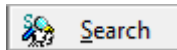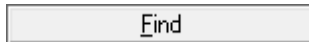## Record a Return Attendance

1. Click on the **Search** button

You can search for a patient using **Surname** (or part) **Forename** (or part) **Date of Birth**, **Gender**, **Numbers** (e.g. Hospital Number or NHS Number) **Age** and **Postcode** or any combination of these search criteria's.

2. Once you've entered your search criteria, click on the **Find** button

3. Identify the patient from the list and click on them to highlight the record
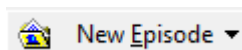4. Click on the **Select** button
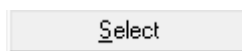
Patient Details screen appears; here you can check demographic details such as Address, Telephone Number & GP Details. If any of these details are incorrect, you will need to change them in the PAS system, this information is **Read Only**.
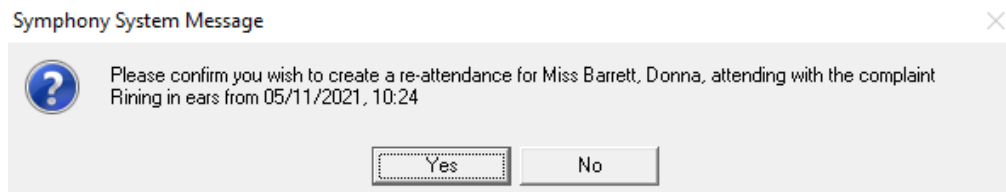

5. Select **New Episode**

6. Select the required ED or UTC e.g. St Richard's ED

7. As this is a 'return attendance', select the appropriate previous episode
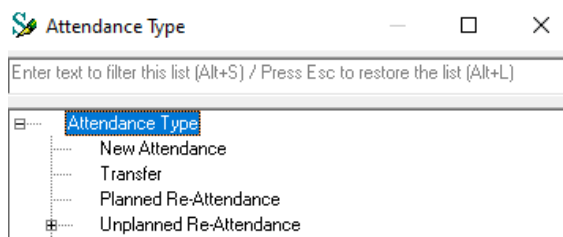
8. Click **Next**
9. Confirm you wish to create a re-attendance, click on **Yes**


Symphony System Message   ✕

Please confirm you wish to create a re-attendance for Miss Barrett, Donna, attending with the complaint Rining in ears from 05/11/2021, 10:24

[Yes] [No]

Blue fields are mandatory and must be completed.

Attendance Type

10. Select the **+** next to **Unplanned Re-Attendance**

Attendance Type   — □ ✕

Enter text to filter this list (Alt+S) / Press Esc to restore the list (Alt+L)

- Attendance Type
  - New Attendance
  - Transfer
  - Planned Re-Attendance
  - Unplanned Re-Attendance

11. Select **Unplanned follow-up at THIS Emergency Department**

Attendance Type   — □ ✕

Enter text to filter this list (Alt+S) / Press Esc to restore the list (Alt+L)

- Attendance Type
  - New Attendance
  - Transfer
  - Planned Re-Attendance
  - Unplanned Re-Attendance
    - Unplanned follow-up at THIS Emergency Department
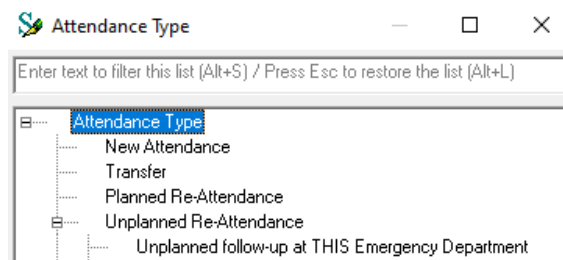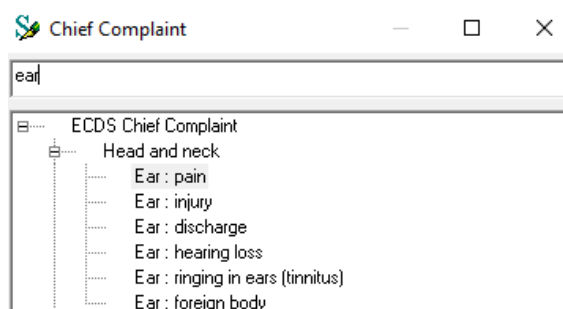
12. Click on **OK**, or **double click**

Chief Complaint

13. Enter text in the chief complaint field to filter the list

Chief Complaint   — □ ✕

Enter text to filter this list (Alt+S) / Press Esc to restore the list (Alt+L)

14. Select the appropriate complaint
15. Click on **OK**, or **double click**

Chief Complaint   — □ ✕

ear

- ECDS Chief Complaint
  - Head and neck
    - Ear : pain
    - Ear : injury
    - Ear : discharge
    - Ear : hearing loss
    - Ear : ringing in ears (tinnitus)
    - Ear : foreign body

Source of Referral

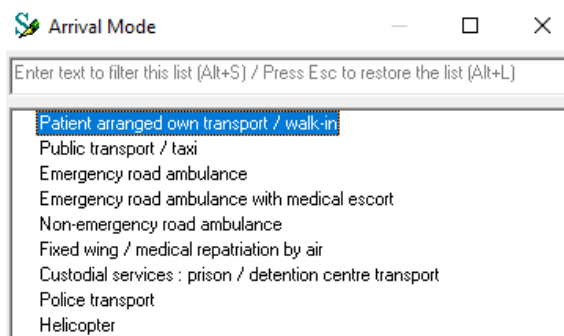16. Select the **+** next to the appropriate source of referral and subsequent sub section
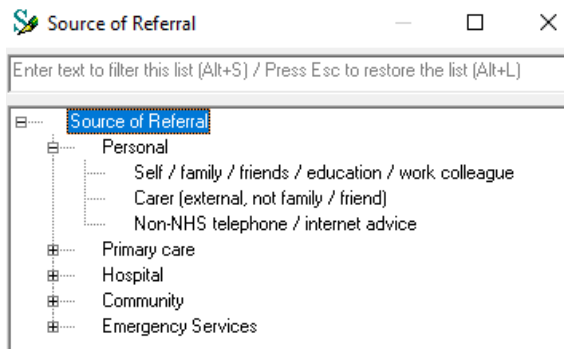
17. Click on **OK**, or **double click**

Arrival Mode

18. Select the appropriate arrival mode
19. Click on **OK**, or **double click**

Has anyone come with you?

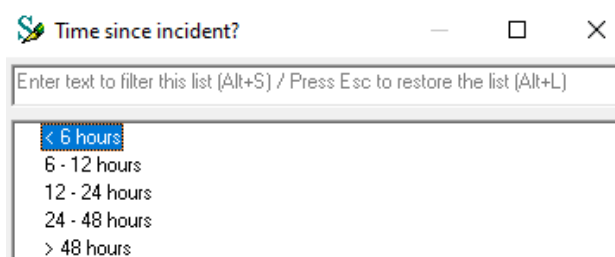20. Double click on an option or click on the **>>** button
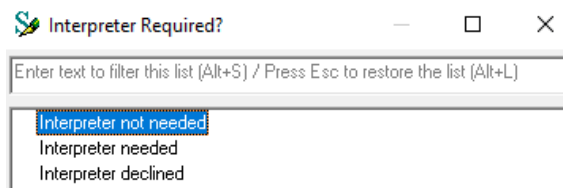

21. Click on **OK**

Time since incident?

22. Select the appropriate time since incident
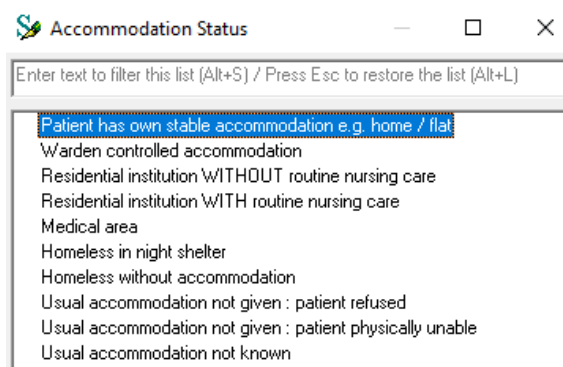23. Click on **OK**, or **double click**

Interpreter Required?

24. Select the appropriate interpreter required
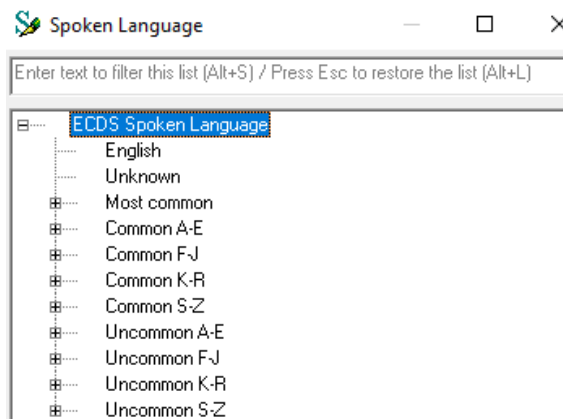25. Click on **OK**, or **double click**

Accommodation Status

26. Select the appropriate accommodation status
27. Click on **OK**, or **double click**
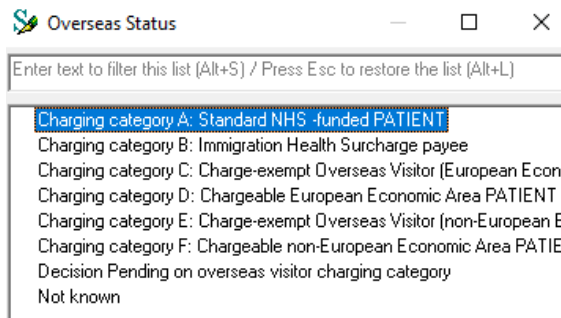

Spoken Language

28. Select the **+** next to the appropriate spoken language and subsequent sub section

29. Click on **OK**, or **double click**
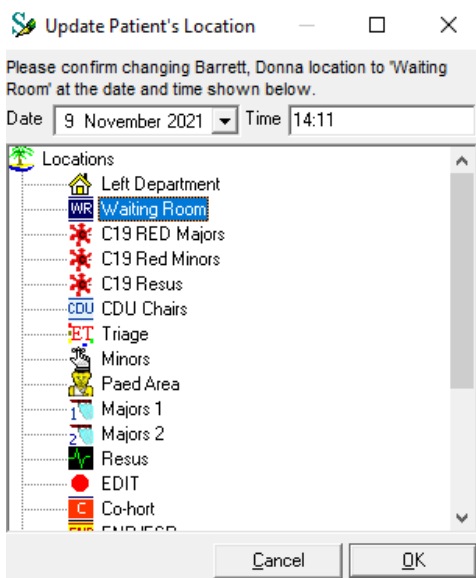
Overseas Status

30. Select the appropriate overseas status
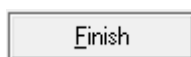31. Click on **OK**, or **double click**

32. Select the an icon on the location grid e.g. **WR** for **Waiting Room**

33. Select a location and click on **OK**

34. Click **Finish**

Patient's return attendance is added and e-VIEW is displayed