# Paediatric Specialist Team TrakCare Pre-Registration

## Referrals from the community/self-referral

Referrals will be via the patient or the GP who has contacted the specialty team either directly (including any allied team eg stoma nursing team) or via the appropriate secretary.

When it is agreed that the child requires attendance to RHC for assessment then each child should be added to the 'RHC ED Patient Expects' location on Trak care. This is done using the following instructions:

- Logon to Trak care home screen
- Select 'ED menus'
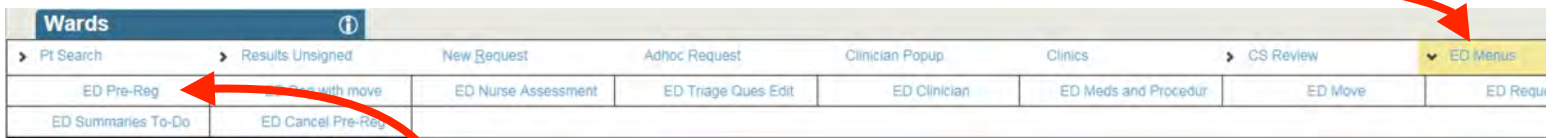
- Select 'ED Pre-Reg'
- Enter CHI number of patient and 'Find'
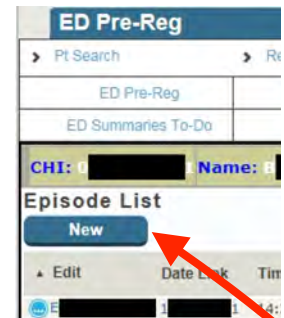
- Click on CHI number link and this should then bring up an episode screen
- **PLEASE NOTE: It is IMPERATIVE to use the CHI as this is the only way the child will be linked to their record on arrival. Using the date of birth and name is not enough**
- Select 'New' to add an episode
- Complete mandatory categories (highlighted in bold) - **if you have done everything correctly thus far**, the name and date of birth will be **pre-populated**. If not, start again please

- Under **Reason for attendance** – please type a brief note about the reason for review/ discussion with GP – this note will be used at triage and you do not need to input a separate note on clinical portal. **Please start this note with the accepting service and a contact number so the team know who to contact and avoid unnecessary delays for the patient (for example, 'ortho referral 86669: recent abrasions to knee with hot swollen knee joint')**
- Under **Source of attendance**, use the spy-glass to select the most appropriate source
- Under **Location** select '**RHC ED Patient Expected'** (or type RHCEDPE and hit tab)
- Click update when fields completed – the patient will now appear in RHC ED Patient expects area on Trak (can be added to your preference list in the same way as adding wards)

Patients not needing assessment

If after discussion with the GP/patient, you do not think that the child needs to attend acutely, please enter a brief note about the discussion under 'patient note' on clinical portal, as is GGC policy for all patient contact.

Removing Patients from the Expects list

You may accidentally add a patient to ED expects and subsequently wish to remove them. To do this:, you should:

- Go to RHC ED Patient expected on Trak care
- Select patient and open ED Menus
- Select 'ED Cancel Pre Reg'
- Select 'edit' on current episode
- Select 'change status' - select cancel
- Click 'Update'

Referrals from another ED within the GGC area

If you have accepted a referral from another hospital within GGC, a new pre-reg episode cannot be created until the patient has left the referring hospital. Instead, you will need to wait until the patient is discharged from the referring unit and then add the details.

ED Contact

It is not necessary to update the ED coordinator once you have accepted the patient, unless you have clinical concerns about the patient (for example, they will need active resus on arrival). In these cases, please contact the ED Majors consultant on 84059.