# Create Admission to CDU

1. Select the patient from the tracking grid

	Symphony Desktop 3.1.1.2 (2.UHSussex Test)								
	File Help								
	👝 🌦 Search	Butcher, Rupert, A	1004234, Ma	ale, Do	oB: 16	/12/198	2, Age:	38 Ye	ars
2010 Details SRE-21-000061-2, Minors, Painful wrist/hand, 08/11/2021, 09:29, Dr. Steve					ven Sear	e			
	Next action ×	SRH St Richard's ED		•	Locati	ons 🔻	🙀 e-AU	DIT 🎽	T <u>o</u> o
	Search (Alt+W)	Search (Alt+Q)	Filter 🔻 🖻 T	So <u>r</u> t ▼	x 🕸	<b>8</b>	Age	NEWS	PEW
	ET Pre-Reg Triage	Butcher, Rupert			83	1h 40m	38y		
	🚖 ED Episode	Barrett, Donna		Ø		1h 35m	46y		
	GP GP Connect								

2. Select the Admit DEP



- 3. Select the **Specialty** from the list, you can click into the search box and start typing the specialty to filter the list
- 4. Click on **OK**, or **double click**



- 5. Select the **Consultant** from the list, you can click into the search box and start typing the consultant to filter the list
- 6. Click on **OK**, or **double click**



- 7. Select the **Ward** from the list, you can click into the search box and start typing the ward to filter the list
- 8. Click on **OK**, or **double click**



- 9. Select the **Overseas Status** from the list, you can click into the search box and start typing the overseas status to filter the list
- 10. Click on OK, or double click

웣 Overseas Status	_		×			
Enter text to filter this list (Alt+S) / Press Esc to restore the list (Alt+L)						
NOT APPLICABLE INOT OVERSEAS VI EXEMPT FROM PAYMENT; RECIPROC EXEMPT FROM PAYMENT; OTHER TO PAY HOTEL FEES ONLY TO PAY ALL FEES CHARGING RATE NOT KNOWN	SITOR) Al					

- 11. Select the **Admin Category** from the list, you can click into the search box and start typing the admin category to filter the list
- 12. Click on **OK**, or **double click**



13. Click on Finish



We're now going to outcome the DTA

14. For the selected patient, click on the Red Pen on the right of the DTA column



- 15. Select the **DTA Outcome** from the list, you can click into the search box and start typing the DTA Outcome to filter the list
- 16. Click on **OK**, or **double click**

🞾 DTA Outcome			×
Enter text to filter this list (Alt+S) / Press Esc to res	tore th	e list (Alt+L)	
B DTA Outcome Available Cancelled			

#### 17. Enter any DTA Outcome Comments

DTA Outcome Comments					
· · ·					

#### 18. Enter the Ward

Ward			

### 19. Click on Finish

<u>F</u>inish

## Time is added in the DTA column (outcome complete)



The patient has now been admitted to a ward in **PAS** and needs to be moved into a bed.

You will now need to discharge the patient from **Symphony**. Please view the appropriate crib sheet to do this.