PAS BEA - Display/Amend BEA Details

Occasionally it is necessary to alter the patients' Booked Elective Admissions details after they have been added to the list. To change the details follow the procedure below:

From the menu select Display/Amend B E A Details (**H W A M**) and search for and select the patient.

If the patient has more than one event on the B E A you will need to select the relevant entry.

- Enter C for Change and amend the relevant data.
- Please ensure that the Consultant name is correct, especially if it is a generic name i e. Mr Endoscopy. This must be amended to the actual consultant as this will effect funding.
- If comments are added or amended here please remember that these will be seen on any printed list.
- The Date-on- this-List will default to the date of the change however the Orig-Date-on-list will remain the same i e. the date the patient was initially placed on the B E A.
- Type **Ay** and press return to Accept. If the details on the next screen need amending select **N S** and amend as required. Otherwise **X** to exit or **F3** to return to the menu.

A TCI can be allocated from this screen. Select the screen action prompt T C (T C I events) and follow the procedure set out within the Allocating a T C I page, PAS BEA - Allocating a TCI

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