PAS BEA - Amending a TCI

This option should **ONLY** be used if a mistake has occurred when issuing a T C I. e . g . the wrong ward or time has been entered. It **MUST NOT** be used if you are changing the T C I due to a request from the patient or hospital as there will be no record of the original date offered which could result in a possible breach.

- From the menu select T C I EVENTS (**H W T C**) and search for and select the correct patient.
- If the patient has more than one event on the B E A you will need to select the relevant entry you wish to allocate a T C I for.
- **From** the screen action prompts select Amend T C I (**AMT**) and amend the required fields.
- Enter **Ay** to accept and then, if necessary, select the appropriate option of notification. i . e . **L E** (letters) or **P H** (phone) depending how the patient is notified of the changes.

Online URL: https://elearning.cornwall.nhs.uk/site/kb/article.php?id=13