PatientCentre Clinic Management User Guide

Navigator

Function Set - Patient List (PL) or Command Option New	
Clinics Outpatients (PL)	View/print all patients listed on an outpatient clinic
Function Set - Clinics (CL)	
Attendance Track (CL)	Register a patient's attendance on arrival into a clinic
OP Single Attendance & Disposal (CL)	Register a patient's appointment outcome from clinic
OP Attendance & Disposal (CL)	Part of the cashing up of clinic process (to ensure that all patient expected on clinic have been accounted for)
Function Set - Appointments (AP)	
Take on Appointment OP (AP)	To add a retrospective clinic appointment for a pervious clinic date and time
Outpatient Coding Function Set (CD)	
Outpatient Coding (CD)	To add outpatient coding to the patients attended clinic appointment

PatientCentre Abbreviations

OP REG	Open Consultant Outpatient Referral
OP DSCH	Discharged Consultant Outpatient Referral
SG REG	Open Service Group Outpatient Referral
SG DSCH	Discharged Service Group Outpatient Referral
WL ACTV	Patient is on an Active Inpatient Waiting List
WL SUSP	Inpatient Waiting list entry suspended for either Medical / Social reasons
WL CANC	Patient now removed from Inpatient Waiting List
PREADM	Indicates a Date to be admitted onto a Ward or Day Unit
IPADM	Patient is Currently an inpatient
DSCH INCPT	Discharged from Hospital, episode yet to be clinically coded
DSCH CMPLT	Discharged from Hospital, episode is now clinically coded
WA ATT	Ward attender
ATT	Attended clinic appointment
SAAT	Arrived late for clinic appointment and seen
NAAT	Arrived late for clinic appointment and not seen
ATTP	Attended by phone
WLK	Walk into a clinic appointment (patient unexpected)
DNA	Did not attend clinic appointment
CND	Appointment cancelled on day of clinic
CNC P	Clinic appointment cancelled by patient
CNC H	Clinic appointment cancelled by hospital
CNC PR	Clinic appointment cancelled by patient and rebooked
CNC HR	Clinic appointment cancelled by hospital and rebooked
AG	Another appointment given
AL	Appointment to be given at a later date
AT	Patient Awaiting Test Results
D	Patient Discharged from outpatient consultant/clinicians care
TCI	To come in-patient to be admitted to hospital
PAC	Patient attended pre-op assessment clinic
RTG	Return to GP unfit for treatment
OP WL	Patient Pending future appointment
OP WLB	Patient Outpatient appointment booked from Waiting List
OP WLR	Patient removed from an Outpatient Waiting List

()	Brackets around an Outpatient Waiting List code indicate patient is no longer on a pending waiting list for clinic appointment
SG WL	Service Group Waiting list
SG WLB	Service Group clinic appointment booked from Waiting List
SG WLR	Patient now removed from Outpatient Waiting List

Referral to Treatment (RTT) Status Codes:

RTT Status Code:	National Code:	Description:
AC	32	Start Active Monitor – Hospital
AP	31	Start Active Monitor – Patient
CD	12	New Decision to Treat
DA	33	1st Attend DNA – if re-appoint
DC	34	Decision not to Treat – Hospital
DP	35	Decision not to Treat - Patient
FD	20	FUP Add IPWL
FO	20	FUP for further OPA
FT	20	FUP for Test
GD	10	1st Act Add IPWL
GO	10	1st Act for further OPA
GS	10	1st Act Internal Ref Same Cond
GT	10	1st Act for Test
NO	98	No change to RTT status
PD	36	Patient Died
RS	21	Transfer to Another Provider
TA	30	Treatment Started
WD	11	Start of New Care Period
ZD	20	Diagnostic Add IPWL
ZO	20	Diagnostic for further OPA

Help and Advice

For all PatientCentre Training / Enquires contact **ITTraining** via email - ITTraining.ltht@nhs.net

Elective Treatment Access Policy
http://thehub.leedsth.nhs.uk/Documents/PoliciesandProcedure/Elective%20Treatment%20Access%20Policy.doc

Inaccurate episodes of Patient care report to CSU Manager or **Information Quality Team** - Information-Quality@nhs.net

In cases where the Address / GP is not found when updating a Patient's demographic details along with Patient Duplications report to **Data Quality Department** leedsth-tr.dataquality-patientdemographics@nhs.net

PatientCentre login access + additional functions, to raise at ticked via the **Informatics Service Desk Portal** or call on extension 26655

18-Week Admin Support Team - leedsth-tr.18WeekAdminSupportTeam@nhs.net

Private Patients and Overseas Patient NHS Entitlement to care
- Contact Overseas and Private Patients Department - Ext **66912, 64839, 64389**