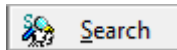


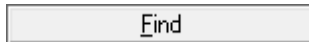
Search Previous Patients and e-Audit

1. Click on the **Search** button

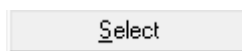


You can search for a patient using **Surname** (or part) **Forename** (or part) **Date of Birth**, **Gender**, **Numbers** (e.g. Hospital Number or NHS Number) **Age** and **Postcode** or any combination of these search criteria.

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**.

Patient Details

Name	Barrett, Donna (Miss), Female , DoB: 12/08/1975, Age: 46 Years		
Address	Marital Status:		NHS Number: 450 557 8380 Trust Number:
Details	Surname	Forename	Employment Status : John Barrett
GP			Occupation : Nursery/School : Religion : Country of Residence : ENGLAND (UK) E11 Number : Ethnic Group : White - British Comments:
Relationships	Description	Number	FLAT 1 WELLESLEY ROAD BOGNOR REGIS WEST SUSSEX PD21 1NN Tel(H) : 01243 865432 Tel(W) : Tel(H) : 01243 865432 Tel (Mob) :
Indicators	Symphony Patie...	1174	H82020 BOGNOR MEDICAL CENTRE THE BOGNOR REGIS HLTH CTR WEST STREET BOGNOR REGIS WEST SUSSEX PD21 1UT 01243 826541 N Akram G8232306
Numbers	NHS Number	450 557 8380	
	System A+E Nu...	SRE-21-000056	
Allergies	Special Case	Special Needs	
New Episode	FLAT 1 WELLESLEY ROAD BOGNOR REGIS WEST SUSSEX PD21 1NN Tel(H) : 01243 865432 Tel (Mob) : Tel(W) :		
Close	HA : QNX CCG : 70F		

5. Click on the **Close** button

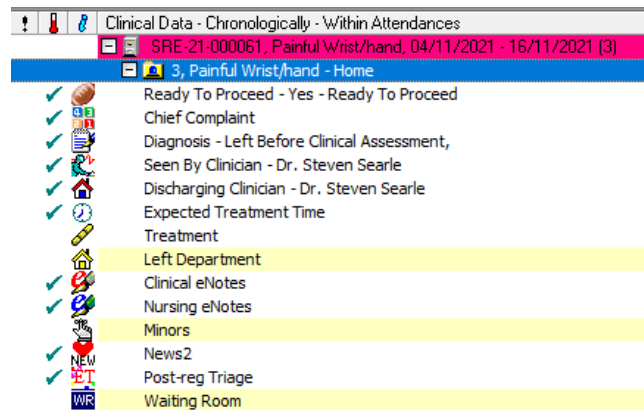
All the previous episodes for the patient are displayed in **e-VIEW** in date order.

6. Click on a **+** next to the **episode number/presenting complaint** to open the episode

Clinical Data - Chronologically - Within Attendances

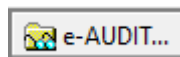
[-]	[+] SRE-21-000061, Painful Wrist/hand, 04/11/2021 - 16/11/2021 (3)
[+]	3, Painful Wrist/hand - Home
[+]	2, Painful Wrist/hand - Short Stay (less Than 24hr) Ward Outside The Ed But Managed By Ed
[+]	1, Painful Wrist/hand - Home
[-]	[+] SRE-21-000080, Shortness Of Breath, 11/11/2021 - 11/11/2021 (1)
[+]	1, Shortness Of Breath - Home

All actions recorded during this episode are shown.



We will now search for patients that have been in the ED during specific dates using **e-AUDIT**.

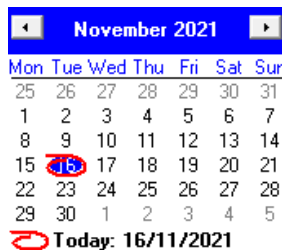
- Click on the **e-AUDIT** button



- Select the **Arrived on or after** drop down arrow



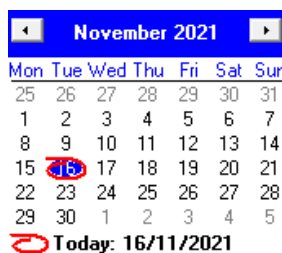
- Select a date from the calendar



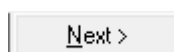
- Select the **Arrived on or before** drop down arrow



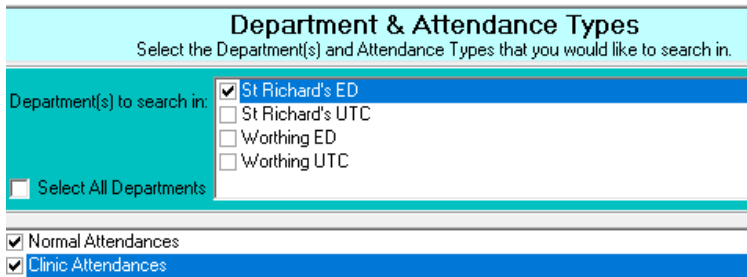
- Select a date from the calendar



- Click on **Next >**

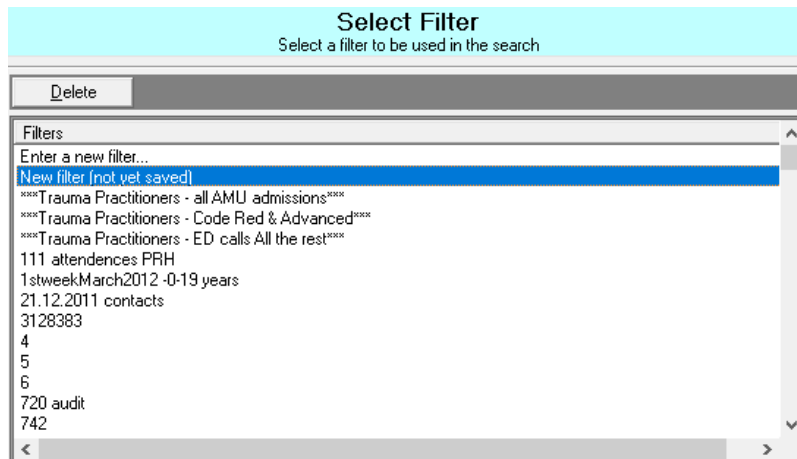


13. Tick the **Department(s) to search in** and choose if you want **Normal and Clinic Attendances** ticked



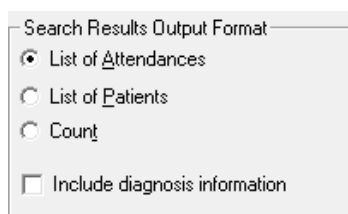
14. Click on **Next >**

Some **Filters** may be available if they've been set up in the system.



15. Click on **Next >**

Search Results Output Format is set to **List of Attendances**



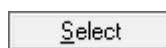
16. Click on **Search**

A list of patients matching the Attendance Dates is shown.

17. Select a patient from the results

Name	Date Of Birth	Arrival Date	Att Number	Presenting Complai
Symphony-test29surna...	01/12/1963	10/11/2021 17:37	SRE-21-0000...	
Symphony-test29surna...	01/12/1963	10/11/2021 15:20	SRE-21-0000...	
Sevenpointonepointfo...	01/01/1966	10/11/2021 10:57	SRE-21-0000...	Short of Breath
Pt-symphony1surname...	01/01/1951	10/11/2021 00:23	SRE-21-0000...	
Symphony-test43surna...	02/04/2003	09/11/2021 16:55	SRE-21-0000...	
Barrett, Donna (Miss)	12/08/1975	09/11/2021 14:08	SRE-21-0000...	Ringin in ears
Pt-symphony2surname...	02/02/1952	09/11/2021 12:10	SRE-21-0000...	
Symphony-test48surna...	21/08/1968	09/11/2021 00:20	SRE-21-0000...	
Barrett, Donna (Miss)	12/08/1975	08/11/2021 09:34	SRE-21-0000...	Ringin in ears
Butcher, Rupert (J)	16/12/1982	08/11/2021 09:29	SRE-21-0000...	Painful wrist/hand

18. Click on the **Select** button



All actions recorded during this episode are shown.

19. Select one of the actions from the lists e.g. Discharging Clinician

Discharge Clinician Information shows e.g. Created By, Date, Time at the bottom of the screen.

Application: Discharging Clinician	
Created By: Mr Marc Ely-harris, 12/11/2021 08:25	
Last Updated By:	
Field	Value
Date	12/11/2021
Time	08:24
Discharge Responsible Clinician	One Training