

PAS SWiftPlus - Procedure for Wards on how to get a patient Anonymised

Procedure for Wards on how to get a patient Anonymised

Ward procedure - how to get a patient Anonymised on PAS and SWiftPlus during office hours only

Patient details need anonymising/removing from SWiftPlus whiteboard for safeguarding reasons etc.

- **You must log a call to Cornwall IT Services Service Desk on telephone extension 1 7 1 7** to advise Data Quality of the CR or NHS Number for your patient - Data Quality will then receive this call and add an alert to the record, together with excluding the patient from the SWiftPlus board. We will also advise other departments of this patient. Alternatively an email can be sent to Data Quality, the address is shown below . Please mark the email as high priority.
- **When the patient is due to be discharged you must ensure that a call is logged to Cornwall IT Services Service Desk on telephone extension 1 7 1 7** to advise Data Quality. We can then change the patient's name details back so it will show correctly on the Discharge Summary within Maxims. The alert will also be removed. Alternatively an email can be sent to Data Quality, the address is shown below . Please mark the email as high priority.

The email address for Data Quality is: rcht.dataquality@nhs.net. Remember the emails must be marked as high priority.

Please note:

If the patient's record needed to be reverted back to their original name for the Discharge Summary to be completed and Data Quality are not available.

- Enter the patients CR number into PAS. At the bottom of the screen enter C1, add the patient's correct surname and return to the bottom of the screen to accept.
- To change the patient's forename enter C3, add the patient's correct forename and return to the bottom of the screen to accept.
- When asked if the previous name details were correct – type N and press the return key.

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=190>