

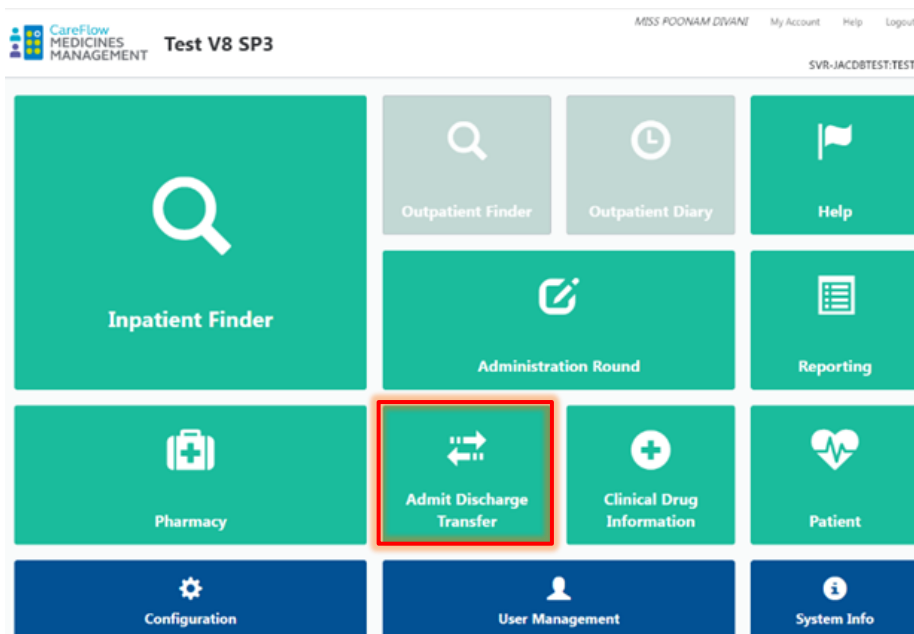
**EPMA**

**CMM v8**

**How to Admit, change Consultant,  
Transfer and Discharge a Patient  
(ADT Guide)**

## How to Admit, change Consultant, Transfer and Discharge a Patient

Access the 'Admit Discharge Transfer' tile on the JAC home screen as shown in the screenshot below.



Search for the patient using Patient Name, NHS number, Hospital number or a combination of all three, then select their profile:

**Inpatient Finder**

Patient name  National number

Hospital ward  Hospital number

Patient Location Group

[Advanced search](#) [Help](#)

1-6 from 6 results returned.

Patient Name	Date of Birth	National No.	Hospital No.	Ward	Consultant
TESTMEDS, Mmp	01-Jan-1999 (25 y)		M123456	Z *Test Ward* (PHM)	TESTDOCTORCONSULTA...
TESTING TESTING, Test	07-Jul-1990 (34 y)		21551624	MILLHARBOUR (PHM)	TEST NON CONSULTANT, ...

### 1. Admitting a Patient

Select 'Admission' from the menu on the left-hand side. From this screen, select the name of the 'Admission Ward' from the dropdown menu, ensure the admission date and time are correct (these will default to the current date and time) and select the correct Consultant from the corresponding dropdown menu. Admission Ward, Admission Date and Time, and Consultant are the mandatory fields. Once completed, click on 'Admit Patient'. Please see the screenshot below.

<b>TEST, Pharmacy</b>		Born <b>20-Jul-1989 (34 y)</b>	Gender <b>Male</b>	National No.
Address		Hospital No. <b>00000001</b>	Allergy Status <b>Undetermined drug allergy status</b>	
Consultant	Ward	Body Surface Area	Weight	Height

Communication zone

HELP

**Admission**

Discharge

Admission Ward \*  
Please select

Admission Date \*    Admission Time \*  
03-Jul-2024    16:43

Admission Reason  
\_\_\_\_\_

Admission Type \*  
 Planned     Emergency

Consultant \*  
Please select

Patient Type  
Please select

Spell number    Episode number  
\_\_\_\_\_  
\_\_\_\_\_

\* required admission information.

Cancel    **Admit Patient**

## 2. Changing a Patient's Consultant

Select 'Consultant' from the left-hand side menu. Locate the 'Allocate new consultant' section on the page and select a new Consultant from the dropdown menu. Click on 'Change Consultant' to confirm. See screenshot below.

<b>TEST, Pharmacy</b>		Born <b>20-Jul-1989 (34 y)</b>	Gender <b>Male</b>	National No.
Address		Hospital No. <b>00000001</b>	Allergy Status <b>Undetermined drug allergy status</b>	
Consultant <b>TEST NON CONSULTANT, DOC...</b>	Ward <b>Z *Test Ward*</b>	Body Surface Area	Weight	Height

Communication zone

CONSULTANT HISTORY    HELP

Admission

**Consultant**

Ward Transfer

Discharge

**Admission Information**

Admission Ward  
Z \*Test Ward\*

Admission Date    Admission Time  
03-Jul-2024    16:43

Admission Reason  
\_\_\_\_\_

Admission Type  
 Planned     Emergency

Consultant  
Test Non Consultant, Doctor

Patient Type  
\_\_\_\_\_

Spell number    Episode number  
\_\_\_\_\_  
\_\_\_\_\_

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**Allocate new consultant**

Consultant  
Please select

\_\_\_\_\_

cancel    **Change Consultant**

### 3. Transferring a Patient between wards

Select 'Transfer' from the left-hand side menu. Locate the 'Transfer patient to a new ward' section and select a ward from the dropdown menu. Click on 'Transfer Patient' to confirm. See the screenshot below.

TEST, Pharmacy      Born 20-Jul-1989 (34 y)      Gender Male      National No.

Address      Hospital No. 00000001      Allergy Status Undetermined drug allergy status

Consultant TEST NON CONSULTANT, DOC...      Ward Z \*Test Ward\*      Body Surface Area      Weight      Height

Communication zone

CHARTING HELP

Admission

Consultant

**Ward Transfer**

Discharge

**Admission Information**

Admission Ward  
Z \*Test Ward\*

Admission Date 03-Jul-2024      Admission Time 16:43

Admission Reason      Admission Type  
 Planned  Emergency

Consultant  
Test Non Consultant, Doctor

Patient Type

Spell number      Episode number

**Transfer patient to a new ward**

Transfer Ward  
Please select

Cancel      Transfer Patient

### 4. Discharging a Patient

Select 'Discharge' from the left-hand side menu. Locate the 'Discharge the patient' section, ensure the discharge date and time are correct (these will default to the current date and time) and click on 'Discharge Patient' to confirm. Please see the screenshot below.

TEST, Pharmacy      Born 20-Jul-1989 (34 y)      Gender Male      National No.

Address      Hospital No. 00000001      Allergy Status Undetermined drug allergy status

Consultant TEST NON CONSULTANT, DOC...      Ward Z \*Test Ward\*      Body Surface Area      Weight      Height

Discharge Prescription is in DRAFT

HELP

Admission

Consultant

Ward Transfer

**Discharge**

**Admission Information**

Admission Ward  
Z \*Test Ward\*

Admission Date 03-Jul-2024      Admission Time 16:43

Admission Reason      Admission Type  
 Planned  Emergency

Consultant  
Test Non Consultant, Doctor

Patient Type

Spell number      Episode number

**Discharge the patient**

Discharge Date 03-Jul-2024      Discharge Time 16:53

Cancel      Discharge Patient

## **Document Control**

<b>Version</b>	<b>Date</b>	<b>Author / Editor</b>	<b>Details of Change</b>
1.1			
1.2	03.07.2024	Poonam Divani	Change in home screen new cmm logo and change to ward transfer new screenshot added

<b>Approval Sign Off for Final Release</b>				
<b>Owner</b>	<b>Role</b>	<b>Sign Off</b>	<b>Date</b>	<b>Version</b>
<b>Approver</b>	<b>Role</b>	<b>Sign Off</b>	<b>Date</b>	<b>Version</b>

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