# **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

Select

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**.

😼 Patient Details			×	
Name	Barrett, Donna (Miss), Fem	nale , DoB: 12/08/1975, Age: 4	<b>6 Years</b> umber: 450 557 8380	
Address	Marital Status:		lumber:	
Details GP	Surname Forename	Employment Status : Occupation : Nursery/School : Religion : Country of Residence : ENGLAND (UK)	John Barrett FLAT 1 WELLESLEY ROAD BOGNOB BEGIS	
Relationships Indicators Numbers	Description         Number           Symphony Patie         1174           NHS Number         450 557 8380           Svstem A+E Nu         SRE-21-000056	Et11 Number : Et11 Number : Ethnic Group : White - British Comments:	WEST SUSSEX PO21 1NN Tel(W): Tel(H): 01243 865432 Tel (Mob):	
Numbers	FLAT 1			
	WELLESLEY ROAD BOGNOR REGIS WEST SUSSEX P021 1NN Te(H): 01243 865432	Allergies Special Case Special Needs	H82020 BOGNOR MEDICAL CENTRE THE BOGNOR REGIS HLTH CTR WEST STREET BOGNOR REGIS WEST SUSSEX PO21 1UT 01243 826541	
Close Patient <u>W</u> izard	Tel (Mob) : Tel(W) : HA : QNX CCG : 70F		N Akram G8232306	

5. Select New Episode

🚖 New Episode 🔻

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

St Richard's ED St Richard's UTC Worthing ED Worthing UTC

- 7. As this is a 'return attendance', select the appropriate previous episode
  - New St Richard's ED Episode
     Ringing in ears, 5/11/2021

### 8. Click Next

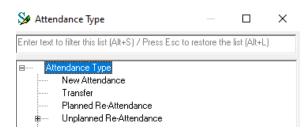
9. Confirm you wish to create a re-attendance, click on Yes



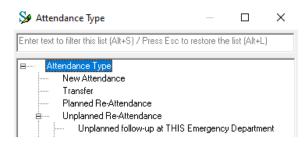
Blue fields are mandatory and must be completed.

#### **Attendance Type**

10. Select the + next to Unplanned Re-Attendance



11. Select 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

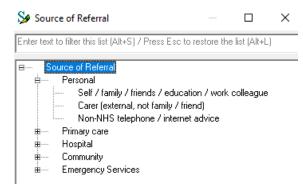
Section Complaint - Complaint

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



## 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

😼 Has anyone come with you		×	
Enter text to filter this list (Alt+S) / F	ress Esc to restore the list (Alt+L)		
Husband Wífe Mother Father			
21. Click on <b>OK</b>			

#### **Time since incident?**

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



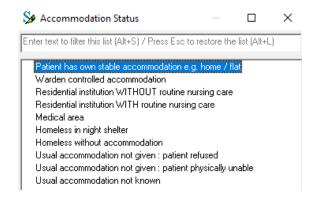
## **Interpreter Required?**

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



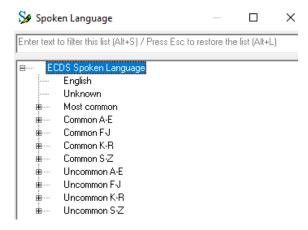
## **Accommodation Status**

- 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**

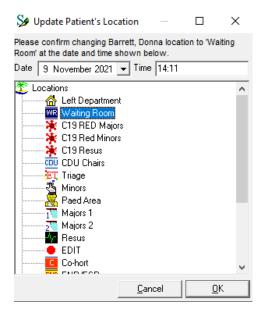
- 30. Select the appropriate overseas status
- 31. Click on **OK**, or **double click**

😼 Overseas Status	—		×
Enter text to filter this list (Alt+S) / Press Esc to	restore the	e list (Alt+L	_)
Charging category A: Standard NHS -funde Charging category B: Immigration Health Su Charging category C: Charge-exempt Overs Charging category D: Chargeable European Charging category E: Charge-exempt Overs Charging category F: Chargeable non-Europ Decision Pending on overseas visitor charg Not known	ircharge p eas Visitor Economi eas Visitor pean Ecor	ayee r (Europea ic Area PA r (non-Eur nomic Area	\TIENT opean Ei

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

🙆 🔤 🐐 🐐 🦮	🛊 🏧 🖭 🐴	- 🔏 📧 🖉 🌆	I 🗢 💶 📴 🏦 🎕 🖮 🎦 া 🖡 🌆 🕵
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33. Select a location and click on OK



34. Click Finish

<u>F</u>inish

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