

Quick Reference Guide



Undo "Did Not Attend (DNA)" Record

1

Select **Patient Detail** from the top tabs. **Search/Register** a patient (see separate QRG).


2

Select patient from the search results. Patient summary page then displays (ensure correct patient details before continuing).

3

Select **Patient Admin** from the subheadings.

4

Click Preadmit on the left hand-side. Locate the **Pending Preadmissions** section. Click on the "i" /  icon on the appropriate preadmission episode.

5

Select **Undo DNA**.
Select **Yes** to confirm.



This is recorded in the Preadmission History.
(See "Viewing Preadmissions History" QRG)