



STB 40 T/C Walk-In Patients

NAME: _____ (PLEASE PRINT CLEARLY)

DATE OF BRIEFING: _____

BRIEFED BY: _____

STB 40: T/C Walk-In Patients

The purpose of this Service-Training Brief is to assist us in the service we provide to our customers.

The Training Team/Co-ordinator is responsible for delivering this brief to staff. Please sign the front page of the brief, this will then be kept in your training file and the information recorded on Badger systems. The brief content pages may be kept for reference as required.

The information contained in this brief supersedes all previous communications, manuals or procedures.

STB 40 – T/C Walk-In Patients	Signed
I have received a face to face briefing	
I fully understand the briefing and will implement this training.	
I have discussed any queries.	

	Date
Added to rotamaster	

VERSION CONTROL

DATE	CHANGE	CHANGED BY
26.03.12.	Original Version	Training
17.07.18	Reviewed	SBi

INTRODUCTION

Due to the way the reports are collated on the Adatastra system, we now have to log Walk-In patients differently.

When entering a Walk-in patient onto the system you should NOT tick the Walk-in patient box (this will be removed from the system shortly).

Instead, you must select **Walk-in patient** from the drop down box at relationship. (Please ensure you do not select walk in centre).

The screenshot shows the Adatastra 3.15.38 interface. The main window is titled "Receive a Call" and displays patient information for a call received on 26-Mar-12 at 14:05:15. The patient's name is "Test, T", DOB is 15-Jul-1955, and age is 56 years. The relationship is set to "WALK-IN PATIENT". A red arrow points to the "Walk-in patient" checkbox, which is unchecked, with the text "DO NOT USE" next to it.

DO NOT USE