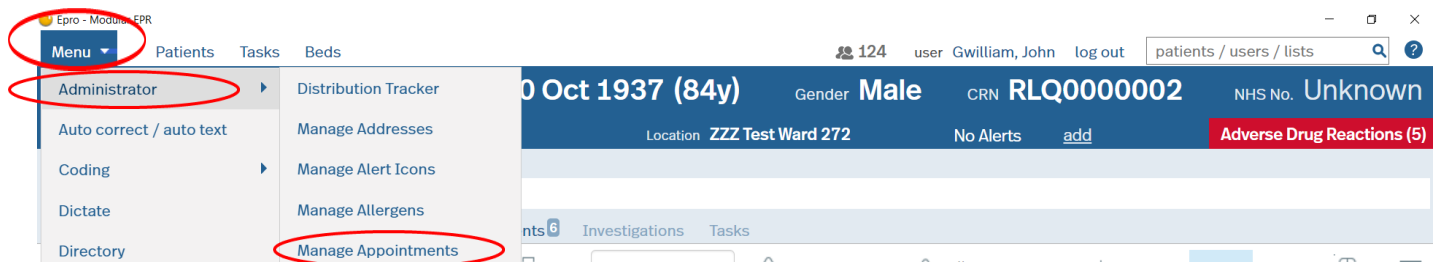


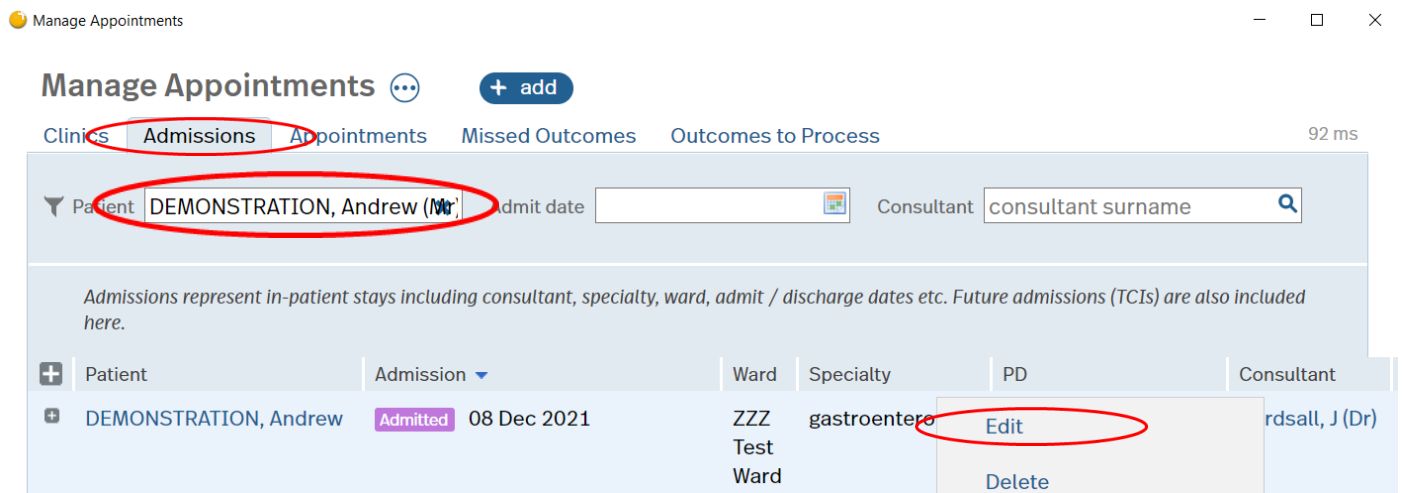
This process describes how to re-instate 'inpatient' behaviour in the OpenEP grid in EPMA if it is found to be in 'day of last discharge' behaviour (i.e. non-inpatient behaviour) which can occur following HL7 messaging errors or after an incorrect discharge

**\*\*Note** – this process must be followed exactly to avoid any adverse consequences in the patient's EPMA record. If unsure consider contacting a member of the EPMA system management team for assistance available

## 1.0 Go to Menu/Administrator/Manage Appointments



1.1 Search for the patient's record under the 'admissions' tab by name / RLQ number, ensure you have the correct record by checking name, date of birth and RLQ, and then right click and edit their current open admission episode



1.2 Change status to 'Closed' and add 'Actual discharge' date time (this should be the current date/time) and ensure the discharge destination and disposition are also set to something

Patient  
DEMONSTRATION, Andrew

Status  
Open

Referral Episode

Responsible Clinician (Consultant)  
Burdsall, J (Dr)

Specialty  
gastroenterology

Admission Date  
08 Dec 2021 13:09

Planned discharge

Actual discharge

Source  
Usual Place of Resider

Nature  
<not set>

Referring Clinician

Status  
Closed

Referral Episode

Specialty  
gastroenterology

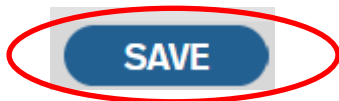
Planned discharge

Actual discharge  
Today at 11:56

Discharge destination  
<not set>

Disposition  
<not set>

1.3 Save



2.0 Next, in the manage appointments menu, **add a new** admission for the **same patient**, the **admission date** must be set to the **current date and time**, select the **ward the patient is on** and the **consultant / speciality** they are under. You must enter an **External PAS ID** which can be any random fictitious number but must be one the system has never had before. Advise make up a random long number of at least 20 digits to ensure it will be unique.

Manage Appointments

+ add

Clinics Admissions Appointments M

Patient DEMONSTRATION, Andrew (Mr)

Clinic

Clinic appointment

Admission

Admissions represent in-patient stays including

**Manage Appointments** ⋮ + add

[Clinics](#)
[Admissions](#)
[Appointments](#)
[Missed Outcomes](#)
[Outcomes to Process](#)

Patient: **DEMONSTRATION, Andrew (Mr)** ✕
 Status: **Open** ▼

Responsible Clinician (Consultant): **Burdsall, J (Dr)** ✕
 Specialty: **gastroenterology** ✕

Admission Date: **Today at 14:51** 📅
 Planned discharge: 📅
 Actual discharge: 📅

Source: **Usual Place of Resider** ▼
 Nature: **<not set>** ▼

Referring Clinician: 🔍

Ward: **ZZZTestWard (Not to be used)** ▼
 Bed: **<not set>** ▼

External PAS ID: **20888878748787174174**
 Discharge destination: **<not set>** ▼
 Disposition: **<not set>** ▼

Enter a fictitious Unique ID number

## 2.1 Click Save



3.0 Next, return to the affected patient's main EPMA record and refresh it by pressing Ctrl + R whilst in the patient record with the blue banner selected


3.1 A new EPMA checklist should appear because of the new admission you have now created. **Override** the new checklist with reason 'correcting episode' and the OpenEP grid should now be behaving in 'inpatient' mode and be showing the current date



4.0 Return to Menu/Administrator/Manage Appointments as before and search for the same patient, check carefully that you have the right one by checking name, date of birth and RLQ number are correct

4.1 **Delete** the new episode that has just been created in point 2.0-2.1 by right clicking and selecting **delete**, give the reason as 'correcting episode'

**\*\*AVOID editing and closing this episode as this could result in a discharge message being generated and the active EPMA prescriptions getting stopped. This episode must be deleted and not edited and closed**

Manage Appointments  [+ add](#)

[Clinics](#) [Admissions](#) [Appointments](#) [Missed Outcomes](#) [Outcomes to Process](#)

▼ Patient DEMONSTRATION, Andrew (Mr) Admit date  Consultant

Admissions represent in-patient stays including consultant, specialty, ward, admit / discharge dates etc. Future

+	Patient	Admission ▼	Ward	Specialty
+	DEMONSTRATION, Andrew	Admitt	Z	gastroenterology
		Edit	st	
		Delete	ard	

4.2 **Edit and reopen** the episode that was closed in point 1.0-1.3 and change the status back to 'Open' and delete the 'Actual discharge' date leaving this blank. Change the 'Discharge destination' and the 'Disposition' to 'not set' then **Save**. The EPMA record should now be behaving normally again.

DEMONSTRATION, Andrew Admitt 08 Dec 2021 13:09

Edit

Delete

Patient  
DEMONSTRATION, Andrew

Status  
Open

Referral Episode

Responsible Clinician (Consultant)  
Burdsall, J (Dr)

Specialty  
gastroenterology

Admission Date  
08 Dec 2021 13:09

Planned discharge

Actual discharge

Source  
Usual Place of Residen

Nature  
<not set>

Referring Clinician

Ward  
ZZZTestWard (Not to b

Bed  
<not set>

External PAS ID  
2222222222222999994

Discharge destination  
<not set>

Disposition  
<not set>



**\*\*Note** – this point 4.2 must be completed and should not be left undone. If the episode closed in point 1.0 remains closed for over 4 hours this will result in a further discharge message being released to EPMA and result in the active prescriptions getting stopped

5.0 Revisit the patient's main EPMA record to check everything looks as it should