

# Inpatients

## *Reprinting Wristbands and updating Emergency Contact or NOK Details*

Support available through:  
IT Service Desk for IT issues:

Tel: 01225 82 **5444**

Email: [ruh-tr.ITServiceDesk@nhs.net](mailto:ruh-tr.ITServiceDesk@nhs.net)

or

Millennium Trainers for Millennium “How to’s”:

Tel 01225 82 **4431**



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## Printing Wristbands & Labels

### Ad-Hoc Printing

- Step 1.** Open PMOffice from **Recap**
- Step 2.** In Pm Office select **Run Documents** from the top toolbar  

- Step 3.** Select the **Find Patient** button 
- Step 4.** Enter the **Patient's Details**

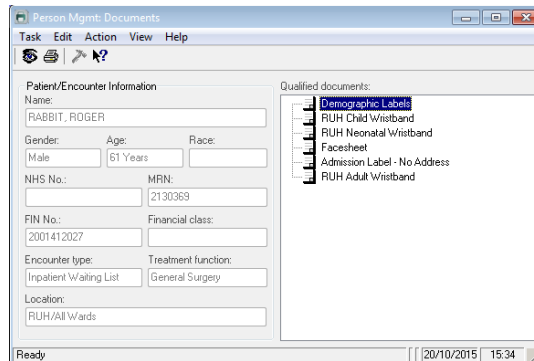
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**IMPORTANT:** It is absolutely essential that you select the correct encounter from the list at the bottom of the search window.

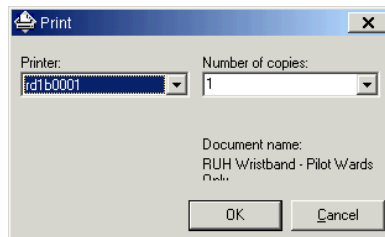
**You MUST select the Inpatient encounter that has no Discharge Date. .**

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- Step 5.** Click **OK**
- Step 6.** Select the **wristband, labels or facesheet**



- Step 7.** Click the **Printer**  button
- Step 8.** Select the relevant printer.





- Step 9.** Click **OK**.

## Patient Information

### Patient Locate

To locate an inpatient who is not in your ward:

- Step 1.** In PM Office click the **Run Patient Locator** icon on the top toolbar 
- Step 2.** Type the patient's surname and click the **Person** icon 
- Step 3.** The patient details and location will appear.

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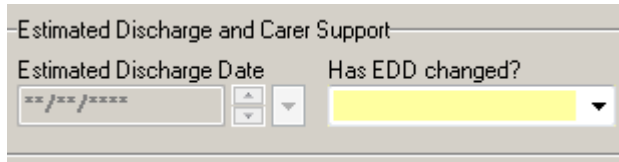
## Update Patient's NOK & Emergency Contact Details

**Step 1.** Right click the patient on the bedboard and select **Conversation** and then **Revision Inpatient Admission**

**Step 2.** Select the required tab 

**Step 3.** Update patient's emergency or NOK contact details or any other information as required.

**Step 4.** You will need to answer the following question on the



**Visit Details** tab

**Step 5.** Click **OK**

**Result:** The patient's details have been updated. You may need to refresh the appropriate pages in Powerchart