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.

- 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.

- 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**.