

ADD A PLAN

You can **Add a Plan** for a patient on the Tracking Grid to communicate any updates and any comments can easily be seen by hovering over the patient's name.

Select the required patient on the **Tracking grid**.

Palaszczyk, Ezra (Mr), T5011637, Male, DoB: 05/05/2000, Age: 26 Years					
WE-26-005877-1, Waiting Room, 14/07/2026, 12:01					
Worthing ED	Locations	e-AUDIT...	Tgols		
Search (Alt+Q)	Filter	Sort	999	Age	Sepsis
Test, Alex	23m	5y			
Palaszczyk, Ezra	1h 50m	26y			
Hayes, Anton	2h 17m	30y			

Click on the **Plan** icon for your patient.



Date & time will auto populate.

The **Plan** box is free text.

Any previous **Plan text** will show below (currently shows No previous record(s)).

Plan Screen
WE-26-005877-1, PALASZCZYK, Ezra, T5011637, Male, DoB: 05/05/2000 (26yrs)

Clear All

Date: 14 July 2026

Time: 13:52

Plan

No previous record(s)

Add any **Plan** text so that other staff will see this important update.

Plan

For UTC

Click on **Finish**.

Finish

The **Plan** column is updated with the time.

Plan

13:52

When you **hover** over the **patient's name** it will show you the **Plan** comments.

Palaszczyk, Ezra	 1h 51m	26y		Chest pain
Hayes, Anton	Palaszczyk, Ezra (Mr), Male, 05/05/2000, Age: 26 Years WE-26-005877-1,			
	Care Group:		Worthing ED	
	 Time in Dept:	1h 51m		
	 Location:	Waiting Room		
	 Chief Complaint:	Chest pain		
	 Plan:	For UTC		

If you select the **Plan** icon again for the same patient, any previous comments will show.

Date: 14 July 2026

Time: 13:52

Plan

14/07/2026 13:52, For UTC

If you need to enter more comments, type them into the **Plan** box and click on **Finish**.

Plan

Wrong patient - discuss with EPIC

Finish

ADD A PLAN													
When you hover over the patient's name it will show you ALL the Plan comments	<table border="1"> <tr> <td>Palaszczuk, Ezra</td> <td>1h 52m</td> <td>26y</td> <td>Chest pain</td> </tr> <tr> <td>Hayes, Anton</td> <td></td> <td></td> <td></td> </tr> </table>	Palaszczuk, Ezra	1h 52m	26y	Chest pain	Hayes, Anton							
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