SYMPHONY – PRE-REG TRIAGE and MERGING RECORDS		
The Pre-Reg Triage function enables you to record that a patient has arrived or is		
Click on Pre-Reg Triage in the Next Action menu.	The Create Attendance screen may display to enable you to choose the appropriate A&E department.	
	Se Pre-Reg Triage — — X	
	which the Patient will attend or re-attend.	
	New Princess Royal Episode New Royal Sussex Episode	
	Cancel <back< th=""> Next> Finish</back<>	
	Dependant on your user profile, you may not see this screen.	
Select a new episode for the correct hospital then click Next	The Fast Registration page displays	
	Record the arrival of a patient without doing a full registration	
	Clear All Forename Surname Date Of Bith	
	<u>Cancel</u> <u><back< u=""> <u>N</u>ext> Einish</back<></u>	
Complete all the fields then clickThe Pre-Reg Triage window displays with the AllergiesNextopen by default		
	Sy Inclusion C Phone entre any stepsion implication by the minimum Proc - Registration Triage	
	Crear Add Advages Crear Stage 1 0 Oral Trage Transvere Trage Transvere 1 0 Oral Trage Trage Trage Trage Trage Trage Trage Trag	
	(a) (b) (b) (c) (c)	

SYMPHONY – PRE-REG TRIAGE and MERGING RECORDS		
SYMPHONY Complete the rest of the fields Then click OK	<image/>	
If the Manchester Triage is require patient row in the Patient Listing. Once the fields are complete, click on the Location icon where the patient will be situated then	ed, complete this field; this will also change the colour of the Note : this may be a mandatory field in your A&E Department.	
Click the Finish button	The Patient now displays on the Patient Listing: Image: Search Dalgliesh, William, Male, DoB: 05/05/1983, Age: 38 Years Image: Details - RSCH-21-000054-T, Waiting Rm-minor, 04/10/2021, 10:21 Image: Next action × RSCH-21-000054-T, Waiting Rm-minor, 04/10/2021, 10:21 Image: Next action × RSCH-21-000054-T, Waiting Rm-minor, 04/10/2021, 10:21 Image: Next action × RSCH-21-000054-T, Waiting Rm-minor, 04/10/2021, 10:21 Image: Next action × RSCH-21-000054-T, Waiting Rm-minor, 04/10/2021, 10:21 Image: Next action × RSCH-21-000054-T, Waiting Rm-minor, 04/10/2021, 10:21 Image: Next action × RSCH-21-000054-T, Waiting Rm-minor, 04/10/2021, 10:21 Image: Next action × RSCH-21-000054-T, Waiting Rm-minor, 04/10/2021, 10:21 Image: Next action × RSCH-21-000054-T, Waiting Rm-minor, 04/10/2021, 10:21 Image: Next action × RSCH-21-000054-T, Waiting Rm-minor, 04/10/2021, 10:21 Image: Next action × RSCH-21-000054-T, Waiting Rm-minor, 04/10/2021, 10:21 Image: Next action × RSCH-21-000054-T, Waiting Rm-minor, 04/10/2021, 10:21 Image: Next action × RSCH-21-000054-T, Waiting Rm-minor, 04/10/2021, 10:21 Image: Next action × RSCH-21-000054-T, Waiting Rm-minor, 04/10/2021, 10:21 Image: Next action × RSCH-21-000054-T, Next actio	
	 Note: the patient's A&E attendance ID finishes with -1, showing this is a temporary record. It will <i>not</i> be possible to order tests or exams against this patient record, until it is merged with an existing patient record. Therefore, you will need to find the patient record or register one <i>if they have never been to our A&E departments</i>, before merging the temporary and permanent records together. 	

SYMPHONY – MERGING A TEMPORARY RECORD WITH A PERMANENT ONE

To merge the temporary patient record – Attendance ID finishes in -T – you will need to record the A&E Attendance which will prompt you searching for the permanent patient record. The Patient Search window displays With the temporary patient already displaying in the banner, Se Patient Search × click on ED Episode in the Next Search For A Patient Action menu <u>F</u>ind Date Of Birth Forename Numbers Postcode William 05/05/1983 +/-Years Surname Dalgliesh Male • Trust Number Sex Surname Forename Date Of Birth Address <u>S</u>elect Register New Patient <u>C</u>ancel Enter Search Criteria and Choose 'Find' Expand the window so the Address field shows clearly. See the Search for a Patient and Register a New Patient guides for details. Either Select an existing patient The Patient Details window displays or, if registering a new one, on 🈼 Patient Details clicking Finish Name Dalgliesh, William (Mr.), Male , DoB: 05/05/2 Marital Status: Address Employment Status Surname Forename Details Occupation Nursery/School GP Reliaion Country of Residence E11 Number Relationships Description Number Ethnic Group : W Symphony Patie... 1031 Comments: System A+E Nu... RSCH-21-0000... Indicators < > Numbers Allergies Special Ca 🕋 New <u>E</u>pisode 🔻 BN41 1WE Tel(H) Canc<u>e</u>l Merge Tel (Mob) : Tel(W): Merge **DNX** Patient Wizard HA : QNX CCG : 09D Last modified by stjams, 12/05/2021 11:36

SYMPHONY – MERGING A TEMPORARY RECORD WITH A PERMANENT ONE		
If this is the correct patient, once	The ED Episode now displays	
you check these details with the	Search Dalgliesh, William (Mr.), Male, DoB: 05/05/1983, Age: 38 Years Detail: Deta	
patient, click the Merge button.	Next action X A Boual Sussex	
If you are unsure, click Cancel	Search (Alt+W) - Search (Alt+Q) - Search	
Merge and carry out further	Image: Second state Wasabi, Kia Image: Second state Dalgliesh, William	
	Episode is saved by clicking Finish the T will disappear: Image: Search grade is saved by clicking Finish the T will disappear: Image: Search grade is saved by clicking Rm., Male, DoB: 05/05/1983, Age: 38 Years RSCH-21-000054-1, Waiting Rmminor, shoulder pain, 04/10/2021, 10:21	
	Next action X 😭 Royal Sussex V Locations V 🐼 e-AUDIT X	
	Dealch (alread) Image: Soft (alread)	
See the Create a New A&E Attendance guide for details of completing the ED Episode window, if required.		