



# Mini Manual

## Site and Bed Manager

1. Pend Admission from Clinic
2. Remove Pend Admission
3. Schedule "Site Team" Request for Admission

Support available:  
Please contact your local Champion User  
Service Desk:  
Tel: 01225 82 5444  
Email: [ruh-tr.ITServiceDesk@nhs.net](mailto:ruh-tr.ITServiceDesk@nhs.net)



### Pend Admission from Clinic

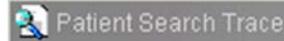
#### 1 Pend Admission



Log into **PM Office**.  PMOffice

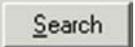
- Step 1.** Select Conversation
- Step 2.** Double left click on Pending Inpatient Admission  Pending Inpatient Admission

Patient Search Trace Box Opens



Click next to go to Person Search Advanced Trace



- Step 3.** Enter Patient Details and click on the  Search button
- Step 4.** Select the right patient
- Step 5.** Click OK
- Step 6.** Select R and click on the ellipsis  button
- Step 7.** Select Royal United Hospital
- Step 8.** Click OK

Fill in your Mandatory fields on the patient

**NB Remember to change admission method to emergency OP Clinic**

- Step 9.** Select OK
- Pending Inpatient Admission : Click OK

**Result:** Patient now on the Pending Admission List

### Remove Pending Admission

#### 2 Remove Pending Admission



- Step 1.** Open **PM Office**  PMOffice
  - Step 2.** Go to Work List
  - Step 3.** Double left click on Pending Admission by Facility
  - Step 4.** Select RUH
  - Step 5.** Click OK
  - Step 6.** Right click on Patient
  - Step 7.** From the context menu select Undo Pending Admission
  - Step 8.** In the Encounter Status Code Select Radio Button  Cancelled Pending Arrival
  - Step 9.** Click OK
  - Step 10.** In Reason For Correction select **Other**
  - Step 11.** Click OK
- Result:** Patient no longer has an admission pending

## Schedule Site Team Request for Admission

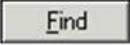
### 3 Schedule Site Team Request for Admission

Within Appointment Book



**Step 1.** Select **Request List Enquiry**  icon (top tool bar) From the Enquiry drop down select **2 To be Scheduled**

**Step 3.** From the Request List Queue select “**Site Team**” from the scrolling list

**Step 4.** Click **Find**  Button

The system will display a list of patients that have “**Site Team**” **Requests for Admission**” but have not yet been scheduled

**Step 5.** Right Click on the required patient , select “**Schedule**” from the context menu

The system goes to the **Appointment Book**

The system opens the **Appointment Attributes**

**Step 6.** Check the attributes and click **OK**

The system opens scheduling appointment book and will have completed and moved to the Work in Progress the appointment details

**Make sure you select the correct ward from Appointment Location then**

**Step 7.** Click **Move**

**Step 8.** Select the required date from the calendar

Select the next available time slot by clicking on the required time

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NB Time selected has no impact / relevance

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**Step 9.** Click Schedule 

The system displays the **Schedule –Site Team Request for Admission** dialogue box

**Step 10.** Check the details and click **OK** 

**Step 11.** Check the time slots and reduce if required

The system display the appointment in PINK as pending

**Step 12.** Click on 

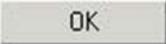
The system displays the **Confirm** Dialogue

**Step 13.** Fill in the mandatory fields (in Yellow)

**Step 14.** Click **Modify** button

**Step 15.** Selecte the ward the patient is going to but not the bed

**Step 16.** Click **OK**

**Step 17.** Click **OK** 

The system show the appointments as confirmed (in purple)

**Result:** The patient is now on the TCI List

### Bed Management Business Rules

1. Bed Managers will reinforce real time bed management by ensuring that Millennium reflects the real time situation accurately.
2. Bed Managers will place a request for admission and add Patient to waitlist on the day they receive notification of a patient awaiting repatriation.
3. Pending admissions worklist to be managed by the Site managers, if the patient has not arrived after 48hr the Site manager will remove the pending admission.
4. Bed managers will check Millennium for up to date actual and potential discharge information before contacting the ward.