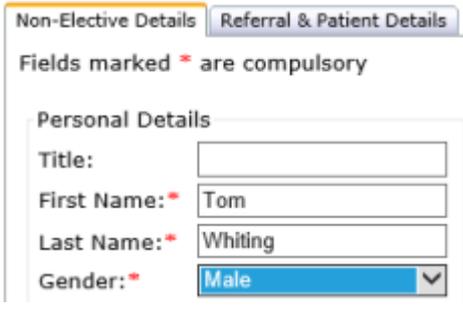
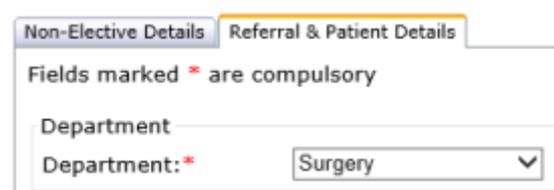


| Record a Non-Elective Patient (Unmatched)   |  |
|---|--|
| Click on <b>New Patient</b>   |     |
| The <b>Non-Elective Details</b> form will open, enter the patient's <b>First Name, Last Name</b> and select the <b>Gender</b> . Ensure that all details are correct   |    |
| Click on <b>Find</b>  |     |
| <p>The system will search the PAS, SemaHelix, and return any matching patients. Check for the correct patient with Address and Date of Birth details etc.</p> <p>If there are no matching patients we will need to add them manually to the patient Whiteboard and then 'Match' them later once they have been added to the PAS</p> |  |
| Complete the following details for the patient by entering them in the correct text boxes: <b>Title, Date Of Birth</b> and <b>GP Details</b> (either the name of the GP or if not known the name of the GP practice)  |  |
| The <b>Referral Date</b> and <b>Referral Time</b> will auto-populate. Select the <b>Referral Source</b> from the drop down list   |  |
| Click on <b>Confirm and Continue</b> to move to the <b>Referral &amp; Patient Details</b> form  |   |
| Select the accepting <b>Department</b> from the drop down list  |  |
| Select the <b>Consultant On Call</b>  |  |

| Record a Non-Elective Patient (Unmatched)  |   |   |     |               |                 |                 |                   |
|--|---|---|-----|---------------|-----------------|-----------------|-------------------|
| Complete the <b>Working Diagnosis</b> (150 character limit)                                  |   | Referral Details<br><input type="text" value="?appendicitis"/><br>Working Diagnosis: *<br>13 of 150 characters used |     |               |                 |                 |                   |
| Enter your <b>Code</b> (your password for the Patient Whiteboard) and click on <b>Submit</b> |   | Code: <input type="password" value="••••••"/> <input type="button" value="Submit"/>                                 |     |               |                 |                 |                   |
| The patient will now appear on the Whiteboard  |   |   |     |               |                 |                 |                   |
|  |   | Name  | Age | Date Of Birth | Hospital Number | Referral Source | Working Diagnosis |
| <a href="#">Edit</a>   | S | Whiting, Tom  | 20  | 01 Sep 1998   |                 | GP              | ?appendicitis     |