

SYMPHONY – CREATE A NEW A&E ATTENDANCE

Find the correct patient or register a new patient, if required.

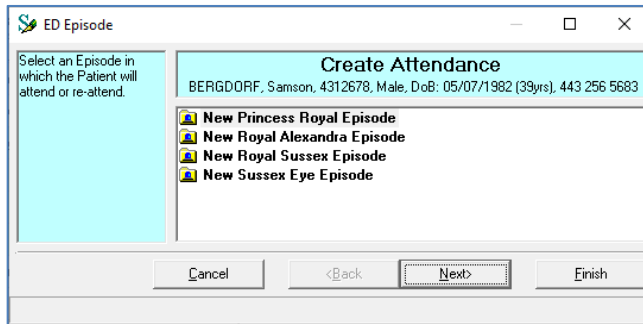
See the **Search for a Patient** and **Register a New Patient** guides for details.

 The patient name is displayed in the Patient Banner.

Click on **ED Episode** in the **Next Action** menu.

If you are logged on to Symphony using a generic user name, you will be prompted to enter your personal password.

 The **Create Attendance** screen may display to enable you to choose the appropriate A&E department.

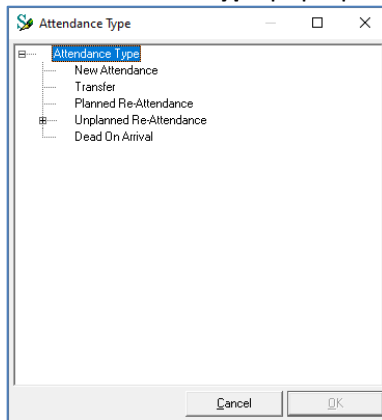
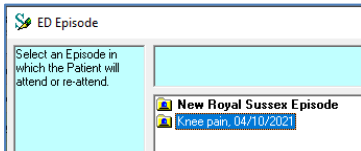


Dependant on your user profile, you may not see this screen.

Select a new episode for the correct hospital

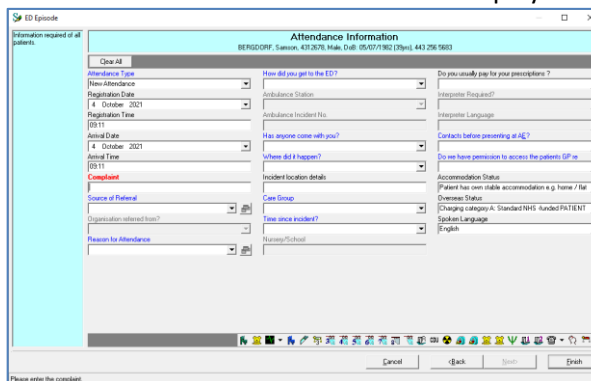
Or: if the patient is a “re-attender”, select the previous A&E visit and click **Next**.

The **Attendance Type** pop-up displays



Select the required type then click **OK**

The **Attendance Information** window displays



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All fields in blue are mandatory, a red field is the currently selected field, a bold red field is the currently selected field AND it is mandatory, whereas black fields should still be recorded where we can gain that information.

Some selections will require additional information to be completed. E.g. If you select Police as the Source of Referral, an additional window will display relating to the Mental Health Act.

If you select RTA as the reason for attendance, an additional window will display requesting details of the accident.

If you select Ambulance in “How did you get to the ED”, you will be asked to enter the Ambulance station and incident number.

The Care Group is the team area that will be looking after the patient, it is not a physical location.

The **Complaint** field is free format *but limited to 20 characters*.

Type in what the patient’s medical complaint is into this field.

Continue to fill in the rest of the fields on this page of the window

Once the fields are completed, click on the location icon where the patient will be situated then click the **OK** button



Click the **Finish** button

The Patient now displays on the **Patient Listing**:

