



Mini Manual

ED Obs Ward

1. Transfer between wards
2. Undo transfer
3. Discharge from Obs Ward (discharge deceased)
4. Discharged in error

Support available:

Please contact your local Champion User

Service Desk:

Tel: 01225 82 5444

Email: ruh-tr.ITServiceDesk@nhs.net



Bringing it all together

Transfer between wards

1 Transfer Between Wards

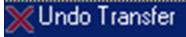
- Step 1.** Launch PM Office
- Step 2.** Select the **Bed Board** in the side menu. Click on the little building next to RUH to expand the list to say All Buildings. Click on the little building next to All Buildings the list will expand the list to show all wards in the RUH.
- Step 3.** Select the ward where the transfer will happen from i.e. "A&E Obs" and double click. The A&E Obs Ward bedboard populates the right side of the screen.
- Step 4.** Right click on the patient you wish to transfer and select **conversation**, then select **transfer** from the list that appears.
- Step 5.** Complete the Transfer Reason. This will activate a number of other fields. If you need to transfer to another clinician you can do this here.
- Step 6.** Select the appropriate Ward the patient will be transferring to and select a Chair using Bedboard (the receiving ward will transfer the patient to a bed).
- Result:** The patient no longer appears on the A&E Obs Ward bedboard and has been transferred to the receiving ward and will appear in their bedboard.

Note: You will now need to discharge from Patient First.

Undo transfer

2 Undo Transfer

To undo a transfer made in error

- Step 1.** Select **undo transfer**  from Conversation tab (in side menu)
- Step 2.** Search for the patient.
- Step 3.** Select the correct patient with a single left click. The patient's encounters appear in the lower pane.
- Step 4.** Select the correct encounter – for A&E Obs the encounter is called Inpatient Accident and Emergency

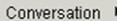
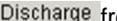
Note: It is important that the correct encounter is selected.

The Undo transfer conversation will be displayed.

- Step 5.** Complete mandatory fields (i.e. reasons for transaction and cancellation date)
- Step 6.** Select OK
- Result:** Patient will be transferred back to their original bed, i.e. in A&E Obs.

Discharge from Obs Ward

3 Discharge from Obs Ward

- Step 1.** In PM Office  use  to select **Ward**, i.e A&E Obs.
- Step 2.** Right click on the required **patient** and select  and then  from the dropdown menu.
- Step 3.** Complete the **Discharge** conversation & Click OK

Note: **Discharged Method** will be **discharged with consent**

Discharge Deceased

- Step 4.** In PM Office  select  & double click on required **Ward**.
- Step 5.** Right click on the required **patient** and select  and then  from the dropdown menu
- Step 6.** Complete the **Discharge** conversation & Click OK

Note: **Discharge Method** will be **Patient Died**
Discharge Destination field will default to “**Not Applicable-Died or Stillbirth**”
RTT Status will default to **36 Patient Died**
Death Notification Status will default to **Informal**
Admission Offer Outcome should be recorded as **Patient Admitted - Treatment Completed**

Discharged in error

4 Discharged in error from Obs Ward

- Step 1.** In PM office select **Undo Discharge** from the **Conversation** list.
- Step 2.** Search for the relevant patient.
- Step 3.** Select the correct patient in the top pane by single left clicking. The patients' encounters appear in the lower pane.
- Step 4.** Select the correct encounter from the lower pane. For A&E Obs the encounter is called Inpatient Accident and Emergency.
- Step 5.** Click ok.
- Step 6.** The Undo Discharge conversation loads.
- Step 7.** Complete all mandatory fields.
- Step 8.** Click ok.
- Result:** The patient will now be back in ED Obs in the bed they were discharged in error from.

Business Rules