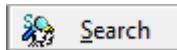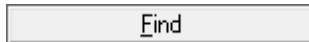## Search for a Patient and Record Attendance

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.

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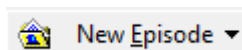4. Click on the **Select** button
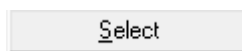
Patient Details screen appears; here you can check demographic details such as Address, Telephone Number & GP Details. If any of these details are incorrect, you will need to change them in the PAS system, this information is **Read Only**.
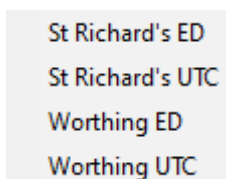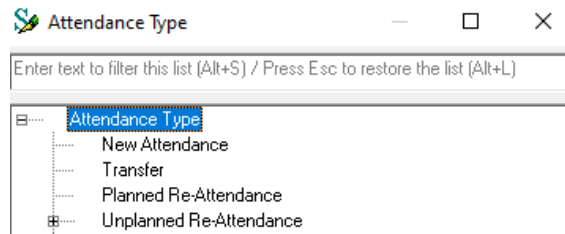

5. Select **New Episode**

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

Blue fields are mandatory and must be completed.

Attendance Type

7. Select **New Attendance**
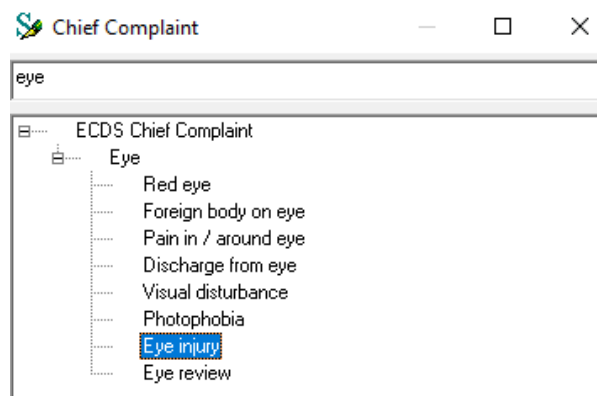8. Click on **OK**, or **double click**

Chief Complaint

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

10. Select the appropriate complaint
11. Click on **OK**, or **double click**

Injury Surveillance

If you choose an **Injury**, then these fields will also need to be completed:
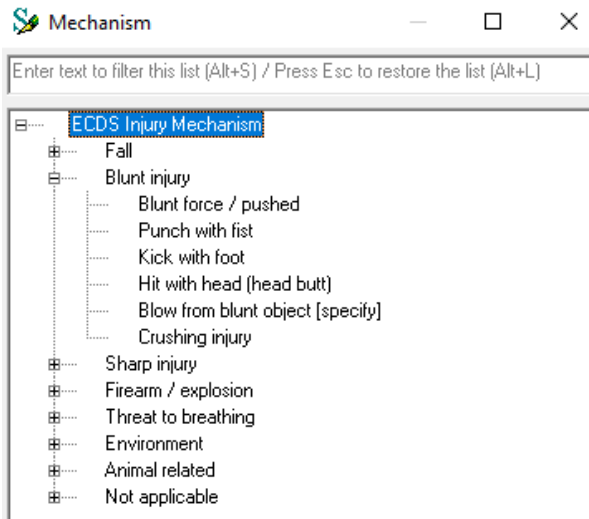
12. Type the **Date of Injury**
13. Type the **Time of Injury**

14. Select the **Mechanism** drop down arrow
15. Enter text in the mechanism field to filter the list
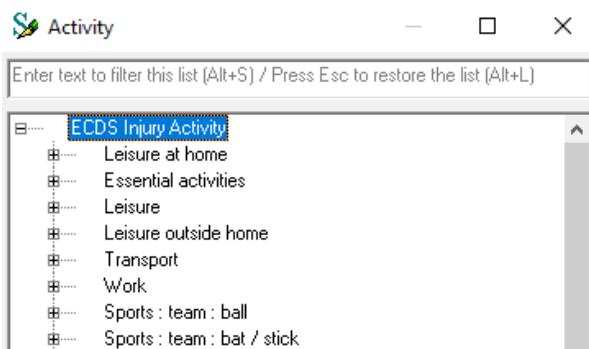

16. Select the appropriate complaint
17. Click on **OK**, or **double click**

18. Select the **Activity** drop down arrow
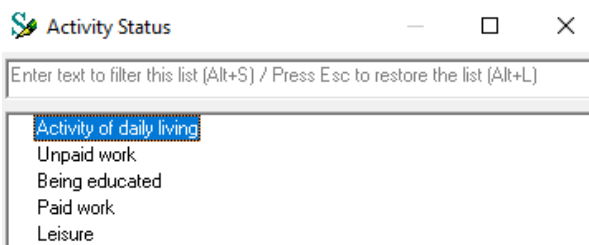19. Enter text in the activity field to filter the list

20. Select the appropriate complaint
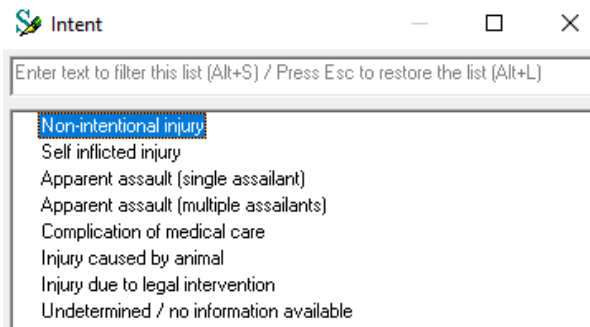21. Click on **OK**, or **double click**

Activity Status

22. Select the appropriate complaint
23. Click on **OK**, or **double click**

Intent

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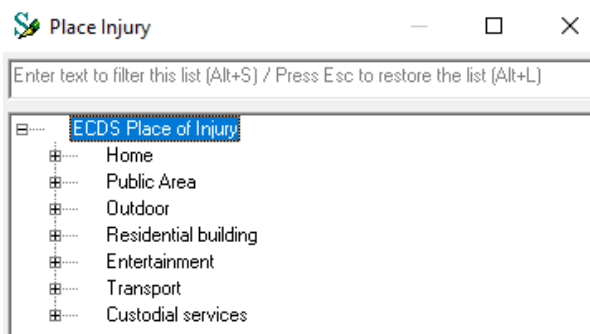25. Click on **OK**, or **double click**

Place Injury

26. Enter text in the place injury field to filter the list
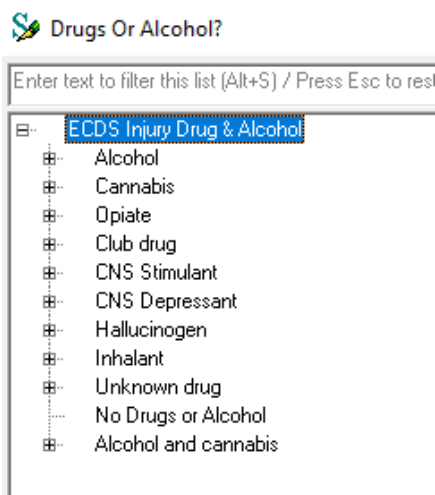

27. Select the appropriate complaint
28. Click on **OK**, or **double click**

Drugs or Alcohol?

Administration staff would choose **No Drugs or Alcohol** otherwise it will ask you to complete the Audit C details which should be completed by clinical staff.

29. Select **No Drugs or Alcohol**
30. **Double click** or click on the **>>** button
31. Click on **OK**

32. Click on **Finish**

33. Free type a **Presenting Complaint**

Source of Referral

34. Select the **+** next to the appropriate source of referral and subsequent sub section

35. Click on **OK**, or **double click**

Arrival Mode

36. Select the appropriate arrival mode
37. Click on **OK**, or **double click**
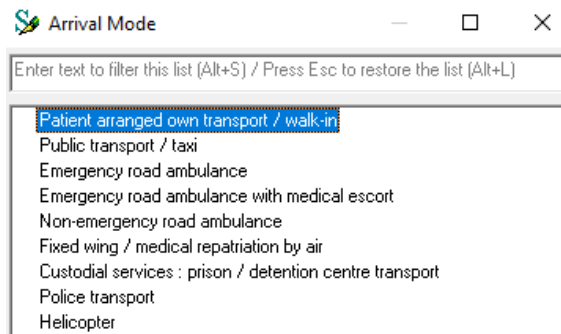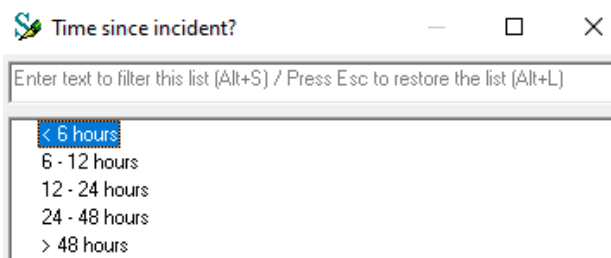

Has anyone come with you?

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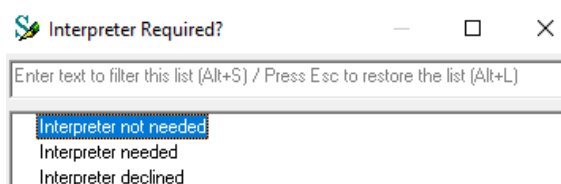

39. Click on **OK**

Time since incident?

40. Select the appropriate time since incident
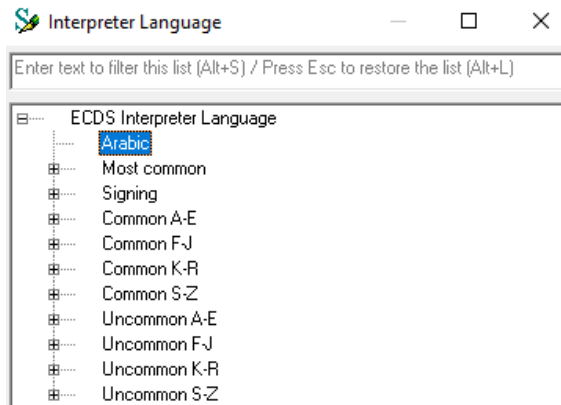41. Click on **OK**, or **double click**

Interpreter Required?

42. Select the appropriate interpreter required
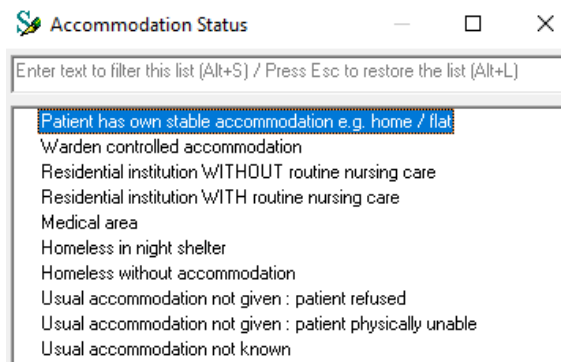43. Click on **OK**, or **double click**

Interpreter Language

44. Select the appropriate interpreter required
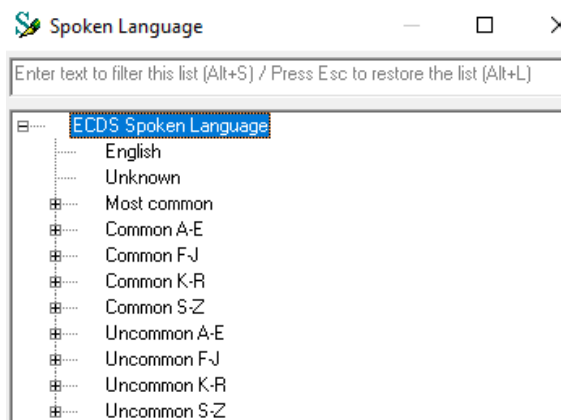45. Click on **OK**, or **double click**

Accommodation Status

46. Select the appropriate accommodation status
47. Click on **OK**, or **double click**
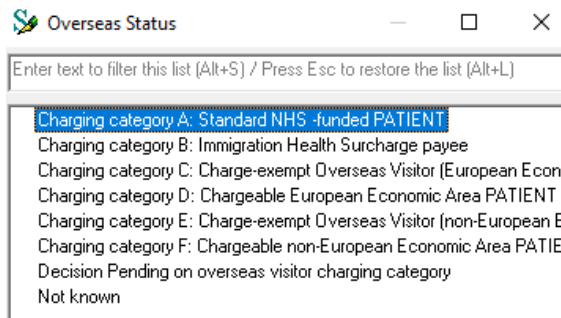

Spoken Language

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

49. Click on **OK**, or **double click**

Overseas Status
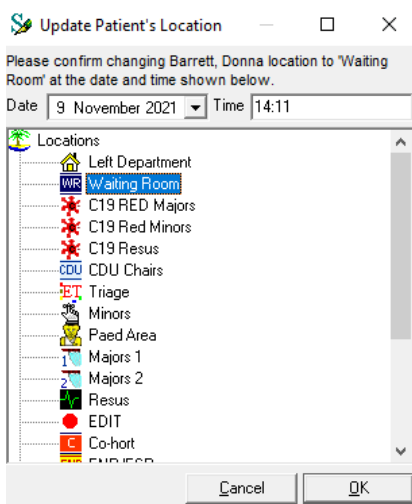
50. Select the appropriate overseas status
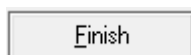51. Click on **OK**, or **double click**

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

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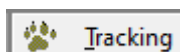

54. Click **Finish**

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

55. Select **Tracking**

The patient's new attendance is added to the tracking grid.