Mini Manual

Request for Admission – No OP Encounter

1. **Create an Inpatient Waiting List Encounter in PM Office**
2. **Add a Request for admission order in PowerChart**
3. **Schedule the Appointment**

Support available:

Please contact your local Champion User

Service Desk:

Tel: 01225 82 5444

Email: ruh-tr.ITServiceDesk@nhs.net

Request for Admission

If the patient does not have a current appropriate outpatient encounter the process is as follows:

Request for Admission – No relevant Existing outpatient Encounter

Step 1. Within PM Office

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

Step 7. Click **Add Encounter**

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

Author : Teresa Wynes

Add Request for Admission in Powerchart

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"

Schedule the Appointment

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 added to the To Be Scheduled Waiting List

Schedule the Appointment

Step 16. In In Request list go to the enquiry drop down Select **To Be Scheduled**

Step 17. In the Request list Queues drop down select **"Request for Admission "**

Step 18. From this list select as many options as you can to reduce the amount of patients on this list - Treatment Function, Main Speciality, Lead Clinician, etc

Step 19. Click **Find** button

You will now see your To Be Scheduled list which you will have to scroll across to check all the orders and special requests

Step 20. Right click on your Patient.

Step 21. From the context menu select **Schedule**

The appointment attributes box will open (In here you can amend any order details)

Step 22. Click **OK**

Your Scheduling Appointment Book will now open with your Patient details in the work in progress window

Step 23. From the Calendar select the Date you want to schedule

Step 24. Select the correct resource time

Step 25. Click **Schedule** in Work in Progress window

Step 26. Appointment type box will appear with the details you have selected Check, amend if necessary and Click OK

The appointment will now appear in a pending state

Step 27. Click the Confirm Button in the work in progress box

The Confirm dialogue box will open

Step 28. Fill in the mandatory fields Did the patient refuse any Dates TCI date time TCI Location

If you have not entered your Ward when adding your patient to the list

Step 29. Click the **Modify** button

Available Conversations dialog box is displayed screen

Step 30. Click **OK**

Step 31. Enter the Ward of Admission

Do not select Room or Bed and click **OK**

Step 32. Click **OK**

Result: Appointment now changes colour to show it has been confirmed