Royal United Hospital Bath NHS
NHS Trust

DLN

Version 1.0 July 2011

Support available:

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RUH   **CERNER**   **BT**
Bringing it all together

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1 Complex Discharge Patient Access List

Note: CPA will set up a custom list (the name has yet to be decided) that can be viewed via Patient list **Patient List** or Patient Access List **Patient Access List** that will contain all the patients for which there has been a referral to complex discharges eg S2,S3,S5, CHC Fast track, CHC, Health Rehab, CM7

Step 1. To view the Complex Discharge List, within Powerchart **PowerChart** select PAL **Patient Access List** (in the top bar menu).

Step 2. Right click on the light thin blue bar near the top of the screen. Select **Change Patient List** from the dialogue box

Step 3. Select the required custom list and click OK. If the list is not available – ring CPA (to check the proxies)

Step 4. You will be asked to establish a relationship with all patients on the list to do this select your name from the drop down list and click apply.

2 Customising Patient Access List

Step 1. You can change the width of any column by **dragging and dropping** the edge of the column – the system should maintain any changes

Step 2. It may be useful to **add ward** and **discharge date** to the standard PAL view. To do this **right click** on a column within the 2nd second e.g. room and select **Insert Column**

Step 3. Select **Demographic Field** from Patient Information Column Panel Wizard and select next

Step 4. For discharge date select **discharge** and for ward select **nurse unit** (you will need to insert new col one at a time) and select next

Step 5. Select **None** on next screen and select next

Step 6. Add a suitable column eg Discharge date / Ward

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select next then select **Finish**

Step 7. The new column will appear at the far right of the second section

Note: The PAL can be sorted by any column by clicking on the column heading

3 Viewing Complex Discharge Orders

Step 8. From the MPTL right click on order and select **Order Info** from drop down menu.

Step 9. The system will display the order information

Step 10. To **Print order details** right click on order and select **Print** ▶ then **Reprint Requisitions**

4 Viewing Complex Discharges Assessments

Step 11. Within the patient record select the **Documentation** Documentation tab from the side bar menu

Step 12. Click on the document required eg "discharge summary" to select it

Step 13. The system will display the document in the right hand pane

Step 14. Use the **Print** icon to print the document.

Note: Central Patient Access (CPA) approve all orders and will add a 🗒 to confirm this approval. While you can view orders and documents without the 🗒 icon YOU SHOULD NOT ACT ON THEM

Step 15. To **view an order** right click on order and select **Order Info** from drop down menu.

Step 16. The system will display the order information

Step 17. To **Print order details** right click on order and select **Print** ▶ then **Reprint Requisitions**

Step 18. To **acknowledge an order** right click on order and select **Record Done** Click OK

Step 19. The status of the order will change from

Pending to Complete and if all orders have been acknowledge the icon will disappear

Step 20. See section 6 to **view and print a document**

5 Viewing Patient Record

Step 21. From Patient Activity List Patient Access List (PAL) within PowerChart double Click on Patient Name. The Patient Record will open.

6 Viewing Allergies

Note: On Patient Activity List Patient Access List (PAL) the following symbols are used for allergies
☀ current allergy ☼ no known allergies
☼! no allergy information recorded
Note Allergies are shown in the Patient Banner

Step 22. To view allergies from the PAL double click on the allergy icon

Step 23. To view allergies in the Patient Record double click on the relevant patient record using PAL Patient Access List

Step 24. Select Allergies from the Side Bar menu. A list of Allergies will be displayed

7 Viewing Alerts

Step 25. Within PowerChart, on Patient Activity List Patient Access List (PAL) the category of alert is displayed

Step 26. To view alert details open the patient record from the PAL by double clicking on the patient name

Step 27. Select Problems and Diagn... from the Side Bar Menu. The Problems and Alerts will be displayed in the lower half of the screen

Note: The problems pane is used for recording alerts (as well as clinical problems). **What makes a problem an alert is selecting a flag in the classification field** (e.g. patient preference flag)

8 Updating Patient Status

Note The Patient Status (assessment) and patient access list replace the Active Patient List.

Step 28. To **update Patient Status** select the Documentation Documentation tab from the side bar menu.

Step 29. Double click on **Patient status** to open assessment, update **CPA / DLN section** (ie second form) as required (please maintain pathway – this will allow you to sort the PAL by Pathway) and sign ✓.

Note: When adding comments, always put latest comment on first line and use format dd/mm initials and comment (eg 07/07 JF S2 Order Acknowledged)

Result: The first line of the Comments will be viewable (along with discharge status, expected discharge date maintained by ward staff), via the Patient Access List Patient Access List