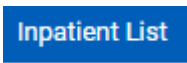
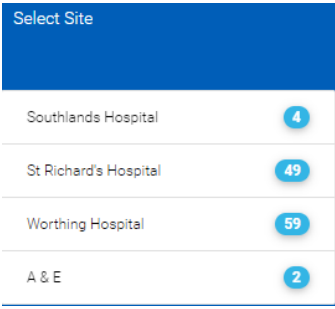
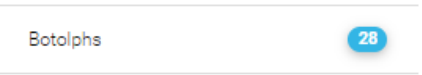
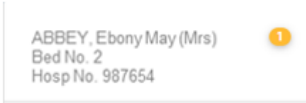






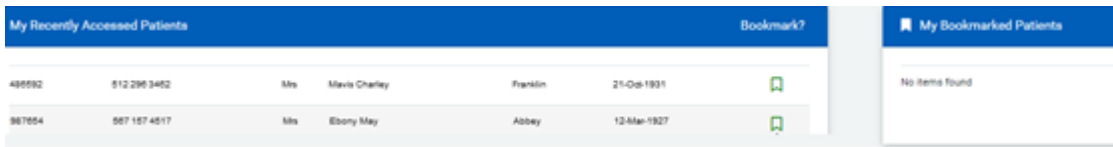
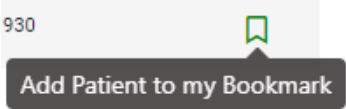

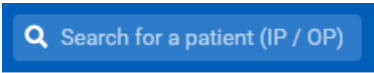
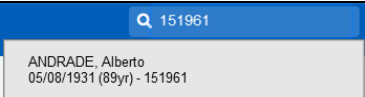


Navigate and Find a Patient	
To find an Inpatient:	
	Click on Inpatient List
	A list of hospital sites displays with the current number of wards on each site, e.g. Worthing Hospital has 59 Wards. Select the required site.
	A list of wards displays with the current number of patients admitted to each ward, e.g. Botolph's ward has 28 admitted patients in this example. Select the ward.
	A list of patients admitted to that ward will display. Select the patient.
	The patient record will open and display on screen until you select another patient.
	To view a record of another patient on the same ward, click on Inpatient List .
	Select a patient from the list.
	To view the record of a patient on a different ward, select Inpatient List followed by Back To Wards .
	The list of wards displays so that you can select a different ward from the same site.
	To view a patient record from a different site, select the option Back to Sites .

Navigate and Find a Patient	
	
	The list of sites displays so that you are able to select a different site, and when selected a list of wards etc.
	Click on the back arrow to hide the sidebar.
	Click on the Affinity logo to return to the Home Page.
The Home Page will display the last twenty of your Recently Accessed Patients and your Bookmarked Patients . To open the patient record just click on the patient line.	
	
	Select the flag marker for a patient on the My Recently Access Patients list to add the patient to your My Bookmarked Patients .
	To remove the patient, click on the red bin to the right of the patient line.
To find an Outpatient:	
	It is possible to search for any patient, e.g., an Outpatient, so long as they have been registered on to the Patient Administration System using any of the following criteria <ul style="list-style-type: none"> a. Hospital Number, e.g., 151961 b. NHS Number, e.g., 405 652 4856 c. Name, e.g., Forename Surname or Surname, Forename
	Click into the Search box.
	A patient match is found, click on the patient name to open the patient record.