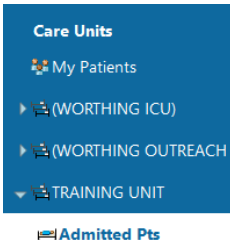
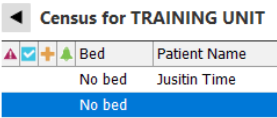
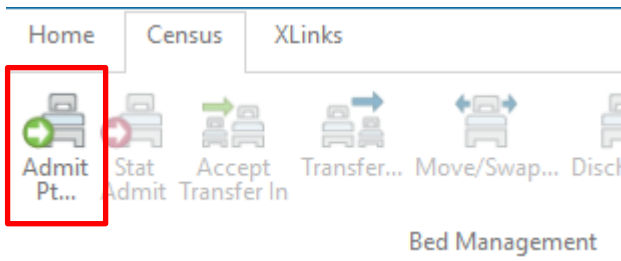
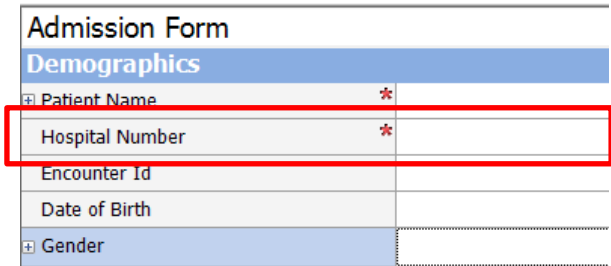
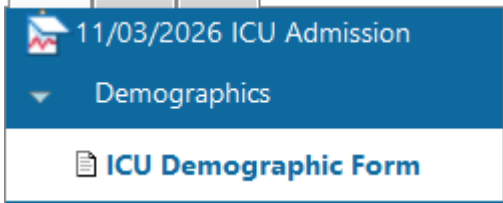
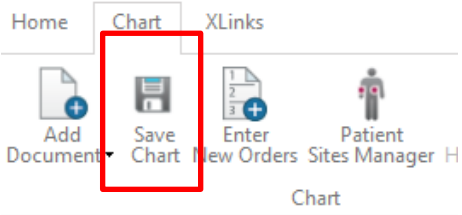
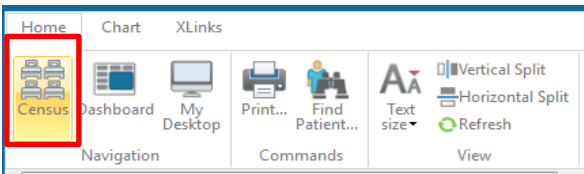
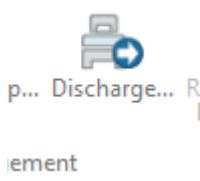
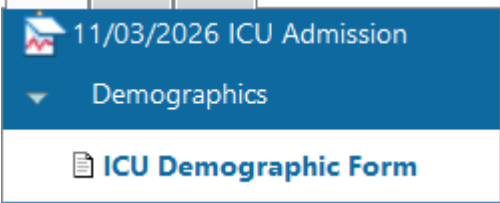


Manual Admission when Hospital Number is Not Known	
This is NOT the standard method for admission. This process should only be used in instances when the interface to PAS is down, the patient is not yet admitted to the unit and Hospital number is not known	
Go to the Admitted Pts section within the Census screen for your unit	 
Click the required empty bedspace for admission to select it	
Click Admit Pt... in the Census Tab	
Fill in the Admission Form Use a temporary hospital number as per the Trusts policy and your department standard operating procedure	
Click Admit when you have completed this	
Document patient care as normal using this temporary hospital number	
When PAS integration is restored:	
Admit the Patient as you normally would on PAS if they aren't already on the system	
PAS will then create a new blank ICCA	This is expected from the system(s)

Manual Admission when Hospital Number is Not Known	
encounter with the correct hospital number	
The hospital numbers then need changing to link to PAS	
Warning - Lab systems rely on using the hospital number Do NOT update the hospital numbers in ICCA until the lab system has also updated its identifier	
Open the new blank PAS-created ICCA record	
Click on Demographics & select the ICU Demographic form	
Change the hospital number on the PAS-created ICCA record as per your department standard operating procedure e.g. adding a standard suffix or prefix	
Adding the suffix or prefix will ensure that future lab results don't link to this blank record	
Click Save Chart to save the changes	
Close the chart and go back to the Census screen	 OR 

Manual Admission when Hospital Number is Not Known	
Select the patient row for the blank PAS-created ICCA record and Discharge this record	
Set discharge reason to 'Never Admitted'	
Select the original record with the Temporary Hospital number	
Click on the Demographics and select ICU Demographics Form	
Change the Temporary Hospital number to the correct PAS hospital number	
PAS will then update this existing encounter with the correct PAS data	