

## Emergency Medicine Standard Operating Procedures

### Initial Patient – Printing off Ambulance PDF

<b>Written by</b>	
<b>Approved by</b>	
<b>Date of Approval</b>	
<b>Date of next review</b> This is the most current document and is to be used until a revised version is available	

#### **Aim and scope of Standard Operating Procedure**

Our aim is to be able to print off a PDF File for every patient that arrives by Ambulance. The aim of the Receptionist will be to Register the patient on Oasis and Patient First and print off the PDF File during this process.

#### **Target Staff Categories**

## **PROCESS IF YOU ARE UNABLE TO PRINT PDF FILE**

1. Staff through conversation with the Ambulance crew will print the PDF file
2. If you are unable to print off the PDF file then please complete the relevant form attached which runs from 7.30am-7.30am (a 24 hour period)
3. This form needs to be placed in a folder in reception (so access can be obtained) daily by a consultant/Senior Sister.
4. The form will record :-
  - Date and time
  - Patients Name/Hospital Number (Label printed with information and put on sheet)
  - Why PDF file could not be printed off
  - Ambulance crew No.
  - Informed member of staff unable to print (your name and sister in charge)
5. Sister in charge informed of no PDF file at time of booking in patient
6. Datix to be completed by 9:00 – DATIX submission for those patients in the previous 24hrs who could not have their ePRF printed out. A single DATIX can be completed for each 24hr period rather than each patient and the names and hospital number/NHS number typed into the freetext area of the single DATIX submission.

**FORM TO RECORD NO AMBULANCE PDF FILE PRINTED**

Date and Time	Patients Name (Label Printed)	Why could not be printed?	Ambulance Crew No.	Your name and Sister in Charge Informed