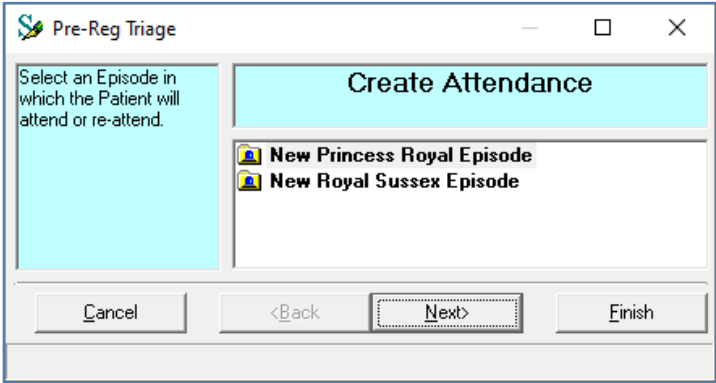


**SYMPHONY – PRE-REG TRIAGE and MERGING RECORDS**

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.

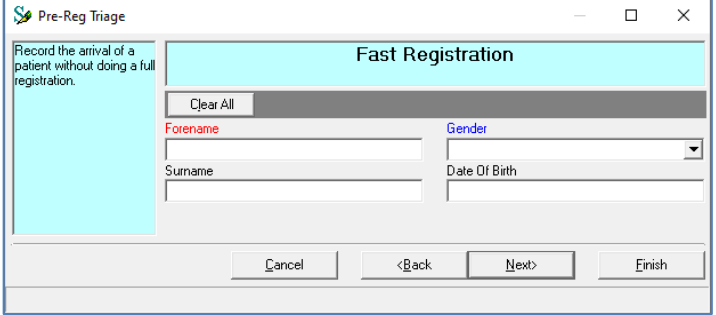
The **Create Attendance** screen may display to enable you to choose the appropriate A&E department.



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

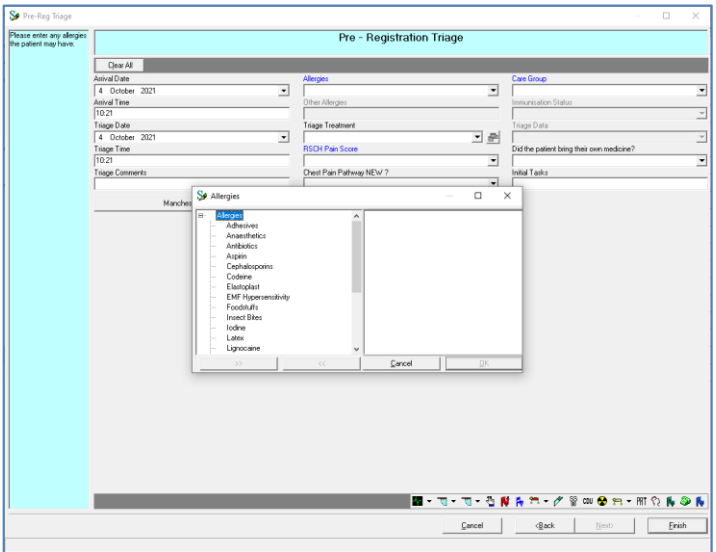
Select a new episode for the correct hospital then click **Next**

The **Fast Registration** page displays



Complete all the fields then click **Next**

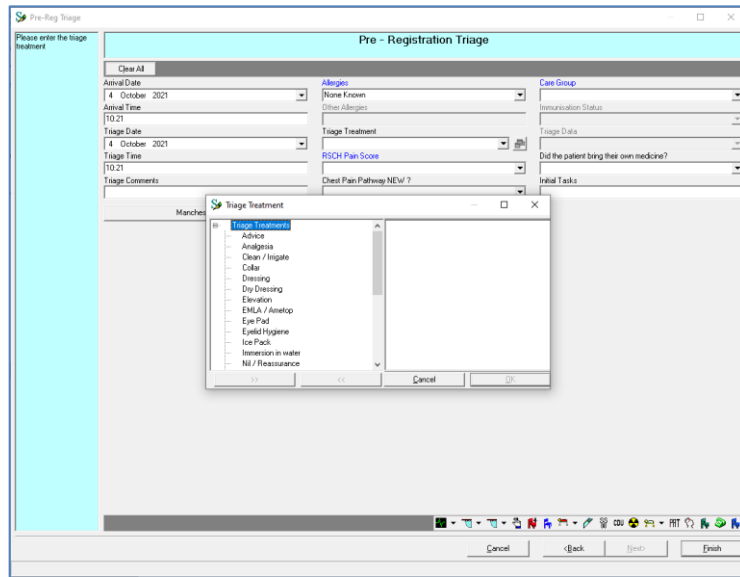
The **Pre-Reg Triage** window displays with the **Allergies** pop-up open by default



**SYMPHONY – PRE-REG TRIAGE and MERGING RECORDS**

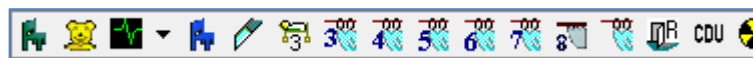
Complete the rest of the fields

Then click **OK**



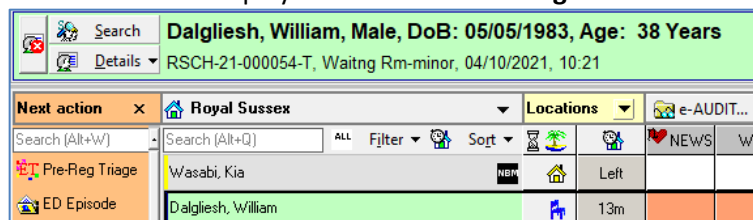
If the Manchester Triage is required, complete this field; this will also change the colour of the patient row in the Patient Listing. **Note:** *this may be a mandatory field in your A&E Department.*

Once the fields are complete, 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**:



**Note:** the patient's A&E attendance ID finishes with **-T**, showing this is a temporary record.

It will **not** 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 *if they have never been to our A&E departments*, 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.

With the temporary patient already displaying in the banner, click on **ED Episode** in the **Next Action** menu

The **Patient Search** window displays

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 or, if registering a new one, on clicking **Finish**

The **Patient Details** window displays

**SYMPHONY – MERGING A TEMPORARY RECORD WITH A PERMANENT ONE**

If this is the correct patient, *once you check these details with the patient*, click the **Merge** button.

*If you are unsure, click **Cancel Merge** and carry out further searches*

The ED Episode now displays

**Note:** the Attendance still displays with a –T. *Once the ED Episode is saved by clicking **Finish** the T will disappear:*

See the **Create a New A&E Attendance** guide for details of completing the **ED Episode** window, if required.