# Urgent Treatment Centre

1. Select the patient on the tracking grid

Duff, Sydney (Mr), A1004311, Male, DoB: 22/10/1951, Age: 70 Years SRE-21-000120-1, Minors, Insect Bite, 29/11/2021, 11:30							
SRH St Richard's ED							
Search (Alt+Q)	2	<b>®</b> }	Age	NEWS	PEWS		
Duff, Sydney	ţ	20m	70y				

2. Select the site drop down e.g. St Richard's ED

SRH St Richard's ED

3. Select the required schedule (example below for training purposes)

Schedules - St Richard's UTC $\rightarrow$	ST Richards UTC

The schedule displays with the slots on the left and the time in the **Book** column

4. In the first column, **double click** the blank slot next to a **time** to schedule the patient into the UTC

T

	11:30	
	11:45	
Duff, Sydney	12:00	
	12:15	

5. Select the site drop down e.g. St Richard's UTC

•	St Richard's UT .	🔻

6. Select St Richard's or Worthing UTC

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

The UTC shows the patient on the tracking grid as we have added him to the schedule. The next step would be to **discharge** him from the main ED (this can be seen in another crib sheet) and we will now add the new **ED Episode** in UTC. We can see the scheduled time we added him to in the **Book** column and the **Arrive** time will show once we've completed the ED Episode DEP.

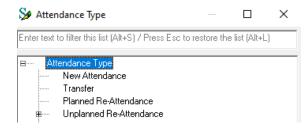


7. Select the ED Episode DEP



## Attendance Type

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

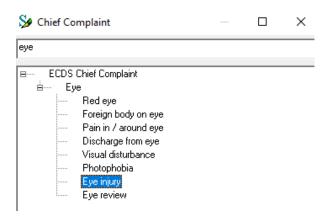


## **Chief Complaint**

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

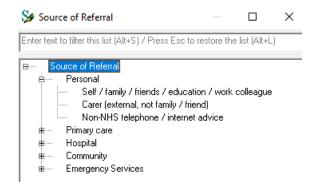


- 11. Select the appropriate complaint
- 12. Click on **OK**, or **double click**



## Source of Referral

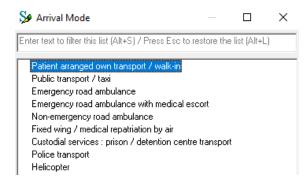
13. Select the + next to the appropriate source of referral and subsequent sub section



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

## **Arrival Mode**

- 15. Select the appropriate arrival mode
- 16. Click on **OK**, or **double click**



## Has anyone come with you?

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

웣 Has anyone come with you?					×
Enter text to filter this list (Alt+S) / Press Esc to restore the list (Alt+L)					
Husband Wife Mother Father					

#### 18. Click on OK

19. Enter any free text in the Incident location details

Incident location details

20. Select the Time since incident drop down arrow

Time since incident?	
	•

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

### **Interpreter Required?**

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

Sy Interpreter Required?	_		×
Enter text to filter this list (Alt+S) / Press Esc to restor	e the lis	t (Alt+L)	
Interpreter not needed Interpreter needed Interpreter declined			

## **Accommodation Status**

- 25. Select the appropriate accommodation status
- 26. Click on **OK**, or **double click**

	Se Accommodation Status —		×
ſ	Enter text to filter this list (Alt+S) / Press Esc to restore the	list (Alt+L	.)
	Patient has own stable accommodation e.g. home / fla Warden controlled accommodation	31	
	Residential institution WITHOUT routine nursing care		
	Residential institution WITH routine nursing care Medical area		
	Homeless in night shelter Homeless without accommodation		
	Usual accommodation not given : patient refused		
	Usual accommodation not given : patient physically ur Usual accommodation not known	ladie	

## Spoken Language

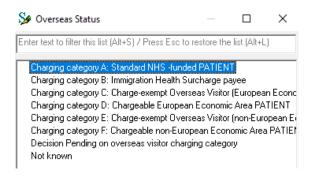
27. Select the + next to the appropriate spoken language and subsequent sub section



28. Click on OK, or double click

#### **Overseas Status**

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

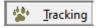


31. Click Finish



Patient's ED Episode is added and e-VIEW is displayed.

## 32. Select Tracking



**ED Episode** details have now been completed for the patient and the time now shows in the **Arrive** column.

