

## **Admission Checklist Documentation**

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Step	Action
Impor	tant Notes:
This fo	orm 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
alread	y completed form from Form Browser. You will only select the form from the ad hoc folder if the form
had no	ot 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.
	Complete the Admission Checklist from CareCompass
1	For your patient in CareCompass click on the Activities column
-	
	<b>—</b> 6
2	In the Scheduled/Unscheduled tab select the <b>D2A Admission Checklist</b> as shown below
2	Scheduled/Unscheduled PRN/Continuous Plans of Care Patient Information
	V Next 2 Hours Next 4 Hours Next 12 Hours
	Current
	D2A Admission Checklist Requested Start Date/Time 30/03/23 13:30:46 BST, once ONLY, Stop Date/Time 30/03/23 13:30:46 BST
	Comment: Ordered automatically on admission.
	Select Document.
3	This will open the D2A Admission Checklist Form. Answer all the yellow mandatory questions.
	Performed on: 30/03/2023 V 1447 BS I D2A Admessors ( Modeline Modeline
	D2A Property Acc D3A Monte S
	D2A Mertal Capa
	D2A Social Care   Are there concerns regarding access to the property on discharge?
	Are there any nousing of environmental issues:
	Are there any mental capacity or safeguarding concerns?
	Q Yes
	Does the person have social care needs? Eg. package of care/care home?
	Are there any specific requirements for discharge transport?
4	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.
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NB all patient information is generated from test data	Vers
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1.0	31/03/2023	Angela Shemar			



Step	Action			
5	You will see when all the form is completed with Ticks against the sub forms which had been triggered.			
	D2A Property Access Concerns			
	✓ D2A Housing/Environmental Issues D2A Mental Capacity/Safeguarding			
	✓ D2A Social Care Needs			
	D2A Discharge Transport Requirement			
	Click on the green tick to Sign the Form. 🗹			
6	This form is now no longer a pending document in Care Compass. It can be accessed from the patients			
	record in Form Browser.			
	Amending the Admission Checklist Form			
7	From the patients record go to Form Browser			
	Form Browser			
	Right Click on the Form and select <b>Modify</b> .			
	P All Forms P 30 March 2023 BST			
	14:47 BST D2A Admissions Checklist (Auth (Verified)) - Ten View			
	Modify			
	This will open the form ready for you to amend and then Sign.			
	Document Another Admission Checklist Form			
8	If the document is no longer available in CareCompass then you can find this document in Ad hoc from			
	the grey toolbar.			
	MadHoc AdHoc			
9	Select the Assessment Folder and the tick the box for D2A Admission Checklist			
	Critical Care D2A Admission Checklist			
	Assessments			
	Click Record.			
	This will bring up the Form for you to complete.			
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