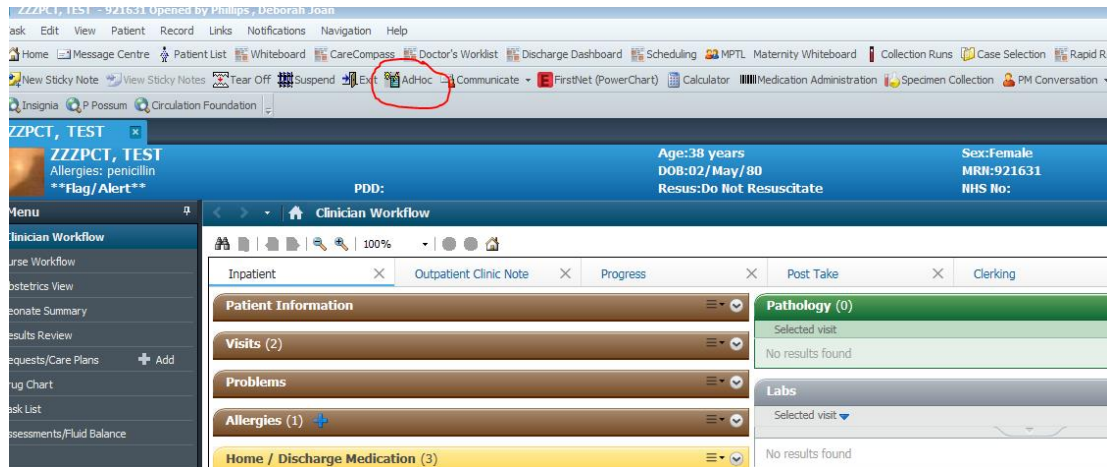
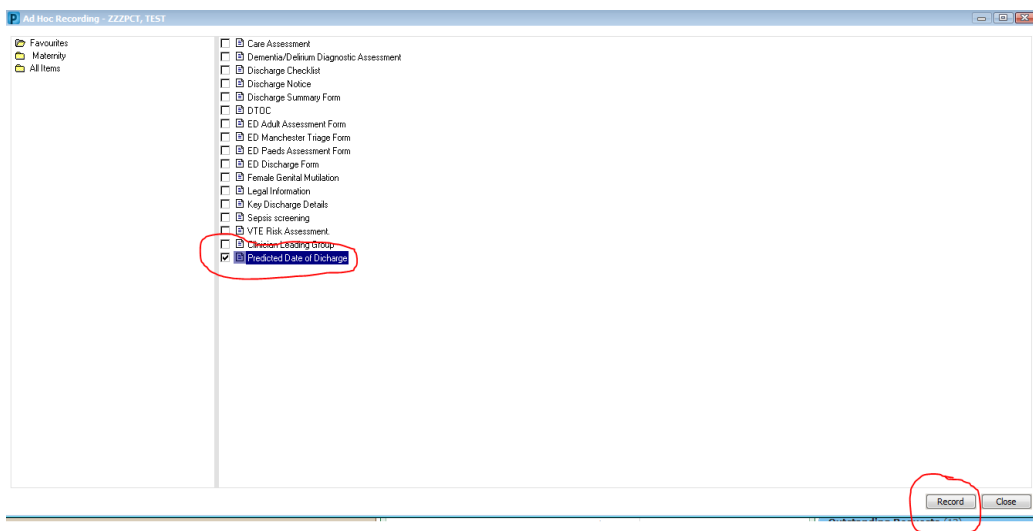


How to update PDD

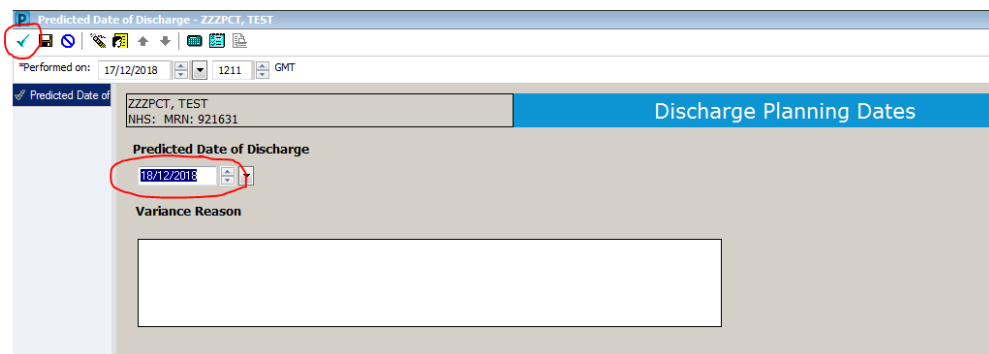
1. If no PDD on banner bar then from inside patient record click “ad hoc” on the toolbar



2. From the list of forms that opens tick “predicted date discharge” and then click “record”



3. Enter the PDD and click the green tick to sign the form

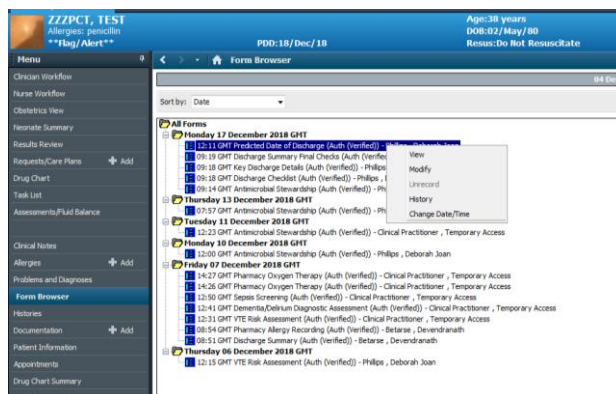


4. Refresh the screen and the PDD will appear in the banner bar

- To amend the predicted date of discharge select “Form Browser” from the left sided menu and select the previously completed predicated date of discharge form



Having selected the form right click and select “Modify”



- Change the date as required , add the reason for the change and then click the green tick to save changes. Refresh again and the new PDD will be displayed on the banner bar.

