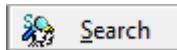


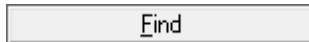
Search for a Patient and Record Attendance

1. Click on the **Search** button

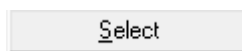


You can search for a patient using **Surname** (or part) **Forename** (or part) **Date of Birth**, **Gender**, **Numbers** (e.g. Hospital Number or NHS Number) **Age** and **Postcode** or any combination of these search criteria.

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

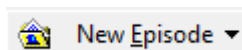


Patient Details screen appears; here you can check demographic details such as Address, Telephone Number & GP Details. If any of these details are incorrect, you will need to change them in the PAS system, this information is **Read Only**.

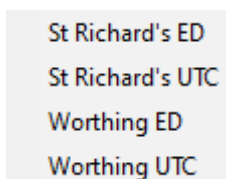
Patient Details

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 : Occupation : Nursery/School : Religion : Country of Residence : ENGLAND (UK) E11 Number : Ethnic Group : White - British Comments:
GP			John Barrett
Relationships	Description	Number	FLAT 1 WELLESLEY ROAD BOGNOR REGIS WEST SUSSEX PD21 1NN Tel(W): Tel(H): 01243 865432 Tel(Mob):
Indicators	Symphony Patie... 1174 NHS Number 450 557 8380 System A+E Nu... SRE-21-000056		
Numbers	FLAT 1 WELLESLEY ROAD BOGNOR REGIS WEST SUSSEX PD21 1NN Tel(H) : 01243 865432 Tel (Mob) : Tel(W) :		H82020 BOGNOR MEDICAL CENTRE THE BOGNOR REGIS HLTH CTR WEST STREET BOGNOR REGIS WEST SUSSEX PD21 1UT 01243 826541 N Akram G8232306
New Episode	Allergies Special Case Special Needs		
Close	Patient Wizard		HA : QNX CCG : 70F

5. Select **New Episode**



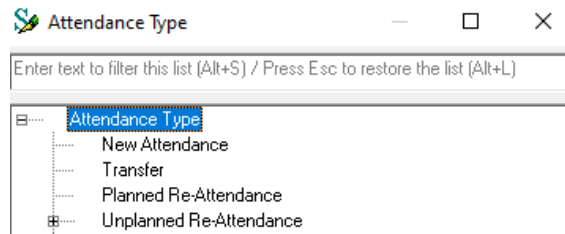
6. Select the required ED or UTC e.g. St Richard's ED



Blue fields are mandatory and must be completed.

Attendance Type

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

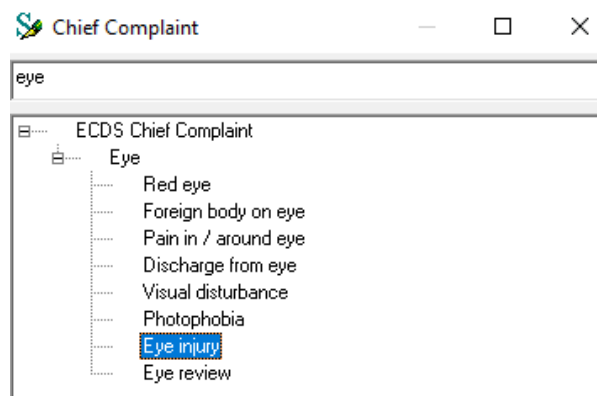


Chief Complaint

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:

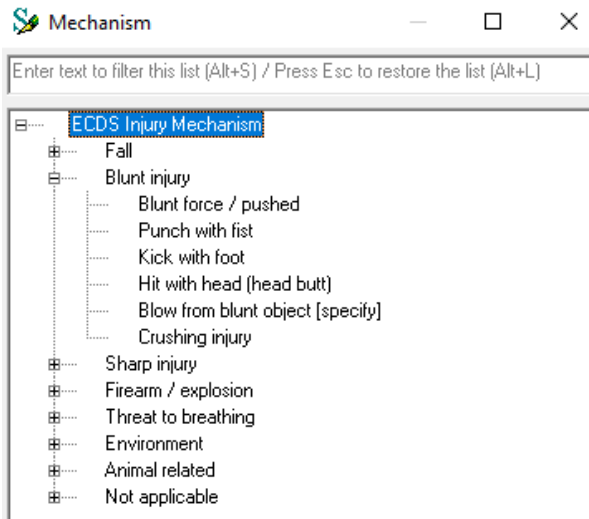
12. Type the **Date of Injury**
13. Type the **Time of Injury**



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



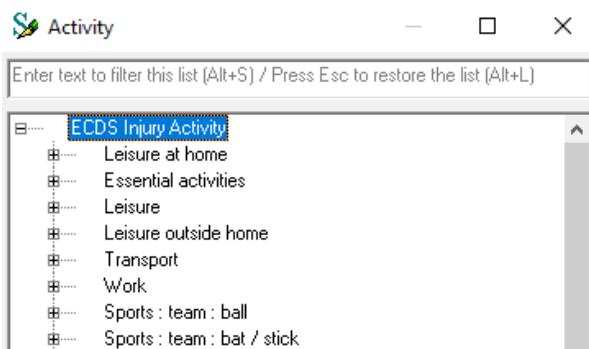
16. Select the appropriate complaint
17. Click on **OK**, or **double click**



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

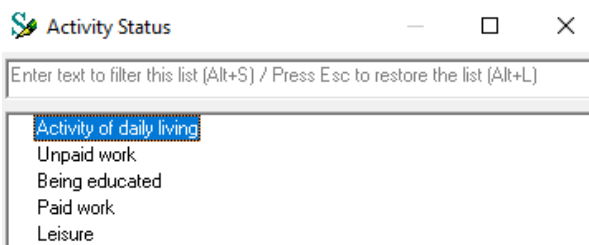


20. Select the appropriate complaint
21. Click on **OK**, or **double click**



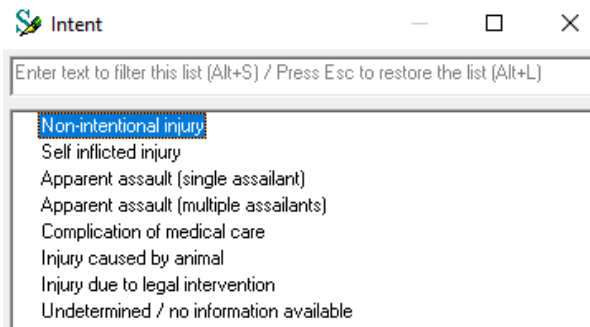
Activity Status

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**

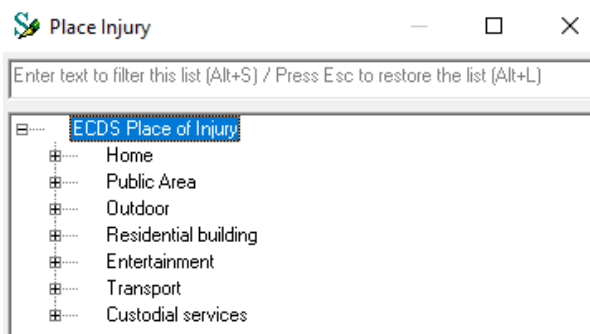


Place Injury

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

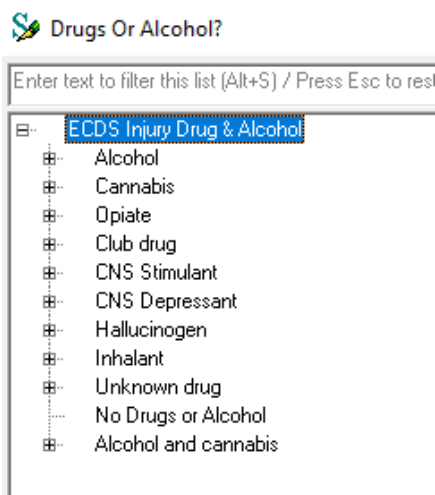


27. Select the appropriate complaint
28. Click on **OK**, or **double click**



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**

ED Episode

Save the data collected and close the screen

Injury Surveillance

PORTER, Christopher, A1004276, Male, DoB: 09/06/1951 (70yrs)

[Clear All]

Date	16 November 2021	Activity	Social : restaurant / cafe / pub / club
Time	08:48	Activity Status	Leisure
Date Of Injury	16/11/2021	Intent	Apparent assault (single assailant)
Time of Injury	06:30	Place Injury	Licensed premises e.g. bar cafe club
Mechanism	Punch with fist	Drugs Or Alcohol?	Alcohol : retail beer / wine / spirits
Injury Mechanism Description		Injury Location	

32. Click on **Finish**

Finish

33. Free type a **Presenting Complaint**

Presenting Complaint

Injury to Eye

Source of Referral

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

Source of Referral

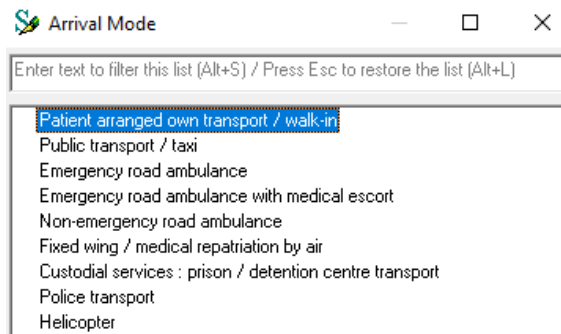
Enter text to filter this list (Alt+S) / Press Esc to restore the list (Alt+L)

- Source of Referral
 - Personal
 - Self / family / friends / education / work colleague
 - Carer (external, not family / friend)
 - Non-NHS telephone / internet advice
 - Primary care
 - Hospital
 - Community
 - Emergency Services

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?

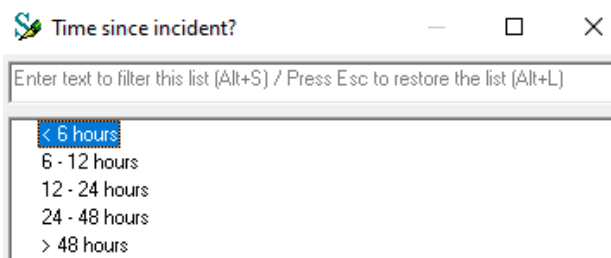
38. Double click on an option or click on the >> button



39. Click on **OK**

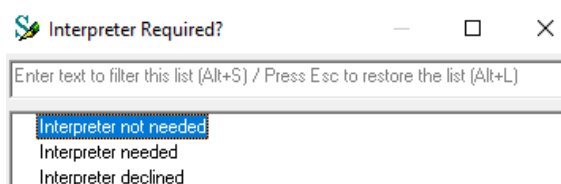
Time since incident?

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



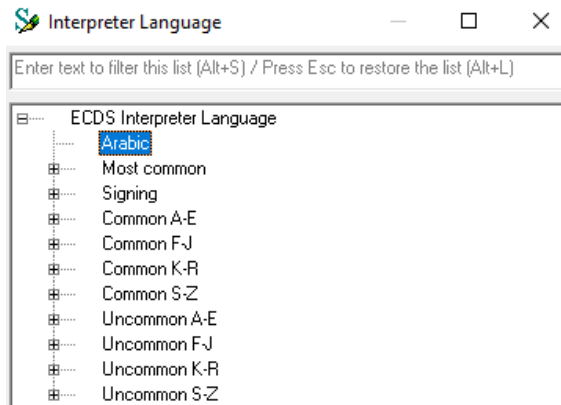
Interpreter Required?

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



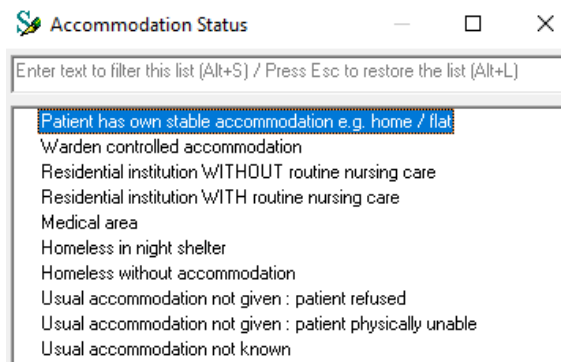
Interpreter Language

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



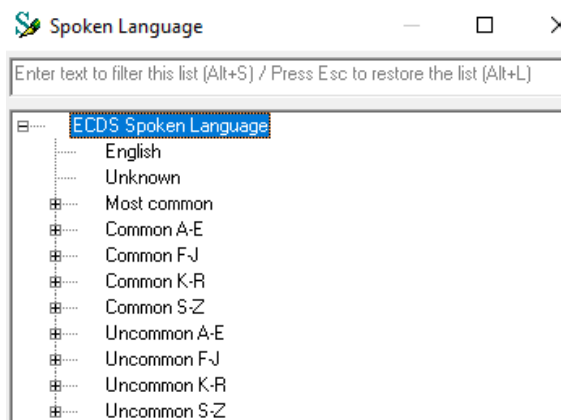
Accommodation Status

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



Spoken Language

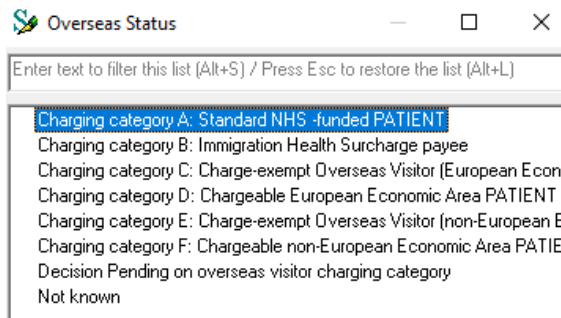
48. Select the **+** next to the appropriate spoken language and subsequent sub section



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

Overseas Status

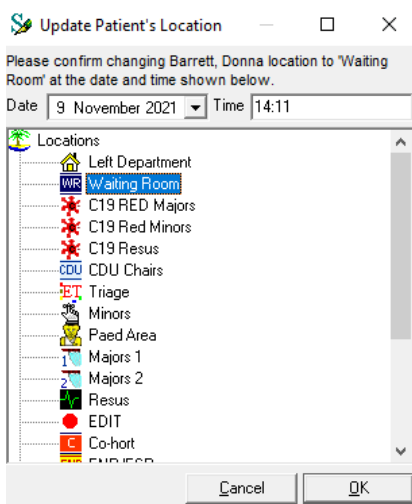
- 50. Select the appropriate overseas status
- 51. Click on **OK**, or **double click**



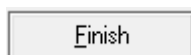
- 52. Select the an icon on the location grid e.g. **WR** for **Waiting Room**



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

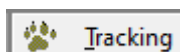


- 54. Click **Finish**



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.

Porter, Christopher (Mr), A1004276, Male, DoE

SRE-21-000095-1, Waiting Room, Injury to Eye, 16/11/202

SRH St Richard's ED	Locations
Search (Alt+Q) ALL Filter ET Sort	
Butcher, Rupert	3
Porter, Christopher	4