

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.

The screenshot displays the SwiftPlus interface for the TR WELLINGTON WARD. At the top, it shows the date and time as Monday, 07 March 2011, 10:33:36 AM, and the user is signed in as LEAVERCH. The main section is titled 'TR WELLINGTON WARD' and contains two tables. The first table, 'TCI List', has columns for Name, Sex, Consultant, Specialty, Date of Birth, Method of Admission, Patient No, New NHS No, and Expected. A patient named RAMPLEY, Fiona is listed with a 'Waiting list' method of admission. A context menu is open over her name, showing 'Admit Patient' and 'View Patient Movements'. The second table, 'Awaiting Bed Allocation', has columns for Name, Sex, Consultant, Specialty, Date of Birth, Patient No, and New NHS No. A patient named MUSGRAVE, Ernest is listed with a specialty of ORTHOPAEDIC.

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

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

- 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 HEAMOOR 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>