

# PAS BEA - Notify DNA

When a patient fails to attend for an operation this needs to be recorded along with the required follow-up action to ensure that the patient receives the best care.

Select Notify D N A (**H W D N**) from your menu. Search for and select the patient and relevant event.

In the **D N A?** field enter **Y** for Yes. You will then be required to enter the correct course of action using one of the screen action prompts.

**Leave on List** ,– The patient will return to the B E A retaining the original date.

**Remove from List** ,– If you select this option you will be taken to the TCI details screen. Enter **N S** (Next Screen) and you will then be asked for reason for removal - Press **F1** for code list. Choose the appropriate option and then enter the reason in the free text field. Type **Ay** and press return to Accept.

**Allocate TCI** ,– Will take you into the TCI Events screen to allow you to book another TCI.

Select **L E** to send a letter from the B E A if required.

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=25>