



Mini Manual

Haematology Staff

Millennium Updates to ULTRA

1. Millennium Updates to ULTRA
2. Searching - Hints & Tips
3. Add Person Without Encounter
4. If MRN field is blank
5. Add Patient
6. Update Patient Details
7. Close Applications
8. Business Rules

Support available:

Please contact your local Champion User

Service Desk:

Tel: 01225 82 5444

Email: ruh-tr.ITServiceDesk@nhs.net



Bringing it all together

Millennium Updates to ULTRA

1. Millennium Updates to ULTRA

- **Millennium** feeds data to all other systems including **ULTRA, ICE, and CRIS**.
- Millennium searches for patients on the **Patient Demographic Service (PDS)** which is a national database. Everyone who has registered with a GP or been treated by the NHS in England and Wales will have a record.
- When the **data on ULTRA** needs updating you can trigger an update from Millennium.

2. Searching - Hints and Tips

To make your tracing more efficient:

- If **double barrelled surname**, try both combinations. Put a **space** not a hyphen. If you put the hyphen it will not find the patient.
- Use second **forename** as first name
- Check **spelling** of name as it may be different to conventional spelling
- Check to see if it is a **shortened version** of a forename e.g. "Chris" instead of "Christopher" or "Christine"
- Use **wildcard** e.g. Be*

Add Person without Encounter

3. Add Person Without Encounter

In the majority of cases you would expect to find the patient on the PDS in Millennium.

Step 1. Within **PM Office** select **Conversation** from the Side Bar menu.

Step 2. Double click **Add Person without Encounter**

NOTE: We will not use Simple Trace as it will only return a single patient that matches your search criteria exactly. We click **Next** to go to **Advanced Trace** search.

Step 3. Click **NEXT** to open **Advanced Trace** box.

Step 4. Type the **Surname** (mandatory)

Step 5. Type the **Forename**

Step 6. Select the **Gender** (mandatory)

Step 7. Click **Search**

Step 8. Identify the patient from the details which includes their **NHS** number.

Step 9. If unsure, click the **Preview** button to view further details to identify the patient. Then click **Close**.

Step 10. From the search results, select the patient.

Step 11. Click **OK**.

Step 12. In the **facility** box type r. Press the **Enter** key or the **ellipsis** button.

Step 13. Click '**Royal United Hospital**' (not the Trust)

Step 14. Click **OK**

Add Person Without Encounter

Result: 'Add Person without Encounter' conversation opens.

The MRN is in the top left field.

When there is an MRN in the conversation this pop up message automatically and immediately appears:

This conversation can only be used to add new patients. This conversation will now close.

Step 15. Note the **MRN** if you need to.

Step 16. Click **OK** on the pop up message. This closes the conversation.

Result: Millennium will now have updated patient details in **ULTRA**

4. If the MRN field is blank:

Step 1. Check the rest of the patient details and complete any blank mandatory fields.

Step 2. Select '**GP Not Known**' to fill this field.

Step 3. Type **NK** in capitals for the 'Home Phone Number'

Step 4. Click **OK** to close the **conversation**.

Result: This generates an MRN.

Result: Millennium will now have updated patient details in **ULTRA**.

5. Add Patient

On very rare occasions the patient is not found.

NOTE: If the patient is not found phone the CRS team on 01225 826314 / 4420 to register the new patient.

Update Patient Details

6. Update Patient's Details

Step 1. Within **PM Office** double click **Person Correction Mgr** Conversation

Step 2. In **Advanced Trace** search for the patient, select their name and click **OK**

NOTE: When you update patient details you are updating the national PDS so you need to be sure that the correct patient is found.

Step 3. Select the facility **Royal United Hospital** (not the Trust) and click **OK**

Result: The **Person Correction Mgr** conversation opens.

Step 4. Always check the **MRN** in the top left of the conversation.

Step 5. **Amend details** as required and click **OK**.

Result: Millennium will now have updated patient details in **ULTRA**

7. Close Applications

Step 1. To close each application click the **Exit** icon on the toolbar

Or the **Task Menu, Exit**.

If you use the corner cross to close the application your settings will be lost.

Business Rules

Business Rules

1. Searching for patients using the PDS must be performed thoroughly and carefully.
 - a. The first "simple" trace should be skipped by selecting next; this will take you to the "advanced" trace.
 - b. The only two mandatory fields in advance trace are surname and gender.
 - c. The patient should be searched for using the minimum amount of information. The more information you enter to search by, the more the search is restricted and this may result in not finding your patient - less can sometimes be more.
 - d. If any of the information entered to the search differs from that held on the PDS, you will not find your patient.
 - e. You can use wildcards - type at least the first 2 letters of the surname and/or first name then an *.
 - f. If your patient has been seen by this Trust before, or is registered with a GP in England or has had treatment in another hospital in England, you can reasonably assume that you will find the patient.
 - g. If you don't find your patient the first time, search again.
2. Every effort must be made to find and retrieve the correct patient from the PDS before a request is made to "add patient without encounter".
3. Changes to demographics, priority or referral details must be reflected in Millennium.
4. When a referral from a dentist is received, where possible the dentist should be searched and selected in the "GDP details" field. If the referring dentist can not be found in this list, the dentists name and address should be typed in the free text "Comments" box toward the bottom of the page. For such referrals the "source of referral" should be selected as "dentist referral".
5. Time should be taken to ensure that any information entered is accurate.
6. If ethnic category is unknown and the patient is not available to ask, enter "other - not known". This information can then be updated the next time the patient visits the hospital, e.g. at outpatient clinic or on admission. The option of "patient declined" will only be used when the patient refuses to provide this information.