

Urgent Treatment Centre

1. Select the patient on the tracking grid

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

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

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

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

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

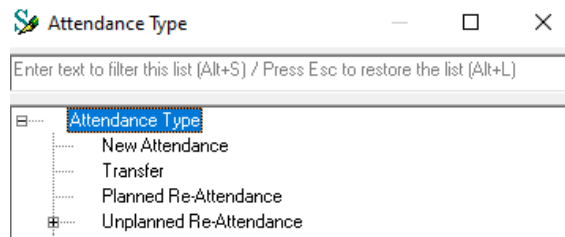
6. Select **St Richard's** or **Worthing UTC**

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**

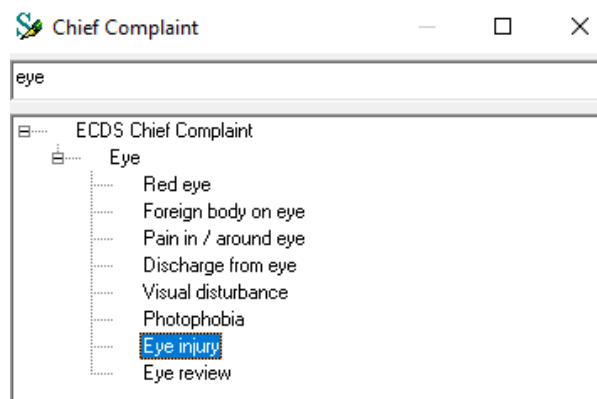


Chief Complaint

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

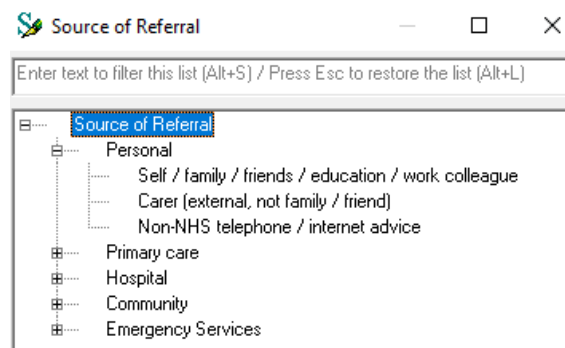


11. Select the appropriate complaint
12. Click on **OK**, or **double click**



Source of Referral

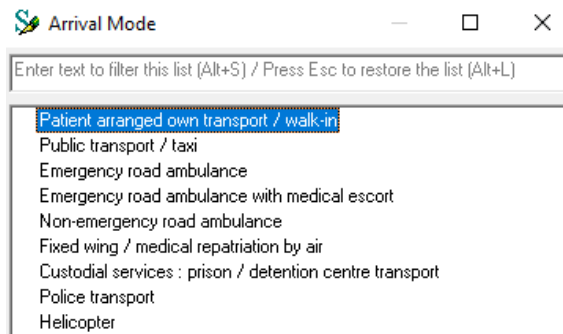
13. Select the **+** next to the appropriate source of referral and subsequent sub section



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

Arrival Mode

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

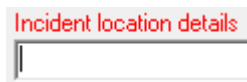


Has anyone come with you?

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



18. Click on **OK**
19. Enter any free text in the **Incident location** details



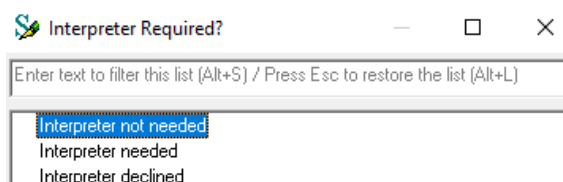
20. Select the **Time since incident** drop down arrow



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

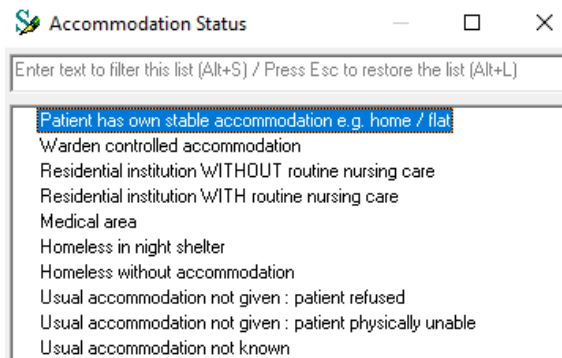
Interpreter Required?

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



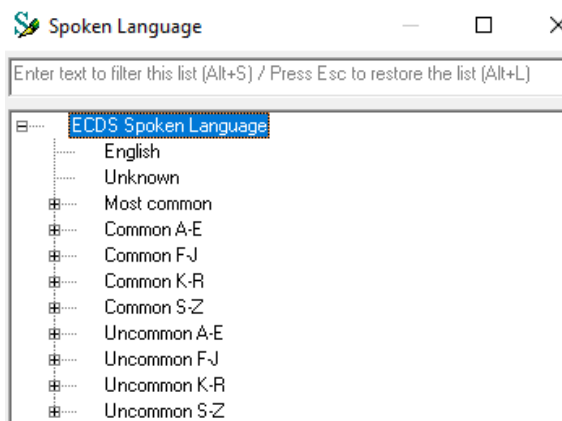
Accommodation Status

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



Spoken Language

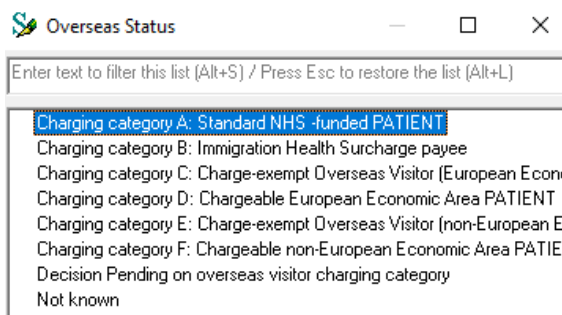
27. Select the **+** next to the appropriate spoken language and subsequent sub section



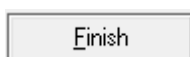
28. Click on **OK**, or **double click**

Overseas Status

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

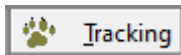


31. Click **Finish**



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.

