

CREATING A UCAN APPOINTMENT

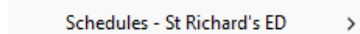
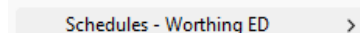
UCaN (Urgent Care At Night) is when a patient is eligible to be sent home at Triage and will come back for an appointment.

You can select the current site, in this case **Worthing ED**, to find a schedule.

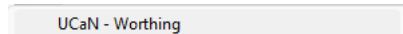
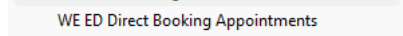
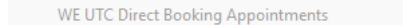
 Worthing ED ▼

Click on the current site.

Click on **Schedules – St Richard’s ED** or **Schedules - Worthing ED**.

 Schedules - St Richard's ED >
 Schedules - Worthing ED >

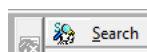
Click on **UCaN – St Richard’s** or **UCaN – Worthing**.

 UCaN - Worthing
 WE ED Direct Booking Appointments
 WE UTC Direct Booking Appointments

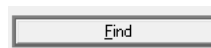
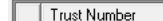
The example is showing **UCaN – Worthing**.

We need to **Search** for our patient to add them to the UCaN schedule.

Click on the **Search** button.

 Search **No patient is currently selected**
 Details ▼

Enter the required search criteria and click on **Find** to search for the patient.

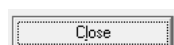
 Find  Search PDS
Surname Date Of Birth
Forename Sex
 Trust Number Sex Surname Fi

Select the correct patient and click on the **Select** button.

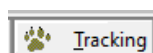
Trust Number	Sex	Surname	Forename	Date Of Birth	Address
T5011575	M	BARRETT	TROY	01/01/2001	12 ARIGYLE, NORFOLK S

 Select  Register New Patient  Cancel

Click on the ‘Patient Details’ **Close** button.

 Close

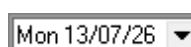
We’re currently on the **e-VIEW** screen, click on **Tracking** to go back to the Tracking grid.

 Tracking

The patient details are now showing in the **banner bar**.

 Search **Barrett, Troy (Mr), T5011575, Male, DoB: 01/01/2001, Age: 25 Years**
 Details ▼

You can change the **date** if required as the patient may be coming back the next day.

 Mon 13/07/26 ▼

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Find the required time on the right, then double-click its corresponding left slot.

Search (Alt+Q)	All	Filter	Sort	Age	Chief Complaint	Clinician Seen	Book
							08:00
							08:00
							08:30
							08:30
							09:00

This will book the patient into the slot.

Barrett, Troy							13:30
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Select the **Schedule** drop down, to change back to one of the **Tracking grids**.

Worthing ED - U ...

The patient's **Time in Dept.** shows as **NA** (Not Applicable) because he has not arrived yet.

Patients scheduled for tomorrow will appear on the Tracking Grid on their arrival day

Search (Alt+Q)	Filter	Sort	Time in Dept.	NA
Barrett, Troy				NA