

PAS BEA - Cancelling a TCI

Occasionally, even after the patient has been allocated a T C I, it is necessary to cancel it. Recording the reason for cancellation and the source of cancellation, e . g . patient or hospital correctly is vital to ensure we meet current waiting targets and that the patient is treated within the expected timescales.

From the T C I Events (H W T C) option, search for and select the patient and the relevant B E A event. Select C T (Cancel T C I) and return. The screen will display the following 3 additional data fields:

- Cancelled by
- Why cancelled
- Date cancelled

HWTC		BOOKED ELECTIVE ADMISSIONS - TCI EVENTS				
Current name:	BENNETT, DAVID ALAN		DOB:	02-NOV-1977	Sex: M	
Treatment number	C000124		C.R. Number			
TCI date/time	Ward	I	Why cancelled	By whom	DNA Retained>	
New TCI						
27OCT07 09.30	TRTOL	Y				
Cancelled by		[]				
Why cancelled	[]			
Date cancelled		[]		
Accept/Change/eXit		[]				

Cancelled By:

,– **F1** for Help and select one of the options offered following the guidelines below:

If a patient or hospital cancels a T C I this will not affect the 18 week clock ,– it will continue for both hospital and patient cancellations ,– no clock stops (the same as an outpatient appointment)

If the hospital cancels the T C I on the day (of the operation) then the Trust has to re-book the patient back in within 28 days.

If the hospital cancels before the T C I date (day before or week before etc.) then ideally they must be re-booked into the next available list/theatre.

Hospital ,– if there is either no resource available. e . g . any bed, staff or theatre slots due to other emergencies.

Referrer ,– Do not use

Purchaser ,– Do not use

Consultant ,– Do not use

Error ,– Only use if a T C I has been allocated in error.

If you are notified that the patient is deceased, enter the details on the RI under Death Notification and this will automatically cancel the T C I and remove the patient from the waiting list.

Why cancelled ,– This is a free text field but a valid reason **MUST** be entered for audit purposes.

Date cancelled ,– This is the date the cancellation was requested. Remember if a message was left a few days ago this is the date the cancellation should be

recorded and **NOT** the day you are entering the information.

Remember that this has now returned your Patient to the Waiting List to await the allocation of another T C I. If this is not required the Patient will need to be "Removed from the List".

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=21>