Royal United Hospital Bath NHS Trust

Doctors

Update the Electronic Patient Record and Document RTT Status

Key Business Rules

1. **All Diagnoses, Allergies and Alerts to be entered in Millennium in the relevant tabs of the patient record**
2. **Outpatient Procedures must be recorded by the clinician in Millennium (using the Trust Folder)**
3. **An RTT outcome form must be completed for every patient seen with <u>one</u> RTT status selected**

Support available: Please contact your local Champion User

IT Service Desk: Tel: 01225 82 5444

RUH CERNER BT Bringing it all together

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Search for a Patient

Via the Schedule for Outpatient Clinics

Step 1. Click on the **Scheduling** Scheduling tab

Step 2. Type the Clinician's name into the **Resource** field and click the **Binoculars** icon to search. Select the appropriate clinic. The pane below will populate with the patients due in clinic that day.

NOTE: The date will default to that day's date and the Resource field will automatically populate with the name attributed to the Smartcard

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Step 3. Double click on the relevant patient to open the record

Result: The patient record opens

Via a Patient List for Inpatients

Step 1. In ***PowerChart*** select **Patient List** Patient List

Step 2. Available Patient Lists can be accessed by clicking on the relevant tab

Step 3. The pane below will populate with patients on the particular lists (e.g. currently inpatient on specific ward)

Step 4. Double click on the relevant patient to open the record

Result: The patient record opens

Record an Allergy

Recording an Allergy

Step 1. Within PowerChart, open the patient's record and select **Allergies** from the Side Bar menu - the Allergies window displays

Step 2. Click **Add** Add

Step 3. Select the appropriate Allergy from the Trust folder or type the name or part of the name of the substance in the **Substance** field and click the **Binoculars** icon

Step 4. Select an appropriate substance from the list in the **Substance Search** dialog and click **OK**

NOTE: Choose the most specific allergy. To add a regularly used substance to a personal favourites folder, click the **Add to Favourites** button.

Step 5. Click **OK**

Step 6. The Substance Search dialog closes and the selected substance appears in the Substance field.

Step 7. Enter the patient's **Reaction** in the same way as the substance

Step 8. If known, add any additional allergy information (for example, severity or info source) to the options in the Allergy details section of the Substance pane.

Step 9. To add comments, click **Add Comment** Add Comment

Step 10. Enter the required text in the **Comments** dialog then click **OK**

Step 11. The Comments dialog closes.

NOTE: The recorded comments are displayed in the Comments pane.

Step 12. Click **OK**

Result: The Allergy is added to the patient record.

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Record an Alert / Diagnosis

Record an Alert

Step 1. Within PowerChart open the patient's record and select **Problems and Diagnoses** from the Side Bar menu.

Step 2. In the **Problem** pane click the **Add** icon

Step 3. Select the Trust Folder of **Alerts**

Step 4. Double click to select the appropriate Alert. It will populate the upper pane.

NOTE: The Infection Control Nurse will add Alerts for all New Infections that require alerts.

Step 5. Select the appropriate Alert **Confirmation**, **Classification** and **Status**

NOTE: The **Classification** must be selected to something other than **No Flag** to ensure it is an Alert. The **Status** defaults to **Active**

Step 6. Complete any further fields as necessary including any relevant comments in the Comments field.

Step 7. Click **OK** if only adding one alert or **OK & Add New** if adding another.

Result: The screen returns to the **Problems and Diagnoses** pane where the Alert is displayed.

Record a Diagnosis

Step 1. Within PowerChart, open the patient's record and select **Problems and Diagnoses** from the Side Bar menu.

Step 2. In the **Diagnoses** pane click the **Add** icon

Step 3. Type all or part of the Diagnosis name in the search field and click the **Binoculars** icon.

NOTE: Diagnosis can be selected from a Favourites Folder if one has been created.

Step 4. Select the appropriate Diagnosis from the list and click **OK**

Record a Diagnosis/Comorbidity

NOTE: The Diagnosis can be added to a Favourites folder first.

Step 5. Complete the mandatory fields: **Type**, **Confirmation** and **Classification**. Enter comments if required in the **Comments** field.

Step 6. Click **OK**.

Step 7. Click **Refresh**.

Result: The Diagnosis is displayed in the Problems and Diagnoses pane.

Create a Favourites Folder (Diagnoses)

Step 1. Select **Problems and Diagnoses** from the Side Bar menu

Step 2. In the **Diagnoses** pane click the **Add** icon

Step 3. Type all or part of the Diagnosis name in the search field and click the **Binoculars** icon

Step 4. Select the appropriate Diagnosis from the list and click **Add to Favourites**

Step 5. Click **Create New Folder** and type folder name. Then select the new folder and click **OK**

Step 6. Continue to add the Diagnosis to the patient record as normal

Record a Comorbidity

Step 1. Within PowerChart, open the patient's record and select **Problems and Diagnoses** from the Side Bar menu.

Step 2. In the **Problems** pane click the **Add** icon

Step 3. Select the appropriate Comorbidity from the **Trust folder**

Step 4. Complete any further relevant details and click **OK** or **OK and Add New**

NOTE: The **Classification** must remain **No Flag**

Step 5. The screen returns to the **Problems and Diagnoses** pane where the Comorbidity is displayed

Record a Procedure

Record an Outpatient Procedure

Step 1. Within PowerChart, open the patient's record and select **Procedures and Diagnoses** from the Side Bar menu

Step 2. In the **Procedures** pane lick the **Add** icon

Step 3. Select the relevant procedure from the appropriate **Outpatients Procedure Trust Folder**

NOTE: Outpatient Procedures **must** be selected from a Trust folder

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Step 4. Enter the **Date** and **Time**

NOTE: The current **Date** can be entered using **T**. The current **Time** can be entered by using **N**

Step 5. Click **Show Additional Details** to supply specific details relating to the procedure

Step 6. When all relevant details have been added click **OK** and **Refresh screen** – the procedures pane shows the new procedure

Record an Inpatient Procedure

Step 1. Search for the patient via **Patient List** and open their record

Step 2. Select **Procedures and Diagnoses** from the Side Bar menu

Step 3. Click the **Add** icon

Step 4. Search for the appropriate procedure

Step 5. Enter the **Date**, **Time**, **Additional Details** as above then click **OK** and **Refresh** screen

Document the RTT Status in Outpatient Clinic

Step 1. Tick the appropriate RTT Status code on the paper outcome form

Step 2. Hand to the patient. Patient will then pass the form to the receptionist who will input the code when checking the patient out of clinic.