

PAS BEA - Validation of additions to waiting list

All patient pathways should be validated when a decision to admit has been made, this ensures the pathway is accurately reflected on P A S and the R T T pathway days can be calculated. When adding a patient to B E A you should:

- Check the correct **R T T**, **outcome** and **procedure** codes have been applied to the relevant outpatient appointments using P A S (H O P S) and Bluespier as necessary.
- You must check previous appointments to ensure you have the correct start date. If there is a long outpatient history, go back until you find the start date for the current treatment plan; you must be confident the previous R T T clock has been stopped, e g . the patient was on active monitoring or first definitive treatment had been given.
- Check the pathway I D has been allocated/linked to the outpatient appointment.

There is a dedicated email account for the direction of R T T queries. All non-urgent enquiries must be made to email address, rch-tr.PatientAccessTeam@nhs.net. This account will be checked daily and will respond within 2 working days of receipt.

To link a Pathway to a related Outpatient Appointment.

If an R T T I D has been created e g . the patient has had an outpatient appointment and is being placed on the B E A as a result of this appointment, enter **P A L** to proceed to the Pathway Allocation screen. The next screen will display the R T T I D pathways already created – **ensure** you select the correct pathway to link the B E A episode.

Select Pathway .– Enter **S P W**.

Pathway I D .– Enter the pathway I D for the appropriate consultant episode and Type **Ay** and press return to Accept.

The Pathway I D has now been linked to the outpatient appointment.

HWAM1		B.E.A. REGISTRATION	
Current name:	JONES, AMANDA	DOB:	01-JAN-1982 Sex: F
Treatment Number:	C0000001	C.R. Number	Correct [Y]
Pathway Id:	REF003773	Pathway Validation Date	[10-JAN-2011]
Orig Date-on-List	10-JAN-2011]		
Specialty	[15] EAR NOSE AND THROAT		
Consultant	[WILAD] MR A.D. WILDE		
List	[MA] MAJOR ENT		
Operating Surgeon	[1] Consultant		
Diagnosis	[]		
Intended Procedures	[] TONSILLECTOMY		
	[]		
	[]		
Comments	[]		
	[]		
	[]		
Urgency	[R.] ROUTINE		
Short Notice	[N] Booking Type [1] Partial Booking System		
Intended Management	[] 1] Inpatient Est Theatre Time []		
Anaesthetic Type	[1.] General Anaesthetic Est Length of stay [2]		
Accept/eXit	[A]		

If you are unsure of which pathway to link the episode firstly seek guidance from a colleague or line manager. If they are unable to help please contact the Patient Access Team on ext 2 9 4 1.

- Once the pathway ID has been linked, select **Previous Screen (P S)** in order to enter the validation date.
- Enter **(V W)** to validate pathway. Enter the date in the validation field (D D M M Y Y Y Y) this confirms that the patient pathway has been validated.

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=11>