PAS SWiftPlus - Confirm Admission

SwiftplusSWiftPlus Confirm Admission

This function is used when a patient has been allocated a TCI (to come in) date from the waiting list system in PAS (B E A).

- If any of the patient's demographic details are incorrect these **must** be updated as soon as possible on **PAS** as any labels or frontsheets printed will display incorrect data.
- From the Ward View screen **left** click on the patient you wish to admit from the TCI list and select **Admit Patient**.
- Patient will only appear in the TCI section for that day i.e. from midnight to 23.59 hours.

SWiftPlus © 2009 EDS	Monday 07 March 2011 10:33:36 AM								
Select View	Signed in as : LEAVERCH Sign Off								
TR WELLINGTON WARD									
TCI List									
Name Consultan	t Enecialtura	Date of Birthe	Method of Admission	Patient No.	New NHS No+	Expected			
RAMPLEY, F DR M.C.	GENERAL	31-Mar-1970	Waiting list	CR C015865	644 837 5430	09:30			
View Patient Movements									
Awaiting Bed Allocation									
Name Sex-*	Consultant	Specialty	Date of Birth++	Patient N	New New	NHS No++			
MUSGRAVE, Ernest M	MR M.W. REGAN	ORTHOPAEDIO	C 14-Jun-1966	B B9069	606	171 9493			
Ward									
<						2			

• A warning box will appear saying Pre-admission details for 'category

of detention' were not found: defaulted to 'Not Detained'

- Click **OK**.
- The Confirm Admission screen will be displayed.

	Confirm	Admission		^
	lame	RAMPLEY, Fiona	1	
D	ate of Birth	31-Mar-1970		
P	atient Number	CR C015865		
14	IHS Number	644 837 5430		
^	ddress	12 HOLLY TERRACE		
		HEAMOOR		
		PENZANCE		
		CORNWALL		
	ostcode	TR18 3EJ		
Admission Date	07-Mar-2011			
Admission Time	10:58			
Specialty	GENERAL MEDIC			
Consultant	DR M.C. ABBAN			
Planned length of stay (days)	1			
Source of Admission			×	
Category of Detention	Not detained	*		
Ethnic Category	MXD WHITE & BL	ACK AFRICAN 🔽		
	Are these patier	nt's details correct?		
	Yes	No		~

- Enter Source of Admission.
- Enter **Ethnic category** if this has not been entered or requires updating.
- Are these patient details correct? Click '**Y**' for Yes.
- If the details are incorrect these must be updated in PAS. Click **No** and, if you have the access, log into PAS and update any information necessary. If you do not have the access to change patient data on PAS please inform a member of staff who has the facility to make the necessary changes.
- Every time you select a patient you will be asked to **Confirm the identity** of the patient. Ensure you check the patient details before clicking on **OK**
- Your patient is now admitted and you will be asked if you wish to allocate this patient a bed space. If you select '**Yes**' you will be

presented with a list of available beds; the most relevant bed spaces will be displayed at the top of the list.

- The bed spaces are colour coded Pink for Female, Blue for Male, Green for Unassigned.
- Click on the bed to select it.
- If you select 'No' the patient will be placed in the Awaiting bed allocation on your Ward view screen.
- If you need to tracer the patients notes or create a Temporary folder ensure you tracer these appropriately in **PAS**.

Online URL: <u>https://elearning.cornwall.nhs.uk/site/kb/article.php?id=181</u>