transport Type (Select).
- Request Information:** Priority (Select), Roundtrip (checkbox), Stay with job (checkbox). A 'Scheduled Appts.' section shows 'No Records to display'. From (SCC-1000-A) and To () fields are present, along with a Pick-up Time (16-May-2022 07:52).
- Needs:** MOT (Select), Personnel (Select) with Qty (0).
- Notes:** An 'Add Note' button is visible.
- Additional Information:** Requestor's Phone (1111111).

At the bottom of the form are three buttons: Cancel, Save Job, and Cancel Job.

Figure 100: My Application > SCM > APF Transport with Roundtrip selected



Edit transport requests

From the **APF Transport** tab, edit a transport request.

1. Click Sunrise™ Acute Care and click the **APF Transport** tab.
2. Double-click the job record to edit.

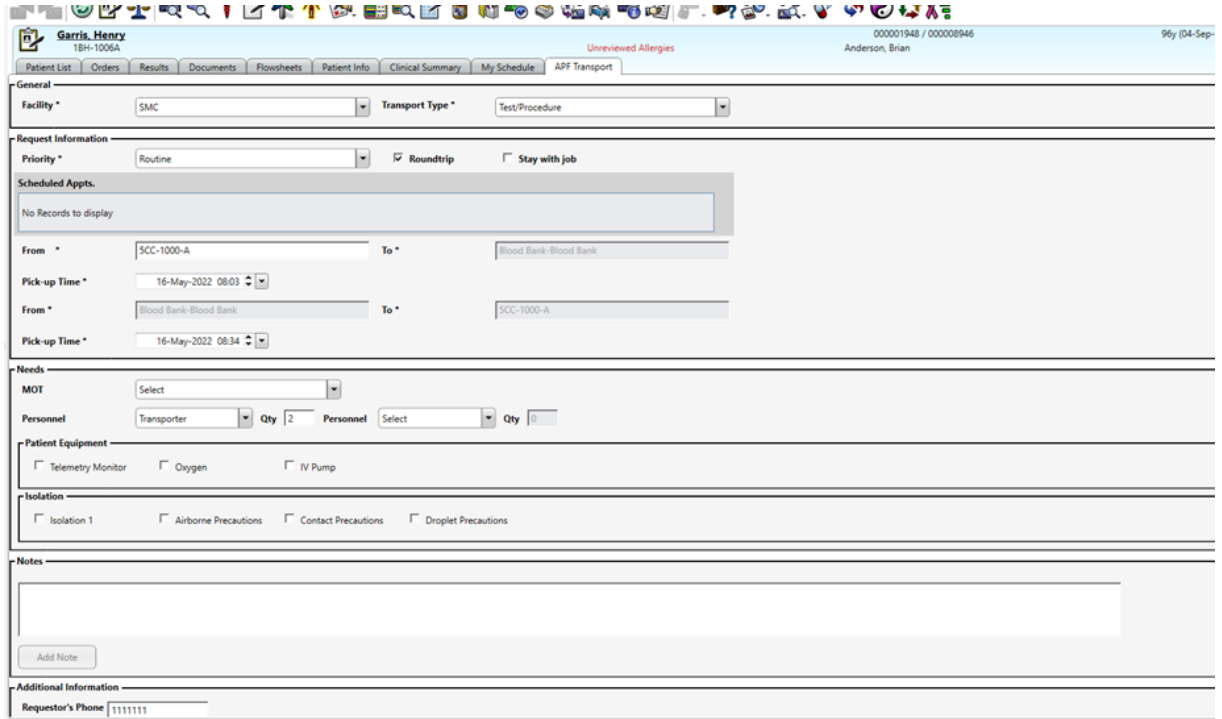
Only jobs in the state unassigned or delayed unassigned can be edited.

Note: If Auto-Dispatch is enabled and the job is assigned before the edits are completed and submitted, an error is returned indicating the job has already been assigned and the edits were not saved.

3. Click **Save Job**.

The edits display in Sunrise™ Acute Care and Allscripts Patient Flow™.

Figure 101: Edit transport request



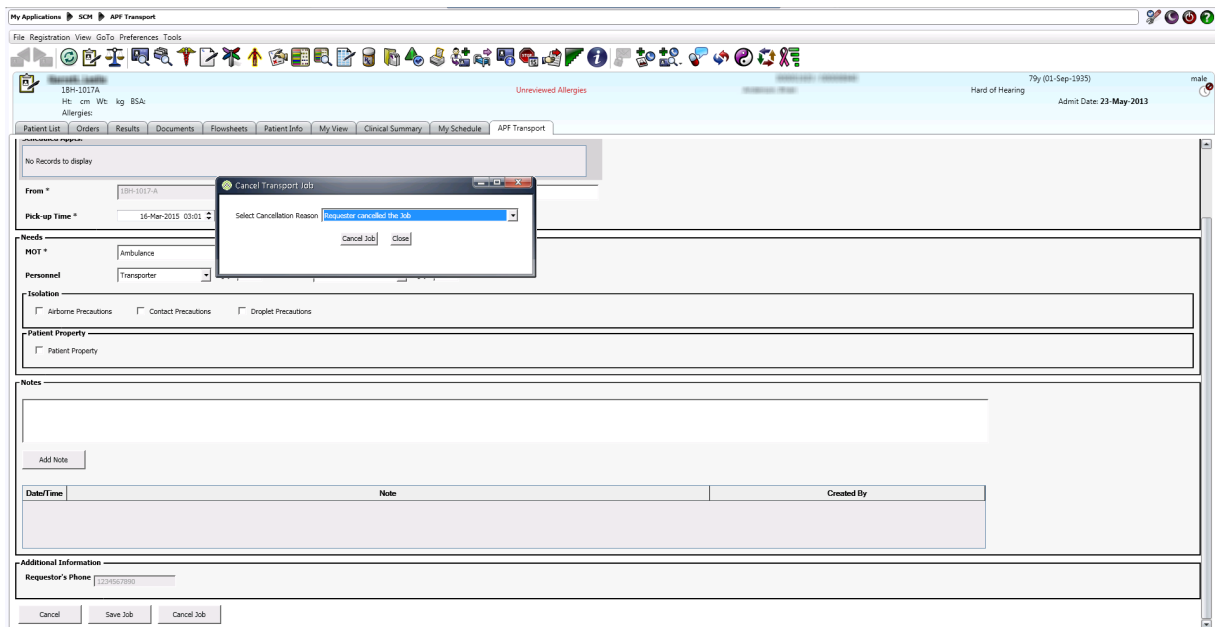
Cancel transport requests

From **APF Transport**, cancel a transport job request.

1. Navigate to Sunrise™ Acute Care and click the **APF Transport** tab.
2. Double-click the job record to cancel.
3. Click **Cancel Job**.
4. Select a cancel reason and click **Cancel Job**.

The job is removed from **Status View** in Sunrise™ Acute Care and cancelled in Allscripts Patient Flow™ .

Figure 102: Cancel a transport request



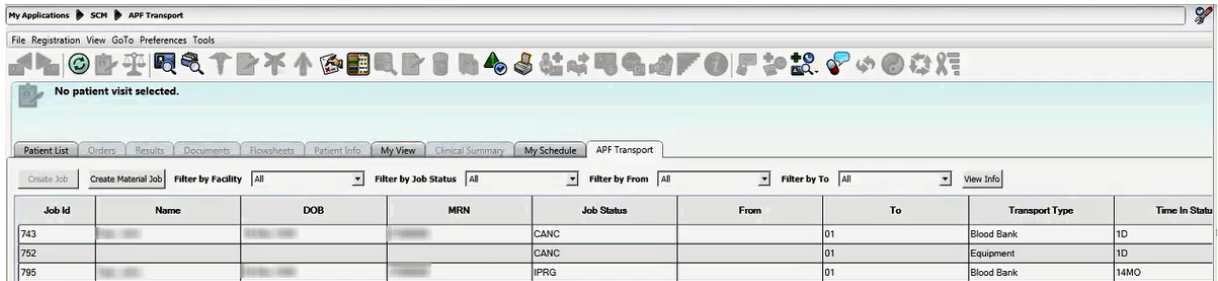
View job statuses

From the **APF Transport** tab, view the status of a job.

1. Navigate to Sunrise™ Acute Care and click the **APF Transport** tab.
2. To filter the page, complete the following actions:
 - > Select a facility from **Filter by Facility**.
 - > Select a job status from **Filter by Job Status**.
 - > Click **Filter by From** and select a location.
 - > Click **Filter by To** and select a location.

The window refreshes to display the current filters.

Figure 103: View job status



The screenshot shows the 'APF Transport' window with a toolbar and a table of job statuses. The table has columns for Job Id, Name, DOB, MRN, Job Status, From, To, Transport Type, and Time In Status. Three rows of data are visible, with some fields redacted with grey boxes.

Job Id	Name	DOB	MRN	Job Status	From	To	Transport Type	Time In Status
743	[REDACTED]	[REDACTED]	[REDACTED]	CANC		01	Blood Bank	1D
752	[REDACTED]	[REDACTED]	[REDACTED]	CANC		01	Equipment	1D
795	[REDACTED]	[REDACTED]	[REDACTED]	IPRG		01	Blood Bank	14MO