



Mini Manual

Site and Bed Managers

1. Add Request for Admission Order in Powerchart
2. Add / Set Encounter
3. Move request to Site Team To Be Scheduled List

Support available:

Please contact your local Champion User

Service Desk:

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Request for Admission an Existing Outpatient Encounter

A clinician has decided a patient needs an admission for treatment, observation or diagnostics.

This patient has already been referred into the Royal United Hospital and has an existing outpatient encounter.

1. Request for Admission – With an existing Outpatient Encounter

To request a **Request for Admission** order

Within PowerChart 

Step 1. Find the patient using the patient name search

Step 2. Click 

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

Step 3. 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 outpatient type encounter MUST BE SELECTED

Step 4. Click OK

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

The system displays the patient record for that patient

Patient Clinical Record

Step 5. Click on **Request** on the Side bar menu

The system will display the **Request** screen

Step 6. Click on the Add Icon 

The system displays the **Order Services** message

Step 7. Click **Yes**

Request tab opens

Step 8. Enter "**Request for**" in the Search box

Step 9. Select "**Request for Admission**" from the list below

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

Step 10. Click the up arrow "**Details for Request for Admission**"

 **Details for Request For Admission**

Step 11. 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 12. Visit Type field should be set to Inpatient Waiting List or Day case Waiting List

Step 13. Complete all mandatory fields (in yellow)

The arrow down is now greyed out 

Step 14. Click over to **Order Comments** Add as much detail as you know in here

Step 15. 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 16. Click the refresh  icon

Result: The Request for admission is complete and the status changes to "**Future on Hold**"

Add Patient to Waiting List

2. To Add the patient to the Inpatient Waiting List

Within Appointment Book



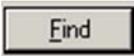
Step 1. Select Request List by clicking the **Request List**



The Schedule Enquiry 1, Add/Set Encounter Pane opens

Schedule Enquiry Pane

Step 2. Select the **“Request for Admission”** Queue from the Request List Queries drop down menu

Step 3. Click Find  (at the bottom left hand side of screen)

The system will display a list of patients that have Request for Admissions but have not yet been added to the inpatient waiting list

Step 4. Right click on the patient name (eg Somerset,John)

Step 5. Select Patient (near the bottom of the context menu)

Step 6. Select Add Encounter

Step 7. Select **Yes** to the Schedule Enquiry Dialogue box

The System displays the Select Episode Dialogue box

Select Episode Dialogue Box

Step 8. Click the appropriate 18 Week Wait Pathway (if you select the episode the encounters will be displayed in the lower pane and you can check Specialty, consultant etc)

Move Patient to “Site Team”

Step 9. Click **OK**

The system will display the **Organisation** dialogue box

Step 10. Enter “R” into the Facility name of the Organisation Dialogue Box

Step 11. Click the ellipse  icon

Step 12. Select **“Royal United Hospital”** from the list displayed

Step 13. Click **OK**

The system will display the **Elective Waiting List Conversation**

Elective Waiting List Conversation

Step 14. Complete all mandatory fields (highlighted in yellow)

Step 15. Click **OK**

Step 16. Click OK to Fin Number

Result: The patient has now been added to the Request for Admission waiting list

3. Move the patient over to “Site Team “Request for Admission Waiting List

Step 1. From The Enquiry list Select **To Be Scheduled**

Step 2. From the Request List Queues drop-down; **Request For Admission**

Step 3. Click Find button

Step 4. Right Click on your patient from the context menu select **Move Request**

Modify Request window opens

From the left hand side column.

Step 5. Select **“Site Team”** “Click on the black arrow



From the right hand side box

Step 6. Select **Request for Admission** and click on the black arrow 

Step 7. Click **OK**

Result: The patient has now moved over to “Site Team” Request for Admission Waiting List.

Business Rules

Bed Management

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.