PAS Patient Registration - Registering Unknown Patients

Registering Unknown Patients

It is important that all staff follow the guidelines below when registering unidentified patients.

Certain data fields are mandatory and should **NOT** be left blank.

- **Surname**, - Enter **UNKNOWN**.
- **Forename**, - Enter **UNKNOWN**.
- **Date of Birth**, - Enter **01/01/1904** .
- **Sex**, - Enter **M**, **F** or **U** if unknown.
- **Civil Status**, - Enter **U** for unknown.
- **Address**, - Enter **NOT** in the 1st line and **KNOWN** in the 2nd line.
- **Postcode**, - Enter **ZZ99 3WZ**.
- **Data field 15**, - Request the relevant hospital number (CR) or press the F1 key for Help.
- **GP**, - Enter **N K G P**.
- **It is essential that all Unknown details are updated once the patient details become available**. Search the Referrals index thoroughly and if found follow the procedure for Double Registrations.

Note: ED Staff please follow Unknown/Unconscious Patient Registration Process held in the folders in department.

Online URL: https://elearning.cornwall.nhs.uk/site/kb/article.php?id=174