**ED RECEPTION BOOKING IN MUST DO’S**

**1) USE ALL 4 SEARCH CRITERIA**

*(Surname, Forename,Gender & DOB)*

**2) SPINE SYNC FAILS**

*Make a note of the MRN and email to DQ.*

**3**) **PDS COMPARISON SCREEN**

*Check details and select correct info carefully –* ***failure to select the correct information could cause patient details to be changed with their GP.***

**4) ASK PATIENTS TO GIVE** **YOU THEIR DETAILS**

*Do not read out info we hold for them to confirm.*

**5) Question & verify discrepancies**

*e.g addresses, phone numbers, NOK*

**6)** *Ask patient to***check their name and DOB on their wristband**

**7) Ask any screening questions (if required)**

**8)** *Escalate concerns appropriately using* **Unwell Patient at Reception Pathway**

**9) Babies under 3 months old –** *Alert NIC or senior nurse after booking in*

**10) Victims of Assault** – *complete* *Assault form after booking in*

**11) Pregnant patients** – *print Facesheet* *after booking in and put in Paeds Box*