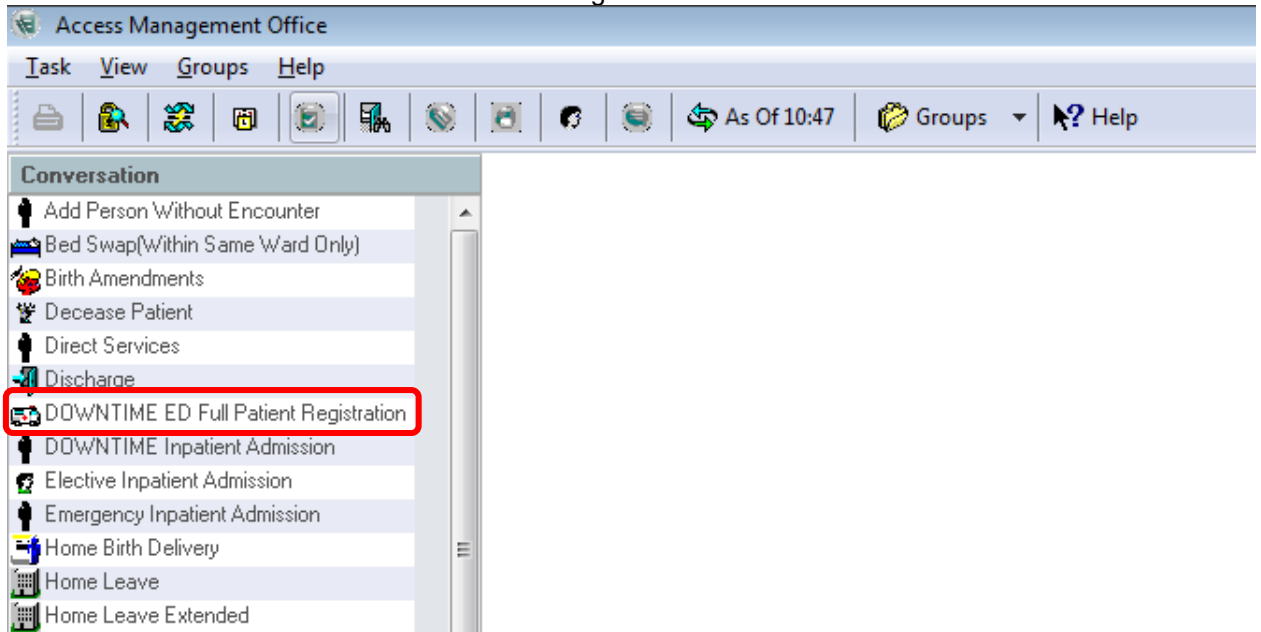


ED - UPLOADING INFO FROM DOWNTIME FORM

Steps 1-4 relate to patient registration and must be completed in PM Office. Steps 5-12 relate to discharge and must be completed using Launchpoint. Steps 13-18 are for putting the patient into a bed from the worklist.

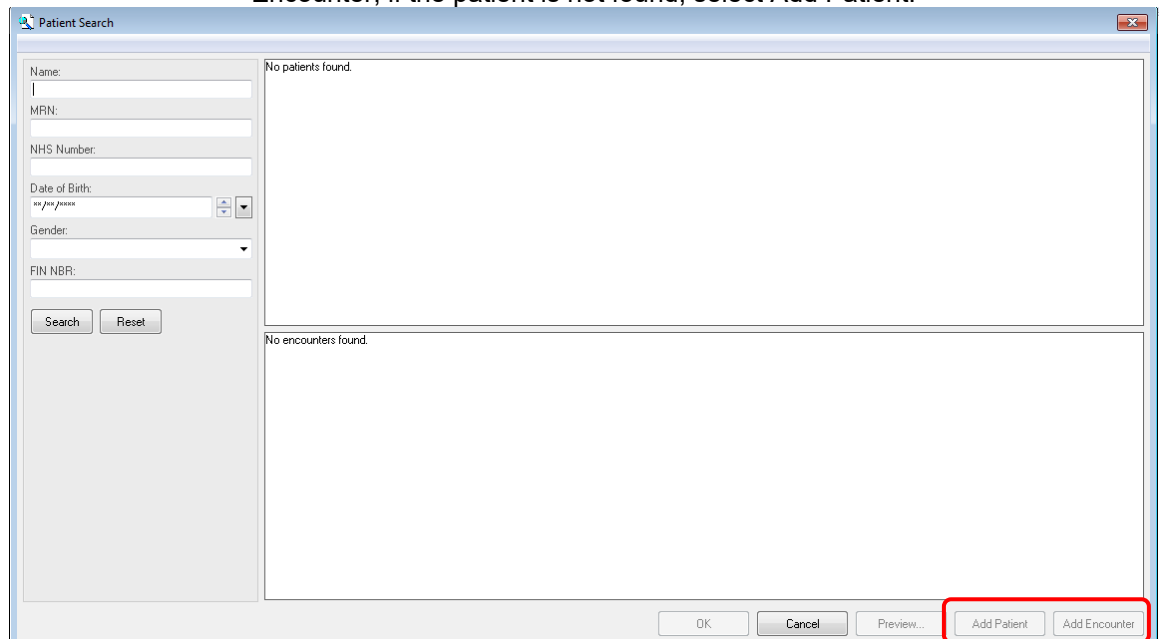
1.

From PM Office, select Conversation from left menu and then select Downtime ED Full patient Registration.

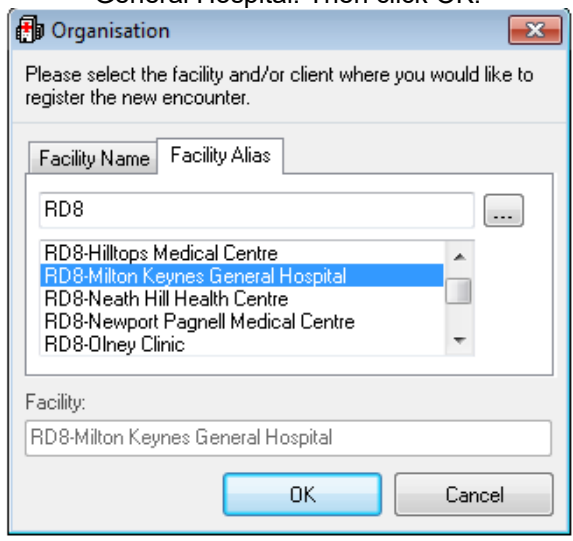


2.

Search for the patient by completing the patient search fields. If the patient is found, select Add Encounter, if the patient is not found, select Add Patient.



3. Organisation box appears, type RD8 in the box, click on the elipses and select RD8 – Milton Keynes General Hospital. Then click OK.



4. The downtime ED full patient registration screen appears. This is the same as the normal full registration screen with one difference, the Financial Number (FIN Number) needs to be completed. The FIN number is supplied by ED Reception and will be written on the downtime form. Complete all mandatory boxes (highlighted in yellow). Ensure that all dates are as per the downtime form not the time you are completing the Registration.

DOWNTIME ED Full Patient Registration

MRN	NHS Number	NHS No Status	Encounter Type	Financial Number	
			Emergency Department		
Title	Surname	First Name	Middle Name	Maiden Surname	Bachelor Surname
	TEST	DOWNTIME			
Alternate Surname	Alternate First Name	Preferred Surname	Preferred First Name		

5. The patient now appears on Launchpoint. Note the Launchpoint time will reflect the time patient arrived in ED so LOS may show as Black.



6. The Discharge process now needs to be completed. Rt Click on the patient name and select discharge process from the dropdown. The mandatory fields must be completed, the ED downtime form is designed to replicate this process.

If the patient has had any investigations such as MRI, X-ray, CT or Ultrasound or any Haematology studies, the ED Downtime Investigations section needs to be completed. Click on the pencil to the right of this section to open, complete as appropriate and sign using the green tick (top left hand corner) once complete.

- Diagnosis
- Medication Reconciliation
- ED Treatment Form
- ED Discharge Information Form
- ED Breach Classification Form
- ED Confirm Final Discharge Summary Form
- ED Downtime Investigations
- Admit Patient
- Discharge

7. If the patient is to be discharged then select the pencil to the right of Discharge and complete the form.

Discharge Method: Treatment complete | Discharge Destination: Usual Place of Residence | Discharge Follow Up: No referral

Comment/Discharged To: [Text Field]

RTT Status: [Dropdown]

Deceased Info: [Text Field]

Discharge Info:

Discharge Date: 18/04/2018 | Discharge Time: 11:23 | User ID: 655110652106

Discharging Staff Member: [Searchable Field]

8. If the patient is to be admitted then a DTA (decision to admit) must firstly be complete. Go to the patient in Launchpoint, Rt click select Patient Management, select ED Decision to Admit. Complete the DTA fields, ensure dates and times match those on the ED Downtime Form.

Admission Details

Referring Physician: Francis, Shindo Puthoo | Decision to Admit Date: [Date] | Decision to Admit Time: [Time]

ED Source of Referral: Self Referral | Source of Admission: [Dropdown]

Lead Clinician: [Searchable Field] | Main Specialty: [Dropdown] | Treatment Function: [Dropdown]

9. Rt click on the patient in Launchpoint and select Discharge process to continue the admit process (the DTA process can be completed prior to any of the discharge process being completed). Select admit and a blank box will appear, select OK, patient will then be removed from Launchpoint but will be visible on the Emergency Department tab.



10. From the Emergency Department view, select the In transit Tab and select the patient.

Emergency Department

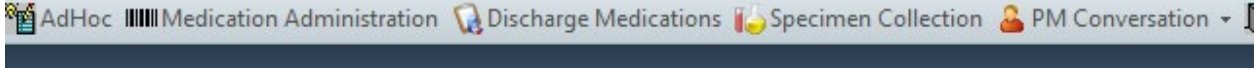
Whiteboard Minors | Whiteboard Paeds | Whiteboard Resus | CheckOut | Breaches

In Transit | Incomplete Doc | All Beds | All Patients | Majors | Minors

Patient: TEST, DOWNTIME | WR: 0 Total: 5 Avg LOS: 417:25 | Filter: In Transit

MRN	Name	Age	Reason for Visit	DR	RN	LOS (Check-In)	LOS (Encounter)
755116	FARATH, QUDAN MOHAMED	36 y	?abscess on breast			174:12	673:15
668140	MAIERU, ORIANA NICOLE	24 y	injury to left ankle			193:07	672:50
902394	SOUIPRA, BBBTEST	82 y	Abdo Pain			18:49	42:33
902403	TEST, DOWNTIME	82 y	Chest pain			25:48	25:52
902216	TESTED, NAWARA	29 y	HEART PAIN	NM		5:28	672:37

11. Select PM Conversation on the top Toolbar and from that drop down select Pending transfer.



12. Complete the receiving building and receiving department/ward. Note that if admitting to OU or SOU then ED will have to receive patients into that department by using PMoffice.

Transfer Details

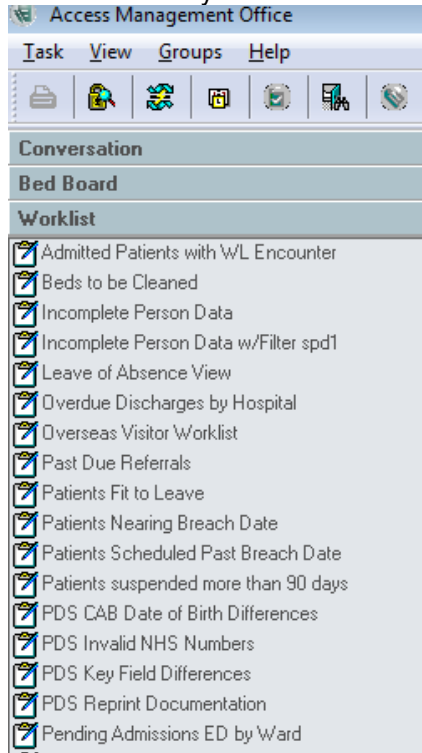
Encounter Type
Inpatient

Receiving Hospital: RD8-Milton Keynes Gen...
 Receiving Building: [Yellow]
 Receiving Department/Ward: [Yellow]
 Bedboard: [Text Box]
 Receiving Room/Bay: [Dropdown]
 Receiving Bed: [Dropdown]

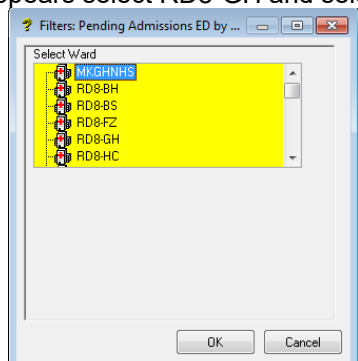
Pending Date: 18/04/2018
 Pending Time: 11:43

User ID: 655110652106
 Transaction Date: 18/04/2018
 Transaction Time: 11:43

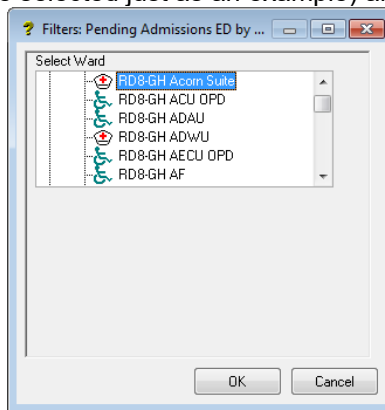
13. In order to accept a Patient onto a ward, go to PM Office, select Worklist and then Pending Admissions ED by Ward.



14. Box appears select RD8-GH and select OK.



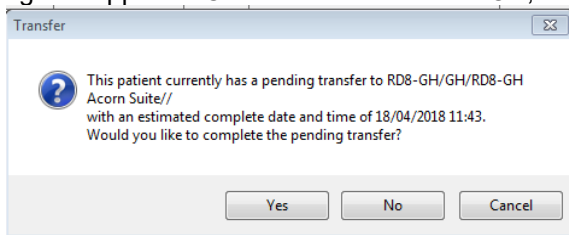
15. Select the required Location This would normally be the Observation Unit or Seated Observation Unit (Acorn Suite selected just as an example) and select OK.



16. Select the patient to be transferred from the list. Right click on the Patient and select transfer.

MRN	Name	FIN	NHS Number	Gender	Birth Date/Time	Age	Admit Method	Encounter Type	Trea
668140	MAIERU, ORIANA NICOLE	11111111111111111111	637-843-0721	Female	09/Jul/1993	24 Years	Emergency-ED/Dental	Inpatient	Gen
902394	SQUIPRA, BBBTEST	4136035		Male	01/Jan/1936	82 Years	Emergency-ED/Dental	Inpatient	Acci
902403	TEST, DOWNTIME	22222222222222222222		Male	01/Jan/1936	82 Years	Emergency-ED/Dental	Inpatient	Acci
902216	TESTED, NAWARA	4135719		Female	17/Oct/1988	29 Years	Emergency-ED/Dental	Inpatient	Acci
871294	AMQFA, FAUSTINA	3925515	716-146-9163	Female	12/Feb/1994 12:00	24 Years	Maternity-Ante Partum	Inpatient Pre-Admission	Obst
008221	BIANCO, VICENZINA	3780514	422-953-5287	Female	07/Jan/1969 11:00	49 Years	Transfer From Other Provider (not Emerge	Inpatient Pre-Admission	Gen
130050	CAMPBELL, DARRIN BENJAMIN	3147344	403-070-1137	Male	24/Jan/1969 12:00	49 Years	Emergency-ED (Other Provider)	Inpatient Pre-Admission	Gen

17. A warning box appears. Check the details and if OK, select Yes.



18. Complete the required fields. Ensure that any dates reflect the ED Downtime Form. Select OK and the patient will now appear on the ward as an inpatient.

Receiving Location

Transfer Reason
Transfer from ED

Receiving Hospital: RD8-Milton Keynes Gen...
Receiving Building: GH
Receiving Department/Ward: RD8-GH Acorn Suite
Bedboard: Bedboard
Receiving Room/Bay: Bay 1
Receiving Bed: Bed1
Site Code of Treatment: This Site

Lead Clinician: Main Speciality
Francis, Shindo Puthoor
Requested Main Speciality: Accident and Emerget
Requested Treatment Function: Accident and Emergency
Requested Administrative Category: NHS

Transfer Date: 18/04/2018
Transfer Time: 12:21
User ID: 655110652106