

# PAS Patient Registration - Procedure for wards on how to get a patient anonymised

## Procedure for wards on how to get a patient anonymised

Ward procedure, - how to get a patient Anonymised on PAS and Swiftplus during office hours only.

Patient details need anonymising/removing from SwiftPlus whiteboard for safeguarding reasons etc.

- **You must log a call by telephone to Cornwall IT Services service desk on 0 1 2 0 9 8 8 1 7 1 7** to advise Data Quality of the CR or NHS Number for your patient. Data Quality will then receive this call and add an alert to the record, together with excluding the patient from the Swiftplus board. We will also advise other departments of this patient. Alternatively an email can be sent to the Data Quality email as address shown below. The email must be marked as high priority.
- **When the patient is due to be discharged you must ensure that a call is logged by telephone to Cornwall IT Services service desk on 0 1 2 0 9 8 8 1 7 1 7** to advise Data Quality. We can then change the patient's name details back so it will show correctly on the Discharge Summary within Maxims. The alert will also be removed. Alternatively an email can be sent to the Data Quality email as address shown below. The email must be marked as high priority.

The Data Quality email address [rcht.dataquality@nhs.net](mailto:rcht.dataquality@nhs.net), remember your email must be marked as high priority.

### **Please note:**

**If the patient's record needed to be reverted back to their original name for the Discharge Summary to be completed and Data Quality are not available.**

- Enter the patients CR number into PAS. At the bottom of the screen type C1 and press the return key, add the patient's correct surname and return to the bottom of the screen to accept.
- To change the patient's forename type C3 and press the return key, add the patient's correct forename and return to the bottom of the screen to accept.
- When asked if the previous name details were correct, type N and press the return key.

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=167>

