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.