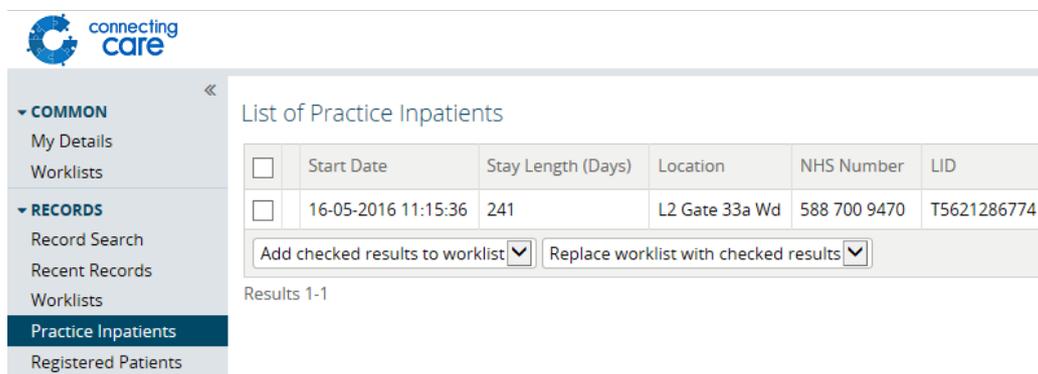**Quick Reference Guide – Practice Inpatients**

Viewing List of Practice Inpatients

The Practice Inpatient list allows you to view patients from your practice that are currently in hospital.

- To access the list select **Practice Inpatients** from the **Records** drop down list on the left hand side of the screen.

To note: If a Practice Inpatient list appears blank it may be that your account has not been configured to include your practice code, in this instance contact South, Central and West CSU service desk (your local service desk) who will be able to arrange this for you.

The list shows the following information –

- **Start Date** – The date and time the patient was admitted to hospital
- **Stay Length** – The amount of days that patient has been in hospital
- **Location** – The location where the patient is in hospital
- **NHS Number** – The patient NHS number
- **LID** – The Local Identifier from the source system and the organisation it has come from
- **Date of Birth**
- **Sex** – Gender
- **Address** – The address of the hospital

List of Practice Inpatients

		Start Date	Stay Length (Days)	Location	NHS Number	LID	Name	Date of Birth (Age)	Sex	Address
☐	🔒	25-02-2015 18:28:00	152	L4 Gate 8b Wd BBS_NBTPAS	999 000 0115 TRACED AND VERIFIED	1109665 North Bristol Trust)	Bruce, Gary	10-03-1979 (72 years)	Male	Southmead Health Services NHS Trust, Southmead Road, BRISTOL, BS10 5NB
☐	🔒	04-03-2015 18:19:00	145	L4 Gate 8a Wd BBS_NBTPAS	999 000 4056 TRACED AND VERIFIED	444509 (North Bristol Trust)	Howell, Steven	01-01-1950 (65 years)	Male	Southmead Health Services NHS Trust, Southmead Road, BRISTOL, BS10 5NB
☐	🔒	06-03-2015 20:10:00	143	SMD Quant DAU Maternity Dept_NBTPAS	999 000 2606 TRACED AND VERIFIED	747113 (North Bristol Trust)	Wells, Eileen	18-07-1943 (36 years)	Female	Southmead Health Services NHS Trust, Southmead Road, BRISTOL, BS10 5NB

NOTE: The list is only as up to date as that of the source hospital system, if they have not been properly discharged in the hospitals Patient Administration System they will remain on the list.

Sorting the List of Practice Inpatient

By default the list is sorted in ascending order by start date (longest stay length).

- You can sort the list by clicking on the title of each of the columns listed above.
- To sort by Start Date descending (shortest stay first) from the default you will need click on **Start Date** twice.
- To sort the list in ascending order of the other columns from the default click on the column title once, then again to sort descending

List of Practice Inpatients

		Start Date	Stay Length	Location	NHS
☐			Click to sort descending		
☐	🔒	25-02-2015 18:28:00	152	L4 Gate 8b Wd BBS_NBTPAS	999 TRA
☐	🔒	04-03-2015 18:19:00	145	L4 Gate 8a Wd BBS_NBTPAS	999 TRA
☐	🔒	06-03-2015 20:10:00	143	SMD Quant DAU Maternity Dept_NBTPAS	999 TR

Viewing an individual record

You can access the individuals Connecting Care record by clicking anywhere on the individuals details.

List of Practice Inpatients

		Start Date	Stay Length (Days)	Location	NHS Number	LID	Name	Date of Birth (Age)	Sex	Address
☐	🔒	25-02-2015 18:28:00	152	L4 Gate 8b Wd BBS_NBTPAS	999 000 0115 TRACED AND VERIFIED	1109665 North Bristol Trust)	Bruce, Gary	10-03-1979 (72 years)	Male	Southmead Health Services NHS Trust, Southmead Road, BRISTOL, BS10 5NB
☐	🔒	04-03-2015 18:19:00	145	L4 Gate 8a Wd BBS_NBTPAS	999 000 4056 TRACED AND VERIFIED	444509 (North Bristol Trust)	Howell, Steven	01-01-1950 (65 years)	Male	Southmead Health Services NHS Trust, Southmead Road, BRISTOL, BS10 5NB
☐	🔒	06-03-2015 20:10:00	143	SMD Quant DAU Maternity Dept_NBTPAS	999 000 2606 TRACED AND VERIFIED	747113 (North Bristol Trust)	Wells, Eileen	18-07-1943 (36 years)	Female	Southmead Health Services NHS Trust, Southmead Road, BRISTOL, BS10 5NB

For more information & support contact your local IT Helpdesk