PAS Inpatient - Procedure for managing anonymous patients out of hours

THIS PROCEDURE IS ONLY TO BE USED WHEN THE DATA QUALITY TEAM ARE NOT AVAILABLE OUT OF OFFICE HOURS.

Patient details need removing from PAS, Oceano or SwiftPlus whiteboard for safeguarding reasons etc.

IF OUT OF HOURS - CARRY OUT THE FOLLOWING:

Before amending the patient's record you **must** ensure that you carry out a search on PAS to see if there are any other patients currently admitted anonymously.

- Firstly using the search function on the main PAS RI details carry out the following:
- Enter **ANOTHER** in the surname field and return through all fields. This will then display if there are any other patients currently as an inpatient with this identity. Once found exit out of this record.
- If a patient is already listed as **Ay N ANOTHER ONE**, you will need to use the next number in the sequence, for example; **TWO, THREE, FOUR etc** for your patient.
- Next enter your patient's hospital number, type C1 and press the return key. Change surname to **ANOTHER**.
- Select C3 and change forename to **Ay N ONE, TWO OR THREE etc** (leave a space between the letters) Press return through all other fields and type **Ay** and press the return key to Accept the details.
- **After you have carried out the above, log a call to the CITS Service Desk via this link** Self Service Portal (sma247.com) to advise Data Quality of the CR or NHS Number for your patient.- Data Quality will add an alert to the record, together with excluding the patient from the Swiftplus board. We will also advise other departments of this patient. Alternatively, an email can be sent to rcht.dataquality@nhs.net. **Please mark as high priority**.
- **When the patient is due to be discharged you must ensure that a call is logged to CITS Service Desk** Self Service Portal (sma247.com) to advise Data Quality of the CR or NHS Number for your patient.- Data Quality will add an alert to the record, together with excluding the patient from the Swiftplus board. We will also advise other departments of this patient. Alternatively, an email can be sent to rcht.dataquality@nhs.net. **Please mark as high priority**.

Please note:

If the patient's record needed to be reverted back to their original name for the Discharge

Summary to be completed and Data Quality are not available.

- Enter the patients CR number into PAS. At the bottom of the screen enter **C 1**, add the patient's correct surname and return to the bottom of the screen to accept.
- To change the patient's forename enter **C 3**, add the patient's correct forename and return to the bottom of the screen to accept.
- When asked if the previous name details were correct, type N and press the return key.