Patient Snapshot

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Upon discharge a Patient Snapshot is taken. This involves the system copying various fields from the Patient > Summary page into the section labelled Patient Details On Discharge in the admission record. You can keep these fields up to date on the Patient → Summary page and at discharge they are copied over.

Update Patient Snapshot

Once a discharge has been performed, it is possible to update the details in the Patient Details on Discharge. This is done by clicking the **Update Patient Snapshot** button on the Admission → Show page. When a statutory report extract is run, the Update Patient Snapshot process also runs.

Rules for Patient Snapshot Update

- The Patient Details on Discharge section is a snapshot at the time of discharge.
- The following rules apply to running the Update Patient Snapshot process after discharge:
    - If a field is blank in the Patient Details on Discharge section but after discharge has been changed in the Patient Summary then this will be copied across.
    - If a field is not blank in the Patient Details on Discharge section but after discharge has been changed in the Patient Summary then this will not be copied across.
- We have given some examples below to illustrate these rules.
- For the sake of clarity we have used the examples of Post Code, Title and Marital Status but this can apply to any field listed in section Patient Details on Discharge Fields.

Patient Details on Discharge Section	Patient Details on Discharge - Value	Patient Summary Section	Patient Summary - Value	What Happens?	Patient Details on Discharge After Update Patient Snapshot Run - Value
Postcode is blank	(blank)	Postcode has been changed after discharge and has a value	5067	Postcode is copied from the Patient Summary → Patient Details on	5067

				Discharge	
Title is populated with a value	Mrs	Title has been changes after discharge and has a value	Ms	Title is NOT copied from the Patient Summary → Patient Details on Discharge	Mrs
Marital status is populated with a value	Married	Marital status has changes after discharge and is now blank	(blank)	Marital status is NOT copied from the Patient Summary → Patient Details on Discharge	Married

Correcting Details

The rules mentioned in the last section have an impact on the process you follow to correct / update admission data after discharge. We have outlined a scenario below.

Scenario 1: Postcode is blank at time of discharge

- Patient X's Post code is blank at time of discharge.

- You have run the statutory report extract and receive a validation error stating Patient X's post is blank.

- You have checked paperwork and the post code has not been added to CareRight.

Process to remedy:

1. Navigate to the patient Summary screen.

2. Navigate to Contact Details → Home Address, then click **Show**.

3. Click **Edit**.

4. Add the Post Code.

5. Click **Save**.

Run the Update Patient Snapshot process manually:

1. Click into the admission record in question (Patient → Admissions → Admission History → Click **ARN**).

2. Click **Update Patient Snapshot**.

    a. The Admission record should now show the updated Post Code.

3. You can now run the statutory report extract and this should no longer give an error.

Scenario 2: Title Incorrectly Entered

- Patient X's DOB was entered as "01/09/1981" at time of discharge, however this was a data entry error and this needs to be corrected to "02/09/1981"

Process to remedy:

Correct the DOB in the Patient Summary page:

1. Click into the Patient → Summary → **Edit**.

2. Edit the DOB.

3. Click **Update**.

As there is already a value in the Details on Discharge section > DOB, we cannot run the Update Patient Snapshot process, instead, you must correct the data in the admission manually:

1. Click into the admission record in question (Patient → Admissions → Admission History → **Edit**).

2. Scroll down to the Details on Discharge section → **DOB** field.

3. Change the DOB to the correct value.

4. Click **Update**.