

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
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Monday
07 March 2011
10:33:36 AM

Select View

Signed in as : LEAVERCH [Sign Off](#)

TR WELLINGTON WARD

TCI List

Name	Sex	Consultant	Specialty	Date of Birth	Method of Admission	Patient No	New NHS No	Expected
RAMPLEY, Fiona	F	DR M.C. [REDACTED]	GENERAL MEDICINE	31-Mar-1970	Waiting list	CR C015865	644 837 5430	09:30

Admit Patient
View Patient Movements

Awaiting Bed Allocation

Name	Sex	Consultant	Specialty	Date of Birth	Patient No	New NHS No
MUSGRAVE, Ernest	M	MR M.W. REGAN	ORTHOPAEDIC	14-Jun-1966	B B90699	606 171 9493

Ward

- 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

Name	RAMPLEY, Fiona
Date of Birth	31-Mar-1970
Patient Number	CR C015865
NHS Number	644 837 5430
Address	12 HOLLY TERRACE HEAMOOD PENZANCE CORNWALL
Postcode	TR18 3EJ

Admission Date	07-Mar-2011
Admission Time	10:58
Specialty	GENERAL MEDICINE
Consultant	DR M.C. ABBAN
Planned length of stay (days)	1
Source of Admission	
Category of Detention	Not detained
Ethnic Category	MXD WHITE & BLACK AFRICAN

Are these patient's details correct?

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