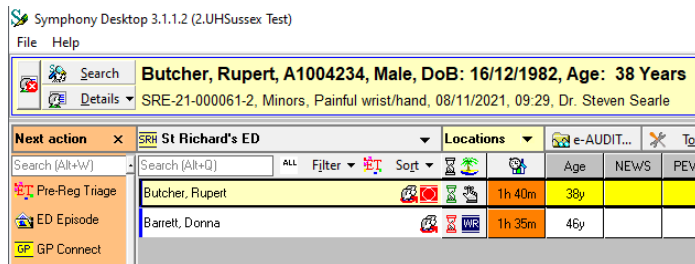


Create Admission to CDU

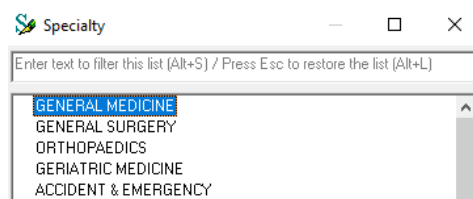
1. Select the patient from the tracking grid



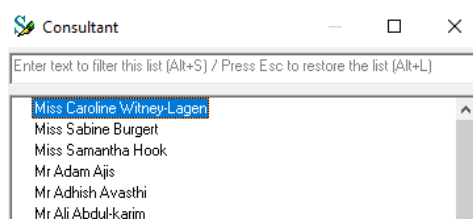
2. Select the **Admit** DEP



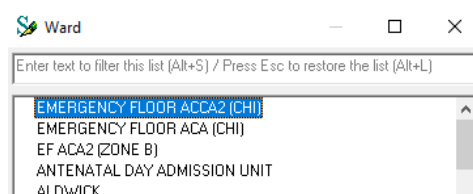
3. Select the **Specialty** from the list, you can click into the search box and start typing the specialty to filter the list
4. Click on **OK**, or **double click**



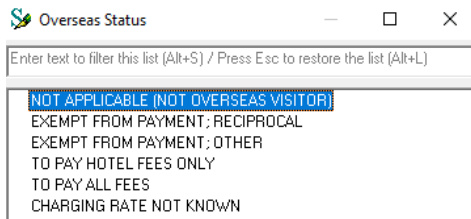
5. Select the **Consultant** from the list, you can click into the search box and start typing the consultant to filter the list
6. Click on **OK**, or **double click**



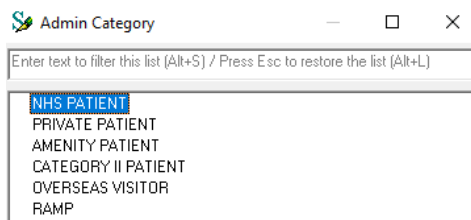
7. Select the **Ward** from the list, you can click into the search box and start typing the ward to filter the list
8. Click on **OK**, or **double click**



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**



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**

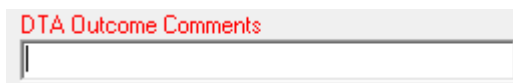
14. For the selected patient, click on the **Red Pen** on the right of the **DTA** column



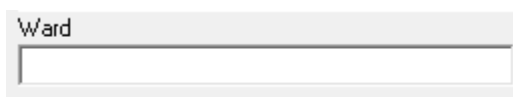
15. Select the **DTA Outcome** from the list, you can click into the search box and start typing the DTA Outcome to filter the list
16. Click on **OK**, or **double click**



17. Enter any **DTA Outcome Comments**



18. Enter the **Ward**



19. Click on **Finish**



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

DTA
11:11

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.