



Mini Manual

ED Receptionist

1. ED Admit a Patient to Observation Ward

Support available:

Please contact your local Champion User

Service Desk:

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Bringing it all together

ED Admit a Patient to Observation Ward

1 ED Admit a Patient to Observation Ward

Note: The patient must be transferred from ED to ED Observation Ward in Patient First before these steps are completed (current drag & drop process). If they aren't then the Admit Conversation auto closes if the patient is still admitted to ED.



- Step 1.** Log into PMOffice. 
- Step 2.** Select Inpatient Non Elective Admission Conversation from the Conversation menu
- Step 3.** Search for patient, clicking **Next** to skip the simple search to access the **Person Search Advance Trace** window.
- Step 4.** Type in name in **Surname** field
- Step 5.** Select **Gender** in **Gender** field.
- Step 6.** Click **Search** and the system will search for the details you have entered.
- Step 7.** Select on the appropriate patient in upper pane. The bottom pane shows info about current/previous encounters, but for this process you don't have to click on these.
- Step 8.** Click **Add Encounter**
- Step 9.** The **Facility Search** window opens
- Step 10.** Type in "Royal" and click ellipsis  button to search for facility.
- Step 11.** Select **Royal United Hospital**
- Step 12.** Click **OK**.
- Step 13.** The **Inpatient Non Elective Admission** screen opens.
- Step 14.** Check demographic and GP details.

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Step 16. Complete the Visit Details tab:

- Admission method - Emergency - ED/Dental
- Source of Admission – select from drop down e.g. Usual Place of Residence
- Referring Clinician – search for clinicians name and attach to relevant address
- Lead Clinician – Type the surname of the Lead Clinician for that day. The name will probably autopopulate the field or if multiple matches, click the binoculars to view the list and select to correct clinician.
- Treatment Function - this will auto-populate once the Lead Clinician has been selected.
- Building – defaults to All Wards
- Ward - select A&E Obs from drop down list
- Bedboard - select the an available bed or chair
- Admission Date - type "t" for today if appropriate
- Admission Time - type "n" for now if appropriate

Step 17. Complete **Emergency Contact** Tab. This is mandatory, but, if appropriate, can be copied from NOK if the same relationship is entered.

Note: If the Emergency Contact shares the same details of the NOK, select **Yes** in the **Free Text Address? EMC** field and type the word "same" in the **House Name/Flat Number** field. The rest of the address details will then auto-populate if you press enter on the keyboard or click in the grey space.

Step 18. Click **OK**.

Step 19. The “Document Selection” pop-up appears which is defaulted to not print any documents. For ED you can leave it at its default because you will continue to print document, like labels, in Patient First.

Step 20. Click ok.

Step 21. The patient has now been admitted to the observation ward and the Inpatient Non Elective Admission conversation closes.

Business Rules