

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.

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	:	
<u>ReTurn/create Tracer/List Tracers/eXit []</u>		

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