

NHS Trust



- 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:

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Bringing it all together

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

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To create an Inpatient Waiting List Encounter

514.00

Within PM Office Step 1. 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 Click Add Encounter Step 7. 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

Move Request for Admission to Site Team

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 + Add

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"

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

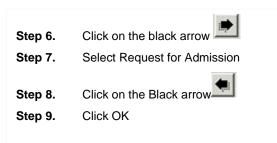
- Step 13. Click over to Order Comments Add as much detail as you know in here
- Step 14. Sign the Order

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"



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.