Royal United Hospital Bath NHS
NHS Trust

Discharge Team

CHC, Social Services and PCTs

Business Rules

Only act on referrals and documents that have been approved by CPA i.e have the icon

Always use the following format for adding comments to Patient Status dd/mm initials comments (e.g. 23/7 JF Patient to be seen by JF 26/7)

Support available:

Please contact your local Champion User

Service Desk:

Tel: 01225 82 5444

Email: ruh-tr.ITServiceDesk@nhs.net

RUH

CERNER

BT

Bringing it all together

Viewing Patients with Complex Discharges

1 Viewing Patients With Complex Discharges

Note: Central Patient Access (CPA) at the RUH will add any patient referred to Social Services or PCTs to a relevant patient list (e.g. Banes PCT)

Step 1. In PowerChart using the PAL Patient Access List). The system should display the patient list relevant to your organisation.

Step 2. When you first log on you may need to select your patient list, **Right Click** on the light blue banner (over the current patient list name) and select Change Patient List Change Patient List. Click on required patient list and Click OK

Step 3. The system will list all the patients with Complex Discharge. Outstanding orders (that have yet to be acknowledged) will be indicated by icon

2 Customising Patient Access List

Step 1. You can change the width of any column by dragging and dropping so that you can maximise the area of the screen assigned to the APL section on the right hand side, – the system will 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 select next then finish.

Step 7. The new column will appear on the right of the section

Viewing Patient Record & Updating Patient Status

3 To View Order and Assessment Details

Step 1. You need to be in the Activity List of the patient record to view details of the order (e.g. Section 2) and assessments (e.g. CM7).

Step 2. In PowerChart select the **PAL** Patient Access List then click the Activity List tab Activity List. The system wil list the Complex Discharge Orders and Assessments

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

Step 4. .The system will display the order information

Step 5. To **Print order details** right click on order and select Print then Reprint Requisitions

Step 6. To **acknowledge an order** right click on order and select Record Done Click OK

Step 7. The status of the order will change from Pending to Complete and if all orders have been acknowledge the icon will disappear

Step 1. To **view an assessment** select the Documentation Documentation tab from the side bar menu

Step 2. Click on the document required eg "adult needs assessment" to select it

Step 3. The system will display the document in the right hand pane

Step 4. Use the Print icon to print the document.

Step 5. To **Print the Facesheet** that contain demographic information about the patient. Click Task then Reports the click Facesheet FacesheetNo2 and then Print

Allergies and Alerts

4 Acknowledging Orders and Assessment

Step 1. Within the Patient record click on the Activity List tab Activity List

Step 2. To Acknowledge the receipt of the Section 2 or an Assessment , click in the yellow box Pending Section 2 Referral , then click ok

Step 3. The status will change from **pending** to **Complete**

5 Updating Patient Status

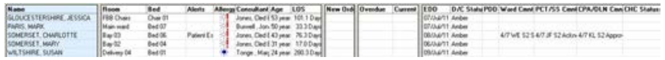
Note The Patient Status (assessment) and patient access list replace the Active Patient List.

Step 1. To **update Patient Status** select the Documentation Documentation tab from the side bar menu.

Step 2. Double click on **Patient status** to open assessment, update **PCT / SS Section** as required 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



Step 3. To view comments details from PAL – right click on comment and select **View Details**

6 Viewing Allergies

Updating Patient Status

Note: Within PowerChart, 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 1. To view allergies from the PAL double click on the allergy icon

Step 2. To view allergies in the Patient Record double click on the relevant patient record using PAL Patient Access List

Step 3. Select Allergies Allergies from the Side Bar menu. A list of Allergies will be displayed

7 Viewing Alerts

Step 1. Within PowerChart, on Patient Activity List Patient Access List (PAL) the category of alert is displayed

Step 2. To view alert details open the patient record from the PAL by double clicking on the patient name

Step 3. 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 Viewing All Complex Discharge Orders on the same Screen

Step 1. In some cases it is useful to have a view of all complex discharge order for all patients that have been referred to Social Services or PCTS etc

Step 2. To do this we use the Multi Patient Task List Multi-Patient Task List Use the CPA tab

Notes

Step 3. To set up the MPTL right click on the left hand side of the light blue banner and select Assigned Task Customise Patient View

Step 4. Click Choose a Patient List then select your customised list.

Step 5. Ensure that “View Assigned Task” is selected

Step 6. Click OK

Result: All the referrals for your organisation will be displayed

Note: You can sort by any column by clicking on the column heading

9 Locate an Inpatient:

Step 1. Launch **PM Office** PMOffice

Step 2. Select the **Run Patient Locator** icon.

Step 3. Search for Patient All the Patients matching the search will be displayed in the lower pane, showing their location.