

PAS Inpatient - Procedure for Wards on how to get a patient Anonymised

Ward procedure - how to get a patient Anonymised on PAS & Swiftplus during office hours only

Patient details need anonymising/removing from SwiftPlus whiteboard for safeguarding reasons etc.

- **You must log a call to telephone extension number 1 7 1 7** to advise Data Quality of the CR or NHS Number for your patient - Data Quality will then receive this call and 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 you can send an email which must be marked as 'High Priority', to the Data Quality team. The Data Quality email address as displayed below.
- **When the patient is due to be discharged you must ensure that a call is logged to Cornwall IT Services Service Desk, telephone extension number 1 7 1 7**, to advise Data Quality. We can then change the patient's name details back so it will show correctly on the Discharge Summary within Maxims. The alert will also be removed. Alternatively you can send an email which must be marked as 'High Priority', to the Data Quality team. The Data Quality email address as displayed below.

Emails to the Data Quality team, marked as 'High Priority' can be sent to rcht.dataquality@nhs.net

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

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=267>