Inpatient Admissions

Contents

Admissions

A Patient must have a referral to the relevant team in Rio for them to be admitted onto a ward.

- Open your ward in **Bed View**

- Click an **Unoccupied** Bed icon

- Click **Admit**

The **Client Admission** (Search) screen will display

- **Search** for your Patient

Searching Using a Unique Client Number

Enter a **Client ID** (Rio) number; an **NHS** number or an **Alternative ID/System** number (UHB if recorded in Rio) in the top part of the **Search** screen and click the parallel **Go** button.

Searching Using Demographic Information

When using the lower section of the Search screen, enter the Patient's **Family Name**, **Given Name**, **Gender** and **Date of Birth** and click the **magnifying glass** 🔍.

Inpatient Admissions

Admitting the Patient

The **Admission** screen will display

- **Ward:**   Auto completes from the bed you have selected
- **Patient Group:**   Auto completes
- **Ward Gender:**   Auto completes
- **Bay:**   Auto completes
- **Bed:**   Auto completes
- **Referral:**   Auto completes or select from available list
- **Consultant:**   Complete as required
- **Named Nurse:**   Complete if required
- **Type of Stay:**   Complete as required
- **Referral Source:**   Auto completes
- **Referral Reason:**   Complete if required
- **Referrer:**   Auto completes for GP referrals or enter Referrer name/code
- **Referral Type:**   Auto completes
- **Decided to Admit Date:**   Complete if required
- **Admission Date:**   Date and time Patient was admitted to ward
- **Admission Source:**   Where the Patient has come from, complete as required
- **Admission Method:**   Complete as required
- **Client Classification:**   Ordinary Admission
- **Intended Discharge Date**:   Complete if required
- **First in a Regular Series:**   ☐ Not normally used, complete if required
- **Consultant Specialty:**   Auto completes
- **Other Consultant:**   Complete if required
- **Intended Management:**   Complete if required
- **Administrative Category:**   NHS Patient
- **Transforming Care Indicator:**   Complete if required
- Click **Save**

The **Inpatients** screen will display in **Bed View** and the Patient will now be admitted into the selected bed.