



Mini Manual

Trauma Team 2

1. Create Inpatient Encounter- No Encounter
2. Schedule Cold Trauma to Theatre

Support available:
Please contact your local Champion User
Service Desk:
Tel: 01225 82 5444
Email: ruh-tr.ITServiceDesk@nhs.net



Create Inpatient Encounter

1 Create Inpatient Encounter- No Encounter



Within PM Office

- Step 1.** Select Conversation from the Side Bar Menu
- Step 2.** Double Click to select Elective Waiting List Conversation

The system displays the Patient Search Trace

- Step 3.** Click Next

The system displays the Patient Search Advance Trace

- Step 4.** 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 5.** Select appropriate patient-by clicking on the name
- Step 6.** Click Add Encounter

Select Episode Window opens

- Step 7.** 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

New Episode Screen creates new 18 Week Pathway (or new RTT)

- Step 8.** Click OK
- Select Episode Window opens showing the new episode
- Step 9.** Select correct Episode, (i.e. the one just created)
 - Step 10.** Click OK

Organisation Conversation opens

- Step 11.** Enter r (for RUH) and press ellipsis  icon

- Step 12.** Select Royal United Hospital from the list and click OK

The Elective Waiting List conversation opens

- Step 13.** Complete Intended Management as required (e.g. Planned Admission - At Least One Night)
- Step 14.** Referring Clinician will either be the GP of the Clinician within the Trust that referred the patient for admission
- Step 15.** Lead Clinician is the clinician in charge of the patients care once admitted
- Step 16.** The choice of Treatment Function will be dependent on the lead clinician
- Step 17.** Select Priority Type as required (eg Routine)
- Step 18.** In the Admission Booking Type Enter partial booking
- Step 19.** In the Admission Type Code Enter required value enter Waiting list
- Step 20.** Select Short Notice as required (eg No)
- Step 21.** Enter Decided to Admit Date use "T" as a short hand for today if required
- Step 22.** In the Pathway ID Issuer enter "Roy" press  and select "Royal United Hospital Bath NHS Trust" from the drop down list
- Step 23.** In the Intended RTT Status enter required RTT
- Step 24.** Complete any non-mandatory fields as required
- Step 25.** Click OK

Pop up displays FIN Num, REQ Num, and Visit ID

- Result:** New inpatient encounter has been added.Go to Mini Manual 1 to order Procedure

Schedule Cold Trauma To RUH Theatre

2 Schedule Cold Trauma To RUH Theatres



Log into Schedule Appointment Book



- Step 1.** Go To Request List Enquiry icon
- Step 2.** In Request list go to the enquiry drop down and select **To Be Scheduled**
- Step 3.** In the Request list Queues drop down select **Cold Trauma**
- Step 4.** Click find button

You will now see your waiting list which you will have to scroll across to check all the orders special requests and if fit for the procedure

- Step 5.** Right click on your Patient
- Step 6.** From the context box select **Schedule**

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

- Step 7.** Click OK

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

- Step 8.** From the Calendar select the Date you wish to schedule.
- Step 9.** Select your theatre number and the theatre time.
- Step 10.** Click Schedule in Work in Progress window

RUH Theatre appointment type box will appear with the details you have selected

- Step 11.** Check and amend if necessary
- Step 12.** Click OK

The appointment will now appear in a pending state

- Step 13.** Click the Confirm Button in the Work in Progress box

The Confirm dialogue box will open

Fill in the mandatory fields did the patient refuse any Dates TCI date time TCI Location

- Step 14.** Scroll down to click the modify button (only required if the ward was not added earlier)

Available Conversations dialog box is displayed

- Step 15.** Enter the ward of Admission - Do not select Room Or Bed
- Step 16.** Click OK
- Step 17.** Return to the Confirmed screen
- Step 18.** Click OK

Result: Theatre appointment now turns blue

Trauma Team Business Rules