Record a Non-Elective Patient (Matched)	
Click on **New Patient**	**New Patient**
The **Non-Elective Details** form will open, enter the patient's **First Name**, **Last Name** and select the **Gender**. Ensure that all details are correct	Non-Elective Details | Referral & Patient Details Fields marked * are compulsory Personal Details Title: First Name:* Peter Last Name:* Blank Gender:* Male
Click on **Find**	Find
The system will search the PAS, and return any matching patients. Check for the correct patient with Address and Date of Birth details etc and click on **Select** against the patient details, the line will change colour. If there are no matching patients please refer to the guide *Record a Non-Elective Patient (Unmatched)*	

	Hospital Number	NHS Number	Title	Forenames	Surname	Date Of Birth
Select	A1002559	4505579999	Mr	PETER	BLANK	15 Oct 1939

The patient details pull through to the form, the **Referral Date** and **Referral Time** will auto-populate. Select the Referral Source from the drop down list	Referral Source:* A and E
Click on **Confirm and Continue** to move to the **Referral & Patient Details** form	Confirm and Continue
Select the accepting **Department** from the drop down list	Non-Elective Details | Referral & Patient Details Fields marked * are compulsory Department Department:* Medicine
Select the **Consultant On Call**	Consultant Consultant On Call: * Hunt, David

Record a Non-Elective Patient (Matched)	
Complete the **Working Diagnosis** (150 character limit)	Referral Details Working Diagnosis: * Acute UGIB on RV, Acidotic, Hypoxic and CO2 retention. Lethargic. Lives at home with 24 hr carer and son 104 of 150 characters used
Enter your **Code** (your password for the Patient Whiteboard) and click on **Submit**	Code: ●●●●●● ↻ Submit
The patient will now appear on the Whiteboard	

		Name	Age	Date Of Birth	Hospital Number	Referral Source	Working Diagnosis
Edit	M	Blank, Peter	79	15 Oct 1939	A1002559	A and E	Acute UGIB on RV, Acidotic, Hypoxic and CO2 retention. Lethargic. Lives at home with 24 hr carer and son