



Mini Manual

Site and Bed Managers

1. Create an Inpatient Waiting List Encounter in PM Office
2. Add a Request for admission order in PowerChart
3. Move Request for Admission to Site Office Request for Admission

Support available:

Please contact your local Champion User

Service Desk:

Tel: 01225 82 5444

Email: ruh-tr.ITServiceDesk@nhs.net



Request for Admission (No Existing outpatient Encounter)

If the patient does not have a current appropriate outpatient encounter the process is as follows:

1 Request for Admission – No relevant Existing outpatient Encounter

To create an Inpatient Waiting List Encounter

- Step 1.** Within PM Office 
- Step 2.** Select **Conversation** from the Side Bar Menu
- Step 3.** Double Click to select **Elective Waiting List Conversation**

The system displays the **Patient Search Trace**

- Step 4.** Click **Next**

The system displays the Patient Search Advance Trace

- Step 5.** Enter the relevant Patient details i.e. Surname, Date of Birth and Gender

The system displays matching patients in the upper half of the screen, corresponding encounters are displayed in the lower half.

- Step 6.** Select correct patient-by clicking on the name
- Step 7.** Click **Add Encounter**

Select Episode Window opens

- Step 8.** In a clear area of the Episodes window, right click **Add Episode**

A system displays the New Episode Dialogue window and prompts to begin the 18 week episode

- Step 9.** Click **OK**

Select Episode Window opens showing the new episode

- Step 10.** Select correct Episode, (i.e. the one just created)

- Step 11.** Click **OK**

Organisation Conversation opens

- Step 12.** Enter R (for RUH) and press  icon

- Step 13.** Select **Royal United Hospital** from the list and click **OK**

The **Elective Waiting List** conversation opens

- Step 14.** Complete **Intended Management** as required (eg **Planned Admission - At Least One Night**)

- Step 15.** **Referring Clinician** will either be the GP or the Clinician within the Trust that referred the patient for admission

- Step 16.** **Lead Clinician** is the clinician in charge of the patients care once admitted

- Step 17.** The choice of **Treatment Function** will be dependent on the lead clinician


- Step 18.** Select **Priority Type** as required (eg **Routine**)

- Step 19.** In the **Admission Booking Type** Enter partial booking

- Step 20.** In the **Admission Type Code** Enter required value

- Step 21.** Select **Short Notice** as required

- Step 22.** Enter **Decision to Admit Date** use “T” as a short hand for today if required

- Step 23.** In the **Pathway ID Issuer** enter “Roy” press  and select “Royal United Hospital Bath NHS Trust” from the drop down list

- Step 24.** In the **Intended RTT Status** enter appropriate RTT

- Step 25.** Complete any non-mandatory fields as required

- Step 26.** Click **OK**

Pop up displays FIN Num, REQ Num, and Visit ID

Result: New inpatient encounter has been added

Add Request for Admission in Powerchart

2 Add Request for admission in Powerchart

Within PowerChart 

Step 1. Find the patient using the patient search

The system opens the patient search screen with a list of patients that match the criteria

Step 2. To select the correct patient and encounter by clicking on the correct patient name (in the top frame) and correct encounter (in the lower frame)


Note: It is important that the right patient and encounter is selected. For this scenario an INPATIENT WAITINGLIST type encounter MUST BE SELECTED

Step 3. Click OK

The patient record for that patient and encounter will be displayed (on the Quick View Screen)

Step 4. Click on the **Request tab** on the **Side bar** menu

The system will display the **Request** screen

Step 5. Click on the Add Icon 

The system displays the following message

Step 6. Click **Yes**

Request tab opens

Step 7. Enter **"Request"** in the Search box


Step 8. Select **"Request for Admission"** from the list below

The Details for **Request for Admission** order entry from is displayed

Step 9. Click the up arrow for Admission "Details for Request"


Move Request for Admission to Site Team

Step 10. Complete the **'Order details:'** on the left hand side by entering relevant data in the **'Detail values:'** side, to move to the next mandatory

question use the arrow down  icon

Step 11. **Visit Type** field should be set to **Inpatient Waiting List**


Step 12. Complete all mandatory fields (in yellow)

The arrow down is now greyed out 

Step 13. Click over to **Order Comments** Add as much detail as you know in here

Step 14. Sign the Order

The order is placed – the system returns to the request screen, and the status of the new order is set to processing

Step 15. Click the refresh  icon

The Request for admission is complete and the status changes to **"Ordered"**

Result: The patient has now been moved onto the To Be Scheduled Waiting List

3 Move Request for Admission to "Site Team" Request for Admission List

Step 1. In Request list go to the enquiry drop down Select **To Be Scheduled**


Step 2. In the Request list Queues drop down Select **Request for Admission**

Step 3. Right click on your Patient.


Step 4. From the context menu select Move Request

The Modify Request window opens

Step 5. Select **"Site Team"**

Step 6. Click on the black arrow 

Step 7. Select Request for Admission

Step 8. Click on the Black arrow 

Step 9. Click OK

Result: Patient now on the **"Site Team" Request for Admission List To Be Scheduled**

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.