Quick Reference Guide – Child ED Lists

The following lists are available to some users for safeguarding purposes –

- Child ED Discharge List
- Child Emergency Frequent Visits

These lists will be available to all users with the **Connecting Care care professional role** and will only show patients who are registered to their practice.
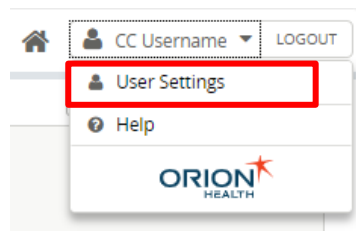
For all other Connecting Care roles - these lists will be assigned on a user basis, to those in safeguarding roles with a need to see this information.

This guide describes where these lists can be found and what information is available.

Prerequisite

You need to log in through the portal to see these reports, they are not visible when using single sign on.

In order to see records on this report you need either a Practice code or a Clinical code. You can check whether or not you have these codes set up by navigating to my details contained in user settings.

You can change your own clinical code here, If your practice code is not set or is incorrect you can have it changed by contacting the back office. It is also possible to run this report every time you log in by selecting it in your start screen
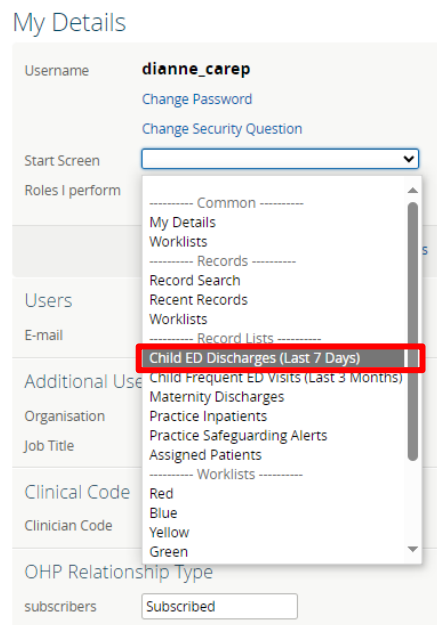
Viewing the Child ED Discharge List

The Child ED Discharge list allows you to view a list of discharges from ED departments within the last 7 days for people who are 19 and under.

The list includes information from North Bristol Trust, University Hospitals Bristol and Weston General Emergency Departments (it does not include attendances at Minor Injury Units).

- The list of **Child ED Discharges** can be found under the **RECORD LISTS** menu

The list shows the following information –

- o **Visits Last 3 Months-** The number of visits for the last 3 Months.
- o **Visits 3-6 Months-** The number of visits for up to 6 Months.
- o **Discharge Date** – The date the patient was discharged.
- o **Speciality** – The speciality the patient is being discharged from
- o **Discharged From** – The ward/location the patient is being discharged from
- o **Discharged To** – The location the patient is being discharged to e.g. Usual Place of Residence
- o **Presenting Condition-** The initial condition for a patient to visit ED.
- o **Discharge Diagnosis-** The diagnosed condition for which the patient received emergency care.
- o **NHS Number** – The patient's NHS number
- o **LID** – The Local Identifier from the source system and the organisation it has come from. The Trust will be listed in brackets.
- o **Name** – The individual name
- o **Date of Birth**
- o **Age**
- o **Sex** – Gender
- o **Address** – The address of the patient
- o **Emergency Contact Name** – Name of emergency contact (if known)
- o **Emergency Contact Relationship** – Relationship of emergency contact (if known)
- o **Emergency Contact Phone Number** – Phone number of emergency contact (if known)
- o **GP Practice Name** – The name of the GP practice they are registered at

You can sort the list by clicking **Download CSV results,** this will download the list into a spreadsheet. This can be found at the bottom of the report list.
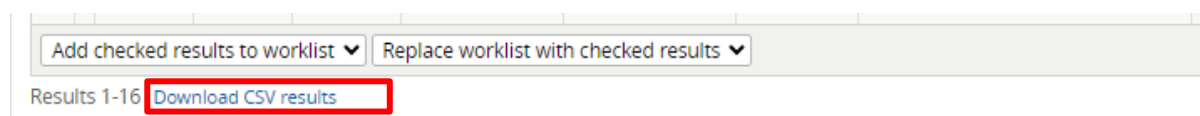
Viewing the Child Emergency Frequent Visits

The Child Emergency Frequent Visits list allows you to view a list of people who are 19 and under and have visited an ED department more than twice in the last 3 months.

The list includes information from North Bristol Trust, University Hospitals Bristol and Weston General Emergency Departments (it does not include attendances at Minor Injury Units).

- The list of **Child Emergency Frequent Visits** can be found under the **RECORD LISTS** menu

The list shows the following information –

- o **Number of Visits** – The number of times they have visited ED
- o **NHS Number** – The patient NHS number
- o **LID** – The Local Identifier from the source system and the organisation it has come from. The Trust will be listed in brackets
- o **Name** – The individuals name
- o **Date of Birth**
- o **Sex** – Gender
- o **Address** – The address of the patient
- o **Emergency Contact Name** – Name of emergency contact (if known)
- o **Emergency Contact Relationship** – Relationship of emergency contact (if known)
- o **Emergency Contact Phone Number** – Phone number of emergency contact (if known)
- o **GP Practice Name** – The name of the GP practice they are registered at

You can sort the list by clicking on the title of each of the columns listed above.

Viewing an individual record

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

For more information & support contact your local IT Helpdesk