
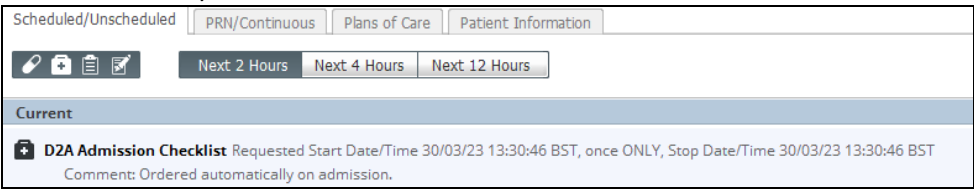
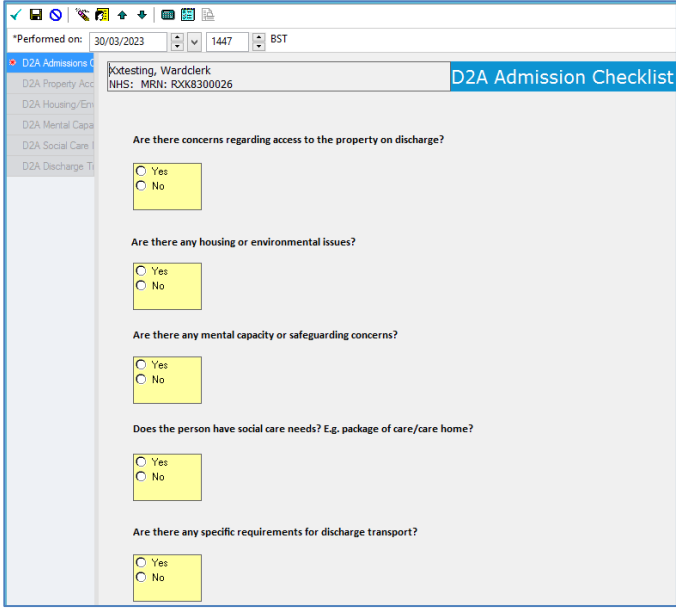


Admission Checklist Documentation

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Step	Action
<p>Important Notes:</p> <p>This form applies to all patients over the age of 18 years. You have 24 hours to complete the document after which will turn red to indicate it is overdue. It is important to remember amendments should be made on the already completed form from Form Browser. You will only select the form from the ad hoc folder if the form had not already been completed and is no longer available in CareCompass. If you have selected Yes to an option and added comments, this information will then appear in MPTL view for the Discharge Hub to view.</p>	
<p>Complete the Admission Checklist from CareCompass</p>	
1	<p>For your patient in CareCompass click on the Activities column.</p> 
2	<p>In the Scheduled/Unscheduled tab select the D2A Admission Checklist as shown below.</p>  <p>Select Document.</p>
3	<p>This will open the D2A Admission Checklist Form. Answer all the yellow mandatory questions.</p> 
4	<p>If you answer Yes to any of the questions, then a further sub form will appear for you to also complete and provide details. Ensure to add comments if you have selected Yes to an option.</p>

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1.0	31/03/2023	Angela Shemar	

Step	Action
5	<p>You will see when all the form is completed with Ticks against the sub forms which had been triggered.</p> <p>Click on the green tick to Sign the Form. </p>
6	<p>This form is now no longer a pending document in Care Compass. It can be accessed from the patients record in Form Browser.</p>
Amending the Admission Checklist Form	
7	<p>From the patients record go to Form Browser</p> <p>Right Click on the Form and select Modify.</p> <p>This will open the form ready for you to amend and then Sign.</p>
Document Another Admission Checklist Form	
8	<p>If the document is no longer available in CareCompass then you can find this document in Ad hoc from the grey toolbar.</p>
9	<p>Select the Assessment Folder and the tick the box for D2A Admission Checklist</p> <p>Click Record.</p> <p>This will bring up the Form for you to complete.</p>

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