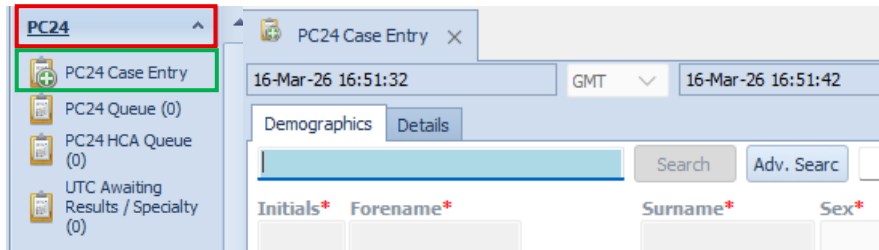




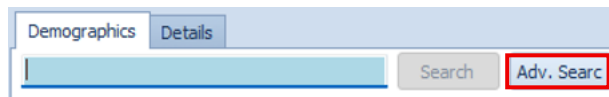
## Accessing PC24 Case Entry

1. Log in to the Aداstra clinical system.
2. From the left-hand navigation menu, expand the **PC24** menu header.
3. Select **PC24 Case Entry**.
4. A new tab will open.

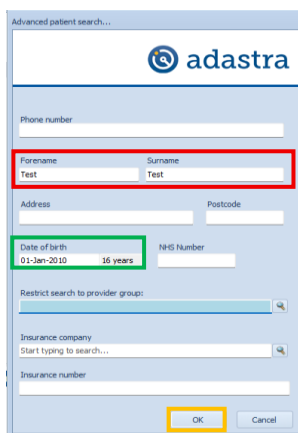


## Searching for an Existing Patient

1. Within the new tab, select **Adv. Search**.

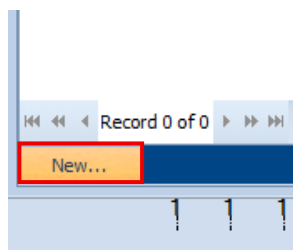


2. In the Advanced Patient Search pop-up window, enter the following patient details obtained from the NerveCentre clinical workflow system ED PC24 dashboard:
  - **Forename**
  - **Surname**
  - **Date of Birth**
3. Select **OK** to perform the search.



## Selecting or Creating a Patient Record

- If the patient already exists within NEMS, their details will appear on the search results screen.
  - Double-click the patient record to open a new case.
- If the patient does not appear in the search results, select **New** in the bottom left corner of the screen to create a new patient record.





## Performing a PDS Trace

1. A PDS trace must be completed to verify the patient's details against the NHS Spine.
2. Select **Lookup** within the Patient Check section on the right-hand side of the screen.



When the PDS window opens:

- Review the patient details displayed.
- If any fields are highlighted with a red box, select the corresponding information in the **PDS** column to update the record.

	Local	Proposed	PDS
Name	S Sardonotuse Xxtestpatientdzadn	S Sardonotuse Xxtestpatientdzadn	Sardonotuse Xxtestpatientdzadn
Home Address	C/O Hsicc Test Data Manager Trevelyan Square Leeds West Yorkshire LS1 6AE	C/O Hsicc Test Data Manager Trevelyan Square Leeds West Yorkshire LS1 6AE	C/O Hsicc Test Data Manager Trevelyan Square Leeds West Yorkshire LS1 6AE
Gender	Female	Female	Female
DOB	17-Feb-1965	17-Feb-1965	17-Feb-1965
Home Phone Number	07070 707070	07070 707070	07070 707070
National Number	999 023 8359	999 023 8359	999 023 8359
Doctor	Unknown		Unknown
Surgery	TOWER HOUSE SURGERY (J84012)		TOWER HOUSE SURGERY (J84012)

Any remaining missing demographic information must be manually completed on the **Demographics tab**.

PC24 Case Entry x

5-Mar-26 17:07:22 GMT 16-Mar-26 17:23:04 GMT Back

Demographics Details

ouble-click here to perform new patient search Notes

Initials\* Forename\* Surname\* Sex\*

T Test Test

Contact

Home: Mobile: Other: Cur. Loc:

Return Phone:\*

## Recording Case Details

1. Navigate to the **Details** tab.
2. In the Symptoms box, enter the **patient's presenting complaint** as free text.
3. Select **Save**.

16-Mar-26 17:07:22 GMT

Demographics Details

Test Test -- 01-Jan-10 (16 years)

Symptoms\*

Test Test

Save



## ADASTRA PC24 QUICK REFERENCE GUIDE

If mandatory fields have not been completed, a pop-up notification will appear indicating which fields require completion before proceeding. Once you complete all fields you can select **ok**.

Mandatory fields not met

adastra

Mandatory fields not met

These details have not been completed

Sex  
Home address  
Surgery  
Ethnicity  
Return phone number

OK

### Recording ED Arrival Time

1. A **pop-up window** will request the patient's arrival time at KMH ED.
2. When the **date** is selected, the system will automatically populate the time as 00:00.
3. Ensure this is **manually updated to the correct ED arrival time**.

Case Questions

adastra

KMH ED

Please enter the KMH ED arrival time: 16-Mar-26 17:25 GMT \*

Next >