PAS Inpatient - Re-entry into system

Re-entry to system MUST ONLY be used if the patient is discharged in error. If this option is required you must contact I T Support on 0 1 2 0 9 8 8 1 7 1 7 in the first instance. The link to MAXIMS and E P M A will have been broken and must be reinstated to ensure safe patient care.

NOTE: If I T Support is out-of-hours then you re-admit the patient but you MUST contact IT Support as soon as possible to enable Data Quality to make the necessary changes.

From the **PAS I P Basic** menu choose Re-entry to System (**H I R S**).

Search for and select the patient. This will take you to the Re-Entry To System screen. The screen will display the details of the ward, consultant and speciality the patient was under plus the discharge details as shown below.

LUDC	
HIRS	RE-ENTRY TO SYSTEM V3
Current name: LEADER, PATRICIA DOB: 24-JUL-1961_Sex: F Treatment Number_C001739_C.R. Number	
Ward	· RCH TR DERMATOLOGY WARD
Specialty	DERMATOLOGY
Consultant	DR P.W. BOWERS
Discharge Date	: 22-JUL-1999
Method of Discharge	: On medical advice
Destination	: Usual place of residence
Destination Location	:
Hosp. trans to	:
Change Consultant?	:
Remarks	:
ReTurn/create Tracer/List Tracers/eXit []	

Select **R T** (Return) from the screen action prompts.

A message will appear in the bottom left hand corner of your screen stating:-**Patient returned to ward**. Type \mathbf{X} and press the return key to exit.

If it is necessary to return a patient to a ward in order to make a correction via "Inpatients Stay Movements" screen and coding has been completed, the following warning **Coding will be lost if you change** will appear at the bottom of the screen once you enter the prompt for Correction (**C O R**).

You **MUST NOT PROCEED** with any changes contact I T Support on 0 1 2 0 9 8 8 1 7 1 7, Data Quality will obtain the information they require and contact you when you can proceed with the changes.

Online URL: <u>https://elearning.cornwall.nhs.uk/site/kb/article.php?id=264</u>