



Mini Manual Trauma Team 1

Cold Trauma has been referred from fracture clinic

1. Find Patient in Clinic in Appointment Book
2. Order Procedure in Powerchart
3. Move Patient to Cold Trauma Request List
4. Add Inpatient Encounter

Support available:

Please contact your local Champion User

Service Desk:

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Bringing it all together

Find Patient in Clinic in from Appointment Book

1 Find Patient in Clinic from Appointment Book

Open Appointment Book

- Step 1.** Click on the Appointment Enquiry  Icon
 - Step 2.** Click on Location Tab
 - Step 3.** Drop down Location Type Select Ambulatory(s)
 - Step 4.** Drop down Location to where the request has come from EG T&O RUH
 - Step 5.** Start Date Automatically fills in with today's date (If Different you need to change this)
 - Step 6.** Click Find
- A list of Names will appear of the patients in clinic. You can sort by clicking on the Patient Name Tab on top you can also sort by Appointment type and Physician or Resource
- Step 7.** Left Click on the Name of the patient you need to bring in for procedure

By Clicking on the Name this will highlight the Icons on the Top Menu bar



From the top Menu bar click on Launch Powerchart 

- Result:** The patient record for this patient and encounter will be displayed (on the Quick View Screen)

Order Procedure in Powerchart

2 Order Procedure in Powerchart

- Step 1.** Click on the Requests tab on the Side bar menu
The system will display the Request screen

- Step 2.** Click on the Add icon 
Request tab opens

- Step 3.** Enter **procedure** in the Search box
- Step 4.** Select the correct procedure from the list below
The Details for this procedure order entry from is displayed

Complete the 'Order details:' on the left hand side by entering relevant data in the 'Detail values:' side

- Step 5.** Move to the next mandatory question using the
arrow down  icon

Visit Type field should be set to Inpatient Waiting List or Day case Waiting List

Complete all mandatory fields (in yellow) and any other fields as appropriate.

Click down to Fit for Surgery? (Pre Assessment Use Only) select Yes (As the decision has been made to proceed)

The arrow down is now greyed out 

- Step 6.** Click over to Order Comments Tab Add as much detail as you know in here
- Step 7.** 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 8.** Click the refresh  icon
- Result:** The Request for procedure is complete and the status changes to "Future On Hold"

Move Patient to Cold Trauma Request List

3. Move Patient to Cold Trauma Request List

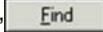
- Step 1.** Open Appointment book Click on  Request List Enquiry Icon.
- Step 2.** Request list enquiry drop down and select **To Add set encounter**
- Step 3.** In the Request list Queues drop down Select **RUH Theatre request list**
- Step 4.** Click find button
- Step 5.** Right click on your Patient.
- Step 6.** From the context menu select Move Request
- Step 7.** Modify Request window opens
- Step 8.** Select Cold Trauma Click on the black arrow 
- Step 9.** Select RUH Theatres and click on the black arrow 
- Step 10.** Click OK

Result: Patient now on the Cold Trauma List Add/ Set Encounter.

Add Inpatient Encounter

4. Add Inpatient Encounter

Go To Scheduling Appointment Book
On the Tool Bar;

- Step 1.** Click the Request List Enquiry  icon
Enquiry defaults to Add / Set Encounter
- Step 2.** In The Request List Queues drop down Select 'Cold Trauma'
- Step 3.** Click the 'Find'  icon;
- Step 4.** Right Click on your patient;
From the context menu:
- Step 5.** Select Patient;
- Step 6.** Select Add Encounter;
The Schedule Enquiry dialog opens
- Step 7.** Select Yes
The Select Episode window opens
- Step 8.** In the upper Episodes pane Select the episode you require
The lower pane displays all encounters associated with the selected episode and is for information only.
- Caution; When you select the right 18 Week Pathway this will populate associated encounters in the lower section to aid correction episode selection
- Step 9.** Click **OK**
The Organisation dialog opens
- Step 10.** Under Facility Name When searching for a facility, you can just type in 'R' followed by clicking on the ellipsis icon
- Step 11.** Select Royal United Hospital lower case
- Step 12.** Click **OK**

The Elective Waiting List window opens

- Step 13.** Fill out yellow mandatory fields and any other as required.

NB **If you know which ward the patient will be admitted to please enter it now.**

- Step 14.** Click **OK**

The system confirms your FIN Number and Visit ID

- Step 15.** Click **OK**

Result: The patient has now been moved onto the **To Be Scheduled** Waiting List

Business Rules