Royal United Hospital Bath NHS
NHS Trust

Central Patient Access

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Support available:

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RUH

CERNER

BT Bringing it all together

Set Up

1 Setting Up Patient List for a Ward

Step 1. Within Powerchart select Patient list Patient List (in the top bar menu). Click of the List Maintenance tool (LHS of screen), and click New in the Modify Patient List

Step 2. Select **Location** from **Patient List Types. Click** Next **Expand** list of locations on RHS of screen(use the icon to expand lists). Select required ward Charlotte Ward click Finish

Note: The name of the selected ward appear in the "Enter a name" box

Step 3. The new list will appear in the Available List pane.

Step 4. To set up a Custom list do step one above then Select **Custom,** enter a name in "enter a name" box and then click Finish

Step 5. To move lists from the available list to the Active list use the arrow

Step 6. You will then need to proxy in all staff that need to access the list. Select the new list and select the icon. Select Proxy from the Customise Patient List Properties Screen

Step 7. Select new New to proxy a member of staff in

Step 8. Select Group, and then enter Group Name

Step 9. Select full access (from drop down list) and add to and from dates (i.e. when you want access to the list to start and end).

Step 10. Click apply Apply. The staff name will appear in the list on the left hand side. Click New to add another member of staff

Step 11. Click ok.

Step 12. You can add/amend proxies at any time.

Note: It is anticipate that custom lists will be create for - -

Set Up / View Complex Discharges

BANES PCT / BANES SS
- Somerset PCT / Somerset SS
- Wiltshire PCT / Wiltshire SS
- Continuing Health Care
- DLN List

2 Customising Patient Access List

Step 1. You can change the width of any column by **dragging and dropping** the edge of the column – the system should maintain any changes

Step 2. It may be useful to **add ward** and **discharge date** to the standard PAL view. To do this **right click** on a column within the 2nd second e.g. room and select Insert Column

Step 3. Select Demographic Field from Patient Information Column Panel Wizzard and select next

Step 4. For discharge date select **discharge** and for ward select **nurse unit** (you will need to insert new col one at a time) and select next

Step 5. Select None on next screen and select next

Step 6. Add a suitable column eg Discharge date / Ward select next then select Finish

Step 7. The new column will appear at the far right of the second section

3 Viewing Patients With Complex Discharges

Step 1. In PowerChart using the **MPTL** Multi-Patient Task List Use the CPA tab

Step 2. To set up the MPTL right click on the left hand side of the light blue banner and select Assigned Task Customise Patient View

Step 3. Click Choose a Patient List then select Departmental View. Select RUH on the Right Side of the screen ROYAL UNITED HOSI.

Step 4. Ensure that "View Assigned Task" is selected

Step 5. Click OK

Approving & Maintaining Patient Lists

Result: All the referrals for S2 S3 S5 CHC Fast Track CHC, and Health Rehab and CM7 assessments will be listed (a patient may of course have more than one referral and assessment)

4 "Approving" Complex Discharge referrals and assessments

Step 1. Right Click on referral or assessment name, select Create Admin Note

Step 2. Add appropriate comments eg "14/7 KW Approved" and Click OK

Note: icon indicates Admin note has been added This must be done for all referals and assessment by CPA (PCT and, SS will then know to act on the referral/assessment

5 Adding Patient To Custom List

Note: To give access to PCT and SS to the patient record they must be add to the appropriate custom list This only needs to be done once for each patient for each encounter

Step 1. Select Patient, and right click select Open Patient Record then any section of the patient record

Step 2. The patient record will open

Step 3. Select Patient from the very top menu and then Add Patient to a Patient List Select the appropriate list (eg BANES PCT)

6 Deleting Patients from Custom List

Note: When patients are discharged the patient will not automatically be deleted from the system and must be removed

Step 4. PAL Patient Access List, select the Documentation **Documentation tab** from the side bar menu.

Step 5. Click on the **required assessment** from the list of

Viewing Orders & Assessments

documents and it will be displayed in the RHS of the screen. Select the Print **Print** icon to print. Documentation

Step 6. Select the appropriate **folder** (e.g. Transfer and Discharge for Transfer of Care).

Step 7. Click on required assessment. Complete assessment as outlined in Section 1 above.

7 Viewing Complex Discharge Orders

Step 1. From the MPTL right click on order and select Order Info from drop down menu.

Step 2. The system will display the order information

Step 3. To **Print order details** right click on order and select Print then Reprint Requisitions

8 Viewing Complex Discharges Assessments

Step 4. Within the patient record select the Documentation Documentation tab from the side bar menu

Step 5. Click on the document required eg "discharge summary" to select it

Step 6. The system will display the document in the right hand pane

Step 7. Use the Print icon to print the document.

Viewing Patient Record

Step 1. From Patient Activity List Patient Access List (PAL) within PowerChart double Click on Patient Name. The Patient Record will open

Step 2. The Patient Record will open at the Documentation Screen.

9 Updating Patient Status

Note The Patient Status (assessment) and patient access list replace the Active Patient List.

Step 1. To **update Patient Status** select the Documentation Documentation tab from the side bar menu.

Step 2. Double click on Patient status to open assessment

Update Patient Status and DTOC

Step 3. Click on the second form to open the CPL/DLN Only Section, and update as required and sign ✓.

Note: When adding comments, always put latest comment on first line and use format dd/mm initials and comment (eg 07/07 JF S2 Order Acknowledged)

Result: The first line of the Comments will be viewable (along with discharge status, expected discharge date maintained by ward staff), via the Patient Access List Patient Access List

10 Updating DTOC reason

Step 1. Within **PM Office** PMOffice select the **Revision Inpatient Admission Conversation**

Step 2. Enter the patient name in the **Encounter Search**

Step 3. Select the appropriate patient and encounter (i.e. latest inpatient encounter for that speciality)

Step 4. Enter the Delayed Discharge Reason (eg **Care Package in Own Home)**

Step 5. Click **OK**