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

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), Fen	nale , DoB: 12/08/1975, Age: 46 NHS Nu	
Address	Marital Status:	Trust Nu	
Details	Surname Forename	Employment Status : Occupation :	John Barrett
GP		Nursery/School : Religion : Country of Residence : ENGLAND (UK)	WELLESLEY ROAD BOGNOR REGIS
Relationships	Description Number Symphony Patie 1174	E11 Number : Ethnic Group : White - British	WEST SUSSEX PO21 1NN
Indicators	NHS Number 450 557 8380 System A+E Nu SRE-21-000056	Comments:	Tel(W): Tel(H):01243865432 Tel (Mob):
Numbers	FLAT 1		
	WELLESLEY ROAD BOGNOR REGIS WEST SUSSEX P021 1NN	Allergies Special Case Special Needs	H82020 BOGNOR MEDICAL CENTRE THE BOGNOR REGIS HLTH CTR WEST STREET BOGNOR REGIS WEST SUSSEX POOL 101
Image: Second secon	Tel(H) : 01243 865432 Tel (Mob) : Tel(W) :		P021 1UT 01243 826541 N Akram 68232306
Patient <u>W</u> izard	HA: QNX CCG: 70F		40232300

5. Select New Episode

💼 🛛 New <u>E</u>pisode 🔻

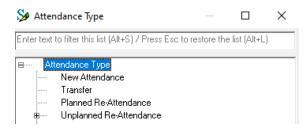
6. Select the required ED or UTC e.g. St Richard's ED

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

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

Section Chief Complaint - C X Enter text to filter this list (Alt+S) / Press Esc to restore the list (Alt+L)

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

😼 Chief Complaint		×
eye		
B ECDS	Chief Complaint re Red eye Foreign body on eye Pain in / around eye Discharge from eye Visual disturbance Photophobia Eye injury Eye review	

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

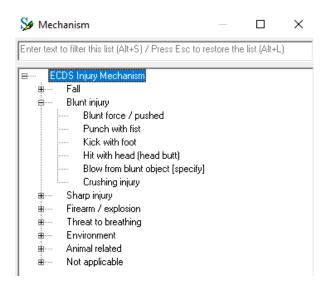
Date Of Injury	
16/11/2021	
Time of Injury	

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

😼 Mechanism — 🗆 🗙

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

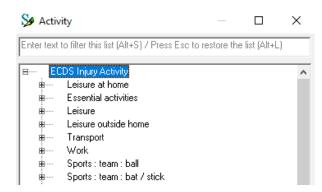
- 16. Select the appropriate complaint
- 17. Click on **OK**, or **double click**



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

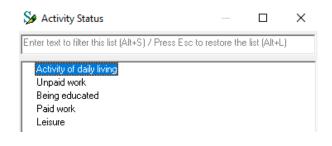


- 20. Select the appropriate complaint
- 21. Click on OK, or double click



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**

Intent – □ ×
Enter text to filter this list (Alt+S) / Press Esc to restore the list (Alt+L)
Non-intentional injury
Self inflicted injury
Apparent assault (single assailant)
Apparent assault (multiple assailants)
Complication of medical care
Injury caused by animal
Injury due to legal intervention
Undetermined / no information available

Place Injury

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

 Place Injury
 —
 □
 ×

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

- 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.

Sy Drugs Or Alcohol?

Enter te	ext to filter this list (Alt+S) / Press Esc to resl
8.	CDS Injury Drug & Alcohol
⊨	Alcohol
⊨	Cannabis
⊨	Opiate
⊨	Club drug
⊨	CNS Stimulant
⊨	CNS Depressant
⊨	Hallucinogen
⊨	Inhalant
⊨	Unknown drug
	No Drugs or Alcohol
<u> </u>	Alcohol and cannabis

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

🐓 ED Episode		— 🗆 X		
Save the data collected and close the screen	Injury Surveillance PORTER, Christopher, A1004276, Male, DoB: 09/06/1951 (70yrs)			
	Cjear All			
	Date	Activity		
	16 November 2021 🔹	Social : restaurant / cafe / pub / club 🗾 🚽		
	Time	Activity Status		
	08:48	Leisure		
	Date Of Injury	Intent		
	16/11/2021	Apparent assault (single assailant)		
	Time of Injury	Place Injury		
	06:30	Licensed premises e.g. bar cafe club		
	Mechanism	Drugs Or Alcohol?		
	Punch with fist	Alcohol : retail beer / wine / spirits 🛛 💽 🛃		
	Injury Mechanism Description	Injury Location		

32. Click on Finish

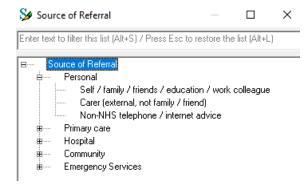


33. Free type a Presenting Complaint



Source of Referral

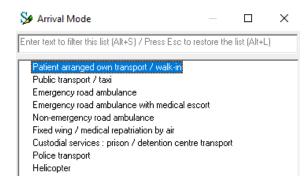
34. Select the + next to the appropriate source of referral and subsequent sub section



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

😼 Has anyone come with you?		—	\times
Enter text to filter this list (Alt+S) / Press Esc to	o restore the list (Alt+L)		
<mark>Husband</mark> Wife Mother Father			

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 $\boldsymbol{\mathsf{OK}},$ or double click



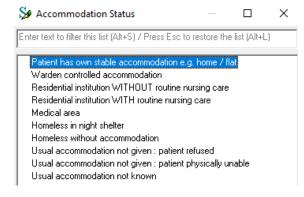
Interpreter Language

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

🞾 Inter	preter Language			×
Enter text	to filter this list (Alt+S) / Press Esc	c to restore the	e list (Alt+L	.)
	DS Interpreter Language Arabic Most common Signing Common A-E Common K-R Common K-R Common S-Z Uncommon A-E Uncommon F-J Uncommon K-R Uncommon K-R			

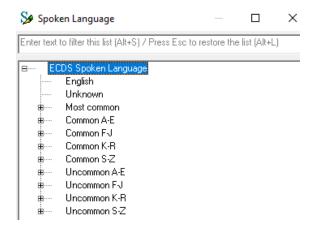
Accommodation Status

46. Select the appropriate accommodation status47. 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**

😼 Overseas Status	_		\times
Enter text to filter this list (Alt+S) / Press	Esc to restore the li	ist (Alt+L	.)
Charging category A: Standard NHS Charging category B: Immigration He Charging category D: Charge-exemp Charging category D: Chargeable Eu Charging category E: Charge-exemp Charging category F: Chargeable no Decision Pending on overseas visito Not known	ealth Surcharge pay t Overseas Visitor (f uropean Economic / t Overseas Visitor (r n-European Econol	iee Europea Area PA non-Euro mic Area	TIENT opean E

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

<u>F</u>inish

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

55. Select Tracking

<u>T</u>racking

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

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

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

St Richard's ED 🗸 Locations					
Search (Alt+Q)	ALL	Filter 🔻 🗄 T	So <u>r</u> t ▼	2	Ę
Butcher, Rupert			Ø.	Ľł	3
Porter, Christopher					- 4