



Digital & Health Informatics

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# Clinical Applications Training & Support Department

## User Guide

## Patient Pass Renal

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## What is Patient Pass

Patient Pass is an online system which allows external colleagues to securely refer patients to your specialty, referrers will share clinical details and management plans.

Patient Pass lets you easily see the referrals which the receiving hospital has received all in one place.

As 'LHTR Renal' will be receiving referrals, all LHTR Renal Clinicians will be set up with a 'hub' account.

If you do not have login details please contact support@patientpass.co.uk with your details.

Patient Pass is an online tool and has been built to work on Chrome, Firefox and IE11 or above

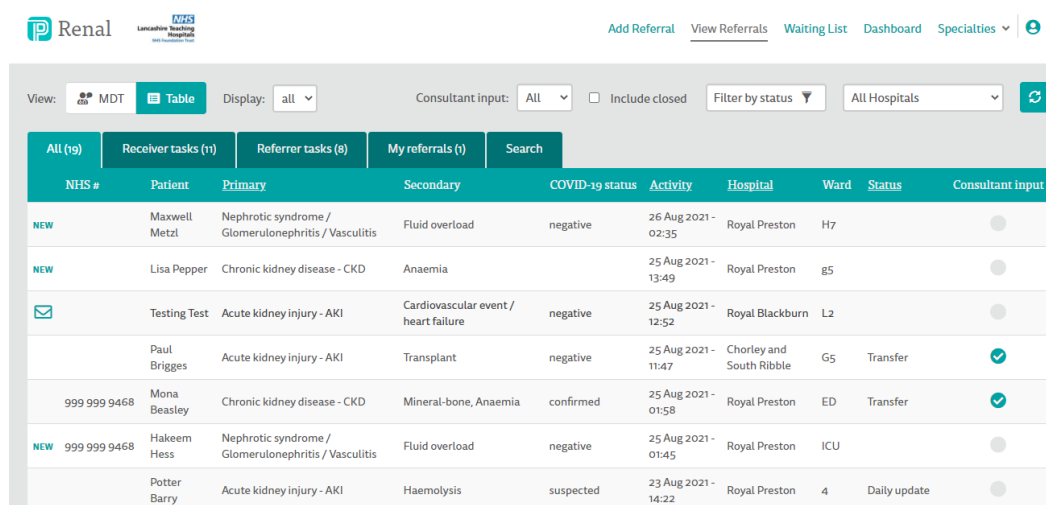
You can access patient pass by using this link: <https://lscreferrals.lthtr.nhs.uk>

## Receiving a Referral

Once you have logged in to check on the referrals which have been received you will see the following page:

At the top you have the option to **View Referrals** and set how many referrals will be displayed on one page, all referrals which have not yet been viewed will be marked with the word 'NEW'.

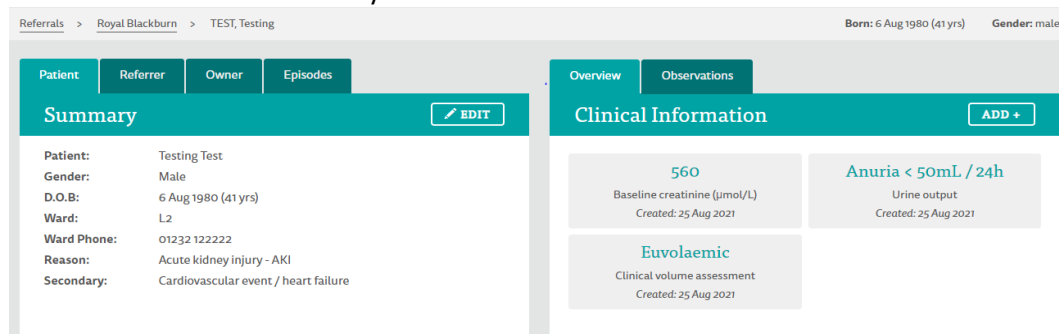
You are also able to filter by 'receiver tasks' or 'referrer tasks'.



The screenshot shows the 'View Referrals' page in the Patient Pass Renal system. At the top, there are navigation links: 'Add Referral', 'View Referrals', 'Waiting List', 'Dashboard', and 'Specialties'. Below these are filters for 'View' (MDT, Table), 'Display' (all), 'Consultant input' (All), 'Include closed' (checkbox), 'Filter by status', and 'All Hospitals'. The main content is a table with columns: NHS #, Patient, Primary, Secondary, COVID-19 status, Activity, Hospital, Ward, Status, and Consultant Input. The table lists several referrals, some marked as 'NEW'.

NHS #	Patient	Primary	Secondary	COVID-19 status	Activity	Hospital	Ward	Status	Consultant Input
NEW	Maxwell Metzl	Nephrotic syndrome / Glomerulonephritis / Vasculitis	Fluid overload	negative	26 Aug 2021 - 02:35	Royal Preston	H7		
NEW	Lisa Pepper	Chronic kidney disease - CKD	Anaemia		25 Aug 2021 - 13:49	Royal Preston	g5		
	Testing Test	Acute kidney injury - AKI	Cardiovascular event / heart failure	negative	25 Aug 2021 - 12:52	Royal Blackburn	L2		
	Paul Briggles	Acute kidney injury - AKI	Transplant	negative	25 Aug 2021 - 11:47	Chorley and South Ribble	G5	Transfer	
999 999 9468	Mona Beasley	Chronic kidney disease - CKD	Mineral-bone, Anaemia	confirmed	25 Aug 2021 - 01:58	Royal Preston	ED	Transfer	
NEW 999 999 9468	Hakeem Hess	Nephrotic syndrome / Glomerulonephritis / Vasculitis	Fluid overload	negative	25 Aug 2021 - 01:45	Royal Preston	ICU		
	Potter Barry	Acute kidney injury - AKI	Haemolysis	suspected	23 Aug 2021 - 14:22	Royal Preston	4	Daily update	

Once you select the referral you want to view, you will see the details which have been provided by the referring clinician. As well as the overview you have the **observations** tab.



The screenshot shows the details of a referral for 'Testing Test' at Royal Blackburn. The patient's details are: Born: 6 Aug 1980 (41 yrs), Gender: male. The referral is for 'Acute kidney injury - AKI' with a secondary diagnosis of 'Cardiovascular event / heart failure'. The 'Clinical Information' tab is active, showing 'Baseline creatinine (µmol/L)' at 560 (Created: 25 Aug 2021) and 'Anuria < 50mL / 24h' (Urine output, Created: 25 Aug 2021). There is also a 'Euvolaemic' status (Clinical volume assessment, Created: 25 Aug 2021).

Patient	Referrer	Owner	Episodes
<b>Summary</b> [EDIT]			
Patient:	Testing Test		
Gender:	Male		
D.O.B:	6 Aug 1980 (41 yrs)		
Ward:	L2		
Ward Phone:	01232 122232		
Reason:	Acute kidney injury - AKI		
Secondary:	Cardiovascular event / heart failure		

Overview	Observations
<b>Clinical Information</b> [ADD +]	
560 Baseline creatinine (µmol/L) Created: 25 Aug 2021	Anuria < 50mL / 24h Urine output Created: 25 Aug 2021
Euvolaemic Clinical volume assessment Created: 25 Aug 2021	

More information is displayed further down the page including any messages which have been sent and received.

## Updating a referral

The receiving clinicians have the function to update the **status** of the referral, to send **action** items to the referrer and to send them **messages**. You can also **share** the referral with a Consultant who will receive an email.

Pyrexia within 24h: no  
 Pyrexial during admission: no  
 GCS: 7  
 Is this referral from HDU / ITU: no  
 Treatment limitation decisions: Level 3 care / full escalation  
 Resuscitation decision: For attempted resuscitation  
 WHO performance status: 1 - Restricted in strenuous activity but ambulatory and able to carry out light work  
 Baseline creatinine ( $\mu\text{mol/L}$ ): 664  
 Haematology:

	29 Aug 2021 - 11:00
Haemoglobin (g/L)	45
White Cell Count ( $\times 10^9/\text{L}$ )	34

Each of these actions will send an email notification to the referrer alerting them to check the status of their request. Likewise, you will receive an email from 'info@patientpass' when a referral has been updated.

## Closing the referral on Patient Pass

The referral can be closed on patient pass with details of when or where the patient has been seen or will be seen.

Scroll down to the bottom of the patient referral and find the '**close referral**' option.

You will then choose a reason for closing

If follow ups or new appointments are required a PDF will be generated and emailed to the relevant teams

Close Referral – BRIGGES, Paul 9 Aug 1989 – Ward G5

Patient born on 9 Aug 1989

Reason for closing: --please select--

- please select--
- Patient was transferred
- Follow up with named consultant
- Renal rapid review clinic
- New patient appointment
- Renal follow up not required
- Deceased

By closing t

Cancel Submit

Close Referral

## Adding a referral

Login to Patient Pass and select the option to 'add referral'

Enter patient details. **Please take care with spacing when entering NHS number and date format requirements**

The system will automatically fill in your details.

If these are wrong, you should update your profile before making the referral.

After entering the patient details, click "Continue" (bottom right of your screen).

Change profile if needed:

Next you will be asked to specify the reason for referral. Use the dropdown menu to specify the primary reason. You will then be prompted for additional detail. Click "Continue".

The final clinical questions will vary depending on the patient and their condition.

Some of the information fields are mandatory and are marked with a red asterisk.

The more information you provide, the better the referral can be dealt with. To submit the referral, click the "Submit" button.

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## Who to contact

### Training

This booklet has been compiled by the Clinical Applications Training and Support Department. If you have any queries on how to use the system then contact the expert / super user for your area.

### Technical Problems

If you experience any technical difficulties, then contact the IT Service Desk on ext 2185. When reporting the fault please ensure you have the 'Asset' number of the PC you are experiencing the problem on. This can be found on a white sticker on the base unit or tower of your PC. Please advise the ward, contact number and a contact name on the ward or department.

### Department Policies

If you have any queries regarding protocol, policies, procedures or workflow then it is important that you contact your line manager who will be able to advise you.