

PASSPORT GUIDE **FOR BASIC COMPUTER PROCEDURES**

(Note: The icons at the top of the screen may be used in place of the drop down menu)

LOGIN TO THE SYSTEM

Touch any key on the keyboard or click the mouse (or use your ID card if applicable)

- Type in your user name and press the Tab key
- Type in your password
- Click on the **Login** button or click the **Enter** key

ADMIT A PATIENT

Once the band is properly applied to the Passport tag you should see a yellow flashing LED light for approximately 14 seconds. Simultaneously, an "Admit Box" will appear on the Passport PC

- Verify that the tag number in the box correctly matches the number of the tag placed on the patient.
- In the **Name** field, type the patient information per hospital policy
- If applicable in the **Zone** field, select the zone where the patient will be admitted
- Click **OK** or press the **Enter** key to finish

EDIT PATIENT NAME

Allows changes to the patient information

- Double-click on the appropriate patient
- Correct/add patient information as needed
- Click **OK** or the **Enter** key to save changes and finish

TRANSPORT

Allows a tagged patient to be temporarily removed from safe area without causing an alarm – patient is highlighted in yellow (with tag) or pink (without tag) when in transport

- Click on the Passport Icon by (or right click on) the appropriate patient to view the drop-down menu and click on **Transport**
- **Decide if patient will be transported with or without a tag and answer accordingly**
- In the **Duration** field, enter time (hours/minutes) requested for transport
- If your hospital has multiple zones, choose "All Zones" to sign the Tag out (the **Transport** box will not close until a zone is selected)
- Click **OK** or press **Enter** key to finish
- Confirm patient is highlighted and countdown time has started

UPDATE TRANSPORT

Allows time to be added to the Transport time

- Click on the Passport Icon by (or right click on) the appropriate patient to view the drop-down menu and click on **Update Transport** (patient should already be highlighted)
- Click **OK** or press **Enter** to finish

TRANSPORT RETURN WITH A TAG

Used to return Patients to the Passport system, after being transported with a tag

- Click on the Passport Icon by (or right click on) the appropriate patient to view the drop-down menu and click on **Transport Return** (patient should already be highlighted in yellow)
- Confirm patient is no longer highlighted in yellow and is in the correct zone

TRANSPORT RETURN WITHOUT A TAG

Used to return Patients to the Passport system, after being transported without a tag

- Using the same band and tag, put original tag back on patient per procedures
- Confirm patient is no longer highlighted in pink and is in the correct zone

SUSPEND TAMPER

Gives the staff up to 5 minutes to change a BAND without causing an alarm

- Click on the Passport Icon by (or right click on) the appropriate patient to view the drop-down menu and click on **Suspend Tamper**
- Confirm that the patient is highlighted in orange and a timer is counting down in the "suspend" field
- Go to the patient, remove the old band using the removal key, and apply a new band to the original tag
- Tag will automatically resume Tamper Alarm status when pre-determined time expires. (Tag is no longer highlighted in orange)

RESUME TAMPER

Used to turn Tamper back on after changing a tag's band

- Click on the Passport Icon by (or right click on) the appropriate patient to view the drop-down menu and click on **Resume Tamper**
- Confirm that the patient is no longer highlighted in orange

DISCHARGE

Used to permanently remove a patient from the Passport system

- Click on the Passport Icon by (or right click on) the appropriate patient to view the drop-down menu and click on **Discharge**
- Verify that you have the correct patient to discharge
- Click **OK**

