



North West London  
Cardiac & Stroke Network

# **NORTH WEST LONDON CARDIAC & STROKE NETWORK**

## **Web Based Interhospital Transfers**

User Guide

Version: 7  
Date 25/01/2010  
Sylvia Stoianova

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## **If the IHT System is Unavailable**

In the event of a system failure there are several things we can do, to reduce delays in transferring patients and getting the system back on line.

1. Should the system fail we can revert to fax referrals for the period of the system failure, please inform the hospital staff at the receiving center that you will be sending them fax referrals. Check the fax numbers are correct, then the receiving hospital will know that they need to collect the faxes for your patients.
2. Contact Sylvia Stoianova, Information Analyst / Data Manager, NWLCSN, Mobile: 07931350272, E-mail: [sylvia.stoianova@imperial.nhs.uk](mailto:sylvia.stoianova@imperial.nhs.uk) or [s.stoianova@nhs.net](mailto:s.stoianova@nhs.net)

If Sylvia is not available, contact our IT specialist directly Mr. Hugh Scott, from Teleologic Ltd. When contacting Hugh at Teleologic Ltd, please state which hospital you are calling from, and reference the 'Cardiac Network Inpatient Transfers System', his contact details are as follows, Telephone: 01603765737.  
E-mail: [hughs@teleologic.co.uk](mailto:hughs@teleologic.co.uk)

3. Also please contact your own hospital IT dept and inform them of the problem.

If you have any access problems with the system, please let Sylvia know, contact details listed below. Please don't hesitate to contact Sylvia if you require any further information.

Sylvia Stoianova  
Information Analyst / Data Manager  
NW London Cardiac Network  
E-mail: [s.stoianova@nhs.net](mailto:s.stoianova@nhs.net)  
Mobile: 07931350272

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## **Getting Started**

### **Introduction**

**This system is for referring, receiving and managing inpatient transfers from any of the referring hospitals in the Cardiac Network to any of the receiving hospitals. This also includes hospitals outside of the Cardiac Network.**

The facilities below are available:

### **Referring Hospitals**

- Create new inpatient transfer request
- View inpatient transfer status
- Discharge

### **Receiving Hospitals**

- Receive patient from referring hospital
- Procedure
- Tertiary transfer
- Return to referring hospital
- Discharge

### **Central Admin** (Limited to Network Staff only)

- All functions

### **Site Admin** (Limited to selected site staff only)

- Set up user accounts, providing designated users with access to the IHT system
- Update, edit & review users accounts details
- Activate or deactivate local IHT system users accounts as required
- Update, edit & review personnel & wards data as required

Please ensure that you have the following information before adding a new patient to the system:

- Patient Details (Hospital No., Forename, Surname, Sex, DoB, Address, Phone No., Ethic Origin)
- GP Details (Name, Practice, Phone No)
- Referral Details (Referrer, Ward Details, Admission Date, Consultant)
- Clinical Assessment (Reason for Referral)

- Cardiac Medical History, Family History and Smoking Status
- Medication Details (Current Medication and Prior Aspirin Use)
- Results (Hb, Creatinine, INR, Troponin, Total Cholesterol, TG, HDL) and MRSA status

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## The IHT system Home page

1. For most hospitals enter the following address: <https://cardiac.st-marys.nhs.uk/transfers>
2. For Hammersmith Hospital, enter the following address: [nwlcn-transfers/transfers](https://nwlcn-transfers/transfers)
3. For St Mary's Hospital, enter the following address: [smh-srv24/transfers](https://smh-srv24/transfers)

When the address has been entered, the system home page will appear on your screen.

For convenience add this address to your 'favourites' list and the system icon to your screen desktop.

### Select User type

Select the option required from the left side of the home page.

[Home](#) – displays the home page below

[Referring Hospital](#) – select if you are a referring hospital user

[Receiving Hospital](#) – select if you are a receiving hospital user

[Central Admin](#) – select if you are a central administrator user

[Site Admin](#) – select if you are a site administrator user

**North West London Cardiac Network** **Interhospital Transfers System**  
System Design © Dr Iqbal Malik and Teleologic Ltd 2005-8

Home    Referring Hospital    Receiving Hospital    Central Admin    Site Admin

### Inpatient Transfers

This site is for referring, receiving and managing inpatient transfers from referring hospitals to any of the receiving hospitals in the Cardiac Network.

*Please ensure that you have the following information before adding a new patient to the system:*

- Patient Details (Hospital No., Forename, Surname, Sex, DoB, Address, Phone No., Ethnic Origin)
- GP Details (Name, Practice, Phone No.)
- Referral Details (Referrer, Ward Details, Admission Date, Consultant)
- Clinical Assessment (Reason for Referral)
- Cardiac Medical History, Family History and Smoking Status
- Medication Details (Current Medication and Prior Aspirin Use)
- Results (Hb, Creatinine, INR, Troponin, Total Cholesterol, TG, HDL) and MRSA status

To access the system, click one of the links on the left and logon with your username and password. The facilities shown below will then be available.

#### Referring Hospitals

- Create new inpatient transfer request.
- View inpatient transfer status.
- Discharge patient.

#### Receiving Hospitals

- Receive patient from referring hospital.
- Return to referring hospital.
- Procedure.
- Discharge.

#### Central Admin

- All functions.

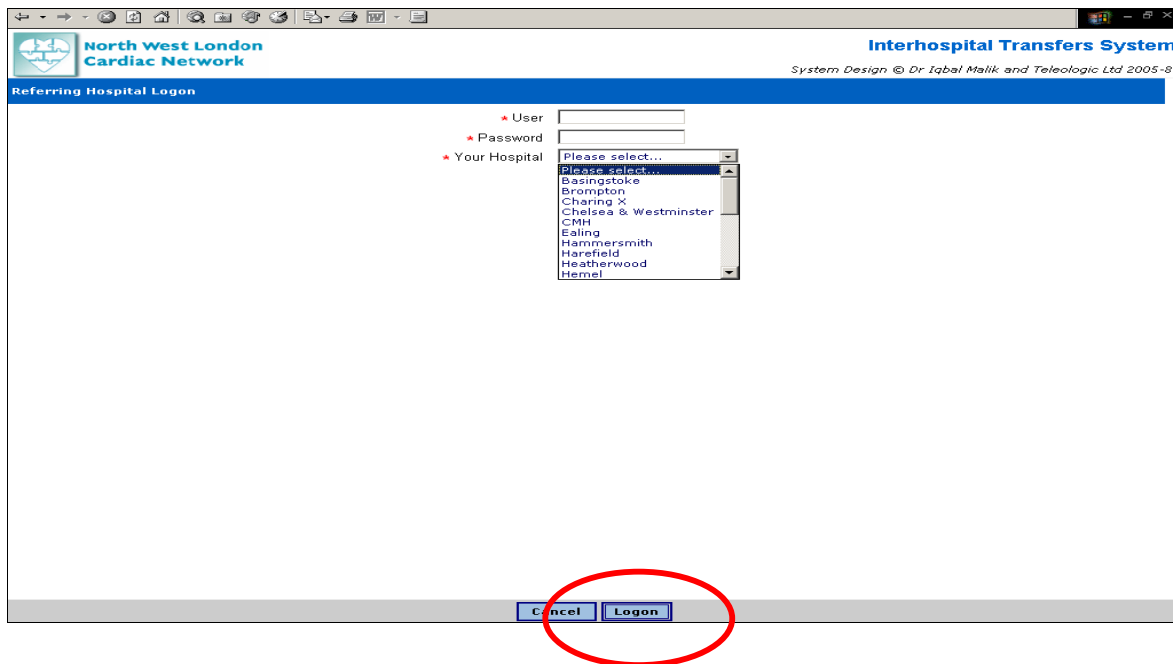
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## Logging on

When you have logged on the system will display details of all the patients at your hospital who have been put onto the system, indicating their present status.

## Referring Hospitals

To log on at a referring hospital, enter your IHT system username and password, then select your referring hospital from the drop down menu and click [Logon](#), to continue to the referring hospital transfer list.



The screenshot displays the 'Referring Hospital Logon' interface of the 'Interhospital Transfers System'. The system is associated with the 'North West London Cardiac Network'. The interface includes three input fields: 'User', 'Password', and 'Your Hospital'. The 'Your Hospital' field is a dropdown menu currently open, showing a list of hospitals: Basingstoke, Brompton, Charing X, Chelsea & Westminster, CMH, Ealing, Hammersmith, Harefield, Heatherwood, and Hemei. At the bottom of the form, there are two buttons: 'Cancel' and 'Logon'. The 'Logon' button is highlighted with a red circle.

## Receiving Hospitals

To log on at the receiving hospital, enter your IHT system username, password, then click on your receiving hospital from the selection available and click [Logon](#), to continue to the receiving hospital transfer list.

North West London  
Cardiac Network

Interhospital Transfers System  
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Receiving Hospital Logon

\* User

\* Password

\* Your Hospital

- Brompton
- Ealing
- Hammersmith
- Harefield
- Hemel
- Lister
- NPH
- St Marys
- Training

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### Log off

Please log off the system when you have finished using it, click on the [Logoff](#) button, bottom left of the Transfer List.

The screenshot shows a web browser window displaying the 'Interhospital Transfers System' interface. The page title is 'St Marys - Receiving Hospital Transfer List'. The interface includes a search section with 'Transfer Id Search' and 'Name Search' options, and a table with columns: ID, From, Ref. Hosp. No., Name, DoB, Risk, Recv. Hosp. No., Procedure Req., Requested, Transferred, Status, and Updated. At the bottom, there are four buttons: 'Logoff', 'Referring Hospital View', 'Reports', and 'New Patient'. The 'Logoff' button is circled in red.

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## **Summary of the stages of an IHT referral**

### **Referring Hospitals**

Monitor the IHT system transfer list regularly for updates.

[New Patient](#) – select New Patient to enter patient's details and add essential information into the IHT system. **REMEMBER** the patient will not be seen by the receiving hospital until the request button has been selected.

[Attachments](#) – select the attachments option to upload scanned ECG's.

[Edit](#) – use the edit options to update any data.

[Request](#) – complete the request option to send a request for transfer to the receiving hospital.

[Supply Information](#) – select this option to supply further information as required.

[Discharge](#) – use this option for returned patients', complete the discharge screen to move data from the active transfer list to the IHT system database.

### **Receiving Hospitals**

Monitor the IHT system Transfer List regularly for transfer requests and updates.

[Review Request](#) – use this option to request more information from the referrer, or to state that a request for transfer is under review or that the patient will be accepted for transfer.

[Receive](#) – when a patient is transferred to the receiving hospital, complete the receive option at the receiving hospital. Enter the date the patient arrived at the receiving hospital.

[Procedure](#) – complete a procedure option screen for each procedure you wish to record at the receiving hospital.

[Plan](#) – the plan option can be used for internal referrals e.g. from cardiology to cardiac surgery at the receiving hospital, or to record a further plan of action.

[Discharge/Transfer](#) – use this option for patients that return to their referring hospital or are discharged home from the receiving hospital. Complete the appropriate discharge screen to move data from the active transfer list to the IHT system database.

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## Navigating through the IHT system

### Fast Save

Fast save allows you to save patient details without completing all the field screens when inputting a new patient. You must go back and complete all the necessary screens before the system will recognise this entry as a 'New Patient'.

### Search Facility

A search facility is available to find patients records, including discharged or deleted patients.

**Transfer ID Search:** users can search for patients IHT records using the patients IHT ID number.

**Name Search:** users can search for patients IHT records by entering the patient's name.

If you have a problem with the name search due to a miss-spelt name the system recognises the use of **wild cards**:

% matches any sequence of characters, e.g. k%m would match kim, kam or kalms

\_ matches a single character, e.g. k\_m would match kim or kam

The name search will also find forenames, as these follow the surname after a comma and space:

% , l_d	e.g.	LICHOTA, Lidia
		Grabas, Ludwik
		ANTIPOVA, LYDIA

### Tabs (to split the screen)

Click on the upper line of headings in the tabs to split the screen into that particular category such as [All Procedure Types](#), [Angio/PCI](#), [Cardiology](#) or [Surgery](#).

Click on the lower line of headings in the tabs to sort the above categories still further, for example into [Active Records](#), [New](#) (records), [Pending Requests](#), [On Hold](#) (requests for transfers put on hold), [Transfers](#) (patients transferred) and [Returned Patients](#) (view returned patients records)

### The Transfer List Headings

First Column (no title) - can display a **Yellow Alert or Red Alert**; if a request for inpatient interhospital transfer takes longer than two days to be accepted, the requested entry is highlighted on the list with a yellow alert arrow next to the patients Id number. If the patient waits longer than five days after a request for interhospital transfer is made, the alert arrow will change colour to red.

Further headings will display the patients system 'ID' number, their '[Hospital Number](#)', their '[Name](#)', '[Date of Birth](#)', the hospital referred '[To](#)', '[Risk](#)' (TIMI or Euro score), the '[Procedure Required](#)', the date the transfer was '[Requested](#)', date the patient was '[Transferred](#)', the patients transfer '[Status](#)' and when an entry was last '[Updated](#)'.

To view a patient's entry on the system in detail ('Inpatient Transfer' screen), click on the patients **ID** number.

## Sorting Order using headings on the Blue Title Bars

Click on any title on the blue heading's bar that you would like to sort by and the system will sort the patients in the order of the title you have selected. For example click on '[Risk](#)' to sort the patients into their risk groups, or click on '[Procedure Required](#)' to sort the patients by their procedure and so on.

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### Print a copy of the transfer list

Right click anywhere on the list below the blue title bar, a menu should appear, click on print, change the print orientation to landscape and print.

### Change the 'Referring Hospital Transfer List' to the 'Receiving Hospital Transfer List'

Every hospital using the IHT system is provided with two transfer lists, a referring list and a receiving list, so that hospitals with access to the IHT system can use it to refer or receive cardiology and cardiac surgery inpatients.

To change the view from the 'Referring Hospital Transfer List' to the 'Receiving Hospital Transfer List', click on the [Receiving Hospital View](#) button at the bottom of the screen and the 'Receiving Hospital Transfer List' will open.

To return to the 'Referring Hospital Transfer List' from the 'Receiving Hospital Transfer List', click on the [Referring Hospital View](#) button at the bottom of the screen.

The screenshot displays the 'Interhospital Transfers System' interface for the 'North West London Cardiac Network'. The main title is 'NPH - Referring Hospital Transfer List'. There are search options for 'Transfer Id Search' (Id) and 'Name Search' (Name) with a 'Find' button. Below the search bar are tabs for 'All Procedure Types' including 'Angio / PCI', 'Cardiology', and 'Surgery'. A status bar shows 'Active Records', 'New', 'Pending Requests', 'On Hold', 'Transfers', and 'Returned Inpatients'. A table with the following columns is visible: ID, Ward, Hospital No., Name, DoB, To, Risk, Procedure Req., Requested, Transferred, Status, and Updated. At the bottom of the interface, there are buttons for 'Logoff', 'Receiving Hospital View' (circled in red), 'Reports', and 'New Patient'. The system design is credited to 'Dr Iqbal Malik and Teleologic Ltd 2005-8'.

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## **Creating Referrals**

### **New Patient**

To enter a patient's details into the IHT system, go to the Transfer List and click on the 'New Patient' button at the bottom of the screen.

The '[Patient](#)' screen displayed below is the first screen of the 'New Patient' option, this screen and the following screen's need to be completed so that a referral request can be made to the receiving hospital. The fields and boxes marked with a red star are mandatory. When the Patient screen is complete click on 'Next' to continue to the following screen.

In total there are seven screens to be completed to enter an inpatient's details into the IHT system, listed in the order that the screens appear, they include:

[Patient](#) (demographics)

[Referring Hospital](#) (referrers details)

[Clinical Assessment](#)

[Patient Medical History](#)

[Investigations](#)

[Results](#) (blood, infection and urine)

[Risk](#) (TIMI/Other or EURO Score, risks are automatically calculated when the screens are completed).

When the above screens are completed, an '[Inpatient Transfer](#)' screen will open for that patient entry (see next page).

### **Paste Reports (New Patient)**

Typed reports can be copied and pasted into the free text boxes on certain pages of the IHT system, the pasted reports will be displayed on the patients Inpatient Transfer screen.

Two of the '[New Patient](#)' screens, '[Patient Medical History](#)', and '[Investigations](#)' have free text boxes for notes, or pasting reports as required.

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Interhospital Transfers System  
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**Patient**

\* Hospital No. [0X0X0X0X]  
 NHS Number [ ]  
 Title [Mr]  
 \* Forename [Bob]  
 \* Surname [Smith]  
 \* Sex  Male  Female  Unspecified  
 \* DoB [21/10/1954] (dd/mm/yyyy)  
 \* Address [50 High Street]  
 [Elsewhere]  
 [ ]  
 [ ]  
 Postcode [TB0 DD1]  
 Tel. No. [ ]

Ethnic Origin [Any other mixed background]  
 Interpreter Required [N/A] \* Language [ ]

GP Name [ ]  
 Practice Address [ ]  
 Practice Tel. No. [ ]

[Cancel] [Next >>]

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### Inpatient Transfer screen

The 'Inpatient Transfer' screen automatically opens when a new patient's details are entered into the IHT system for the first time, or when you click on the patients ID number on the Transfers Lists. When the patient's status is 'New Patient' the 'Request' option should be selected and completed, to request the patient's referral details to a receiving hospital.

### Options on the left side of the 'Inpatient Transfer' screen:

[Inpatient Transfer](#) – returns to the Inpatient Transfer screen.

[Journal](#) – the patient's journal entries can be viewed by clicking on the Journal option.

[Request](#) – click on the Request option to request a patient's transfer to a Receiving Hospital and complete the screen.

[Delete](#) – click on the Delete option, to remove the patient's details from the database.

[Edit](#) - for editing the Referring Hospital, Clinical Assessment, Medical History, Investigations and Results screens.

[Attachments](#) – click on Attachments, on the left side of the screen to view or add scanned ECG's or reports.

[Other Actions](#) – click on Other Actions, on the left side of the screen for further editing actions, or creating another patient record based on the original.

### Options available following a request for transfer:

[Hold](#) – will hold the transfer and stop the clock.

[Revoke](#) – revokes the request for transfer.

[Supply Information](#) – enables a dialogue between referring and receiving hospitals, to supply further information as required.

### Options at the bottom of the 'Inpatient Transfer' screen:

[List](#) – the List button returns to the Transfer List.

[Print](#) – click on the Print button to print a copy of the patient's transfer details.

[Log off](#) – click on Log off to exit the system.



- Inpatient Transfer
- Journal
- Request
- Delete
- Edit
- Attachments
- Other Actions

**Inpatient Transfer - ID: 7881**  
**Status:** New patient      **Created:** 21/11/2007 14:49  
**By:**  
**This transfer has not yet been requested - complete Request section to make the transfer request visible to a receiving hospital.**  
**Procedure Required:** Other Cardiology

**Patient -** [Redacted]  
**Address:**      **Referring Hosp. No.:**  
**NHS No.:**  
**Sex:** Male  
**Date of Birth:**  
**Postcode:**      **Ethnic Origin:** Any other Asian background  
**Tel. No.:**  
**GP:**

**Referral**  
**Hospital:**      **Admission Date:** 29/10/2007  
**Ward:**      **Ward Name:**  
**Ward Tel:**      **Fax:**  
**Consultant:**      **Consultant Name:**  
**Referrer:**      **Referrer Tel:**  
**Referrer Bleep:**

**Clinical Assessment**  
**Reason for Referral:** ACS  
*Smoking Status: Ex-Smoker*

[Logoff](#) [List](#) [Print](#)

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## Requesting Transfers

To request an inpatient interhospital transfer using the IHT system, complete the [Request](#) screen and click on 'Next', which will send the request for transfer to the selected receiving hospital.

To find the Request screen, go to the 'Referring Hospital Transfer List', click on the selected patients ID number, the 'Inpatient transfer' screen (patient details) will open. Click on the Request option on the left side of the Inpatient Transfer screen and the Request screen will open.

When the Request screen has been completed and the patient's details have been sent to the selected receiving hospital. The patient's status on the Transfer Lists will change from New Patient, Transfer Revoked or Transfer Inappropriate, to [Transfer Requested](#).

### Paste Reports (Request)

The [Request](#) screen has a free text box for any additional notes and can be used for pasting or typing reports as required.

The screenshot shows the 'Request' screen of the 'North West London Cardiac Network Interhospital Transfers System'. The interface includes the following elements:

- Header:** 'North West London Cardiac Network' logo and 'Interhospital Transfers System' title with system design information.
- Section:** 'Request' (highlighted in blue).
- Instructions:** 'Select the receiving hospital(s) and request the transfer'.
- Receiving Hospital:** A list of checkboxes for Brompton, Ealing, Hammersmith, Harefield, Hemel, Lister, NPH, St Marys, and Training.
- Date and Time:** Input fields showing '08/02/2008' and '13:26'.
- Procedure Required:** A dropdown menu currently set to 'Other Cardiology'.
- Notes:** A large text area for additional details.
- Transfer Option:** Radio buttons for 'Suitable for Day Case Transfer' and 'Not Suitable for Day Case Transfer'.
- Receiving Hospital No.:** An input field for a specific hospital number.
- Footer:** 'Cancel' and 'Next >>' buttons.

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## The Patients Status on the Transfer List explained

[New Patient](#) – the status of ‘New Patient’ indicates that the patient’s details are on the system at the referring hospital and that the patient has **not** been referred.

[Transfer Requested](#) – the status ‘Transfer Requested’ indicates that a request for transfer has been successfully made to a receiving hospital.

[Transfer Revoked](#) – transfer Revoked indicates that a request for transfer has been cancelled by the referring hospital; the patient’s details will be removed from the receiving hospitals list and remain on the referring hospitals list for either a re-request for transfer, discharge or delete.

[Hold](#) – the Hold status indicates that the referral has been put on hold by the referring hospital, which stops the clock on the IHT system until the request for transfer is restarted. The receiving hospital can check number of patients on hold.

[Request Restarted](#) – indicates that the hold option has been cancelled by the referring hospital and the request for transfer has been restarted.

[Request Under Review](#), [More Information Required](#), [Medically Accepted](#), [Accepted For Immediate Transfer](#), [Accepted When Bed Available](#), [Accepted for Day Case Transfer](#), [Accepted For Ring Fence Transfer](#), [Accepted for Standard Cardiology Transfer When Bed Available](#) (used by receiving hospitals under the option – [Review Request](#))

The above listed statuses are dialogue entries for requests to obtain further information or supply information as required. The information requested and supplied from the dialogue entries can be viewed in the patient’s journal.

[Information Supplied](#) (used by referring hospitals under option of ‘[Supply Information](#)’) – information supplied is a dialogue option, used by the referring hospital to supply further information requested by the receiving hospital. The supplied information notes are located in the patient’s journal. Please see page 29 under receiving hospital information, for further information on the use of the identified status.

[Transfer Inappropriate](#) – a status of ‘[Transfer Inappropriate](#)’ indicates that the request for transfer is not acceptable at the receiving hospital and the receiving hospital has used the ‘[Not Accepted](#)’ option. The patient’s details will be removed from the receiving hospitals list and remain on the referring hospitals list with a status of ‘[Transfer Inappropriate](#)’.

**Important Note** if a patient has a status of ‘[Transfer Inappropriate](#)’, staff at the referring hospital must review the patient’s ‘[Inpatient Transfer](#)’ screen (click on the patient’s ID number), to check the reason why the transfer is not acceptable at the receiving hospital. The referring centre should then take appropriate action on the IHT system e.g. re-refers, discharge etc.

[Patient Transferred](#) – When the patient arrives at the receiving hospital, staff at the receiving hospital can update the patient’s details so the patient’s status will change from ‘[Transfer Requested](#)’ to ‘[Patient Transferred](#)’.

[Plan](#) – a status of ‘[Plan](#)’ indicates that there is a plan for the patient at the receiving hospital, e.g. possibly an internal referral for a further procedure, discussion at a JCC or return to DGH for convalescence etc.

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[Procedure](#) – a status of 'Procedure' indicates that a patient has undergone a procedure at the receiving hospital. To view the patient's procedure details, click on the patient's ID number and scroll to the bottom of the 'Inpatient Transfer' screen, where the procedure details will be recorded.

[Patient Returned](#) – a status of 'Patient Returned' indicates that the patient has been returned to the referring hospital. When a patient has been discharged home from the referring hospital, staff at the referring hospital will use the 'Discharge' option, to remove patient's details from the active transfer list and store them on the IHT system database.

## Journal

The Journal will record the entries and stages of the patient's pathway, entered into the IHT system from admission to discharge, as the patient is transferred from the referring hospital to the receiving hospital.

Status – the 'Status' column indicates the type of entries that have been made, for example a transfer requested, patient transferred, procedure, plan, return to referring hospital, discharge, editing and updating data, dialogue status and so on.

[Details](#) – the 'Details' column provides further or additional information for each entry, for example the notes from the dialogue entries will be recorded here, or the name of the hospital the request for transfer was sent, or the type of procedure that was recorded for the patient.

[Date/Time](#) – the 'Date/Time' column records the date and time entered by the user when required, for example when completing a request for transfer.

[Recorded](#) – the 'Recorded' column records the actual date and time each entry is made.

[By](#) – when an entry is made on the IHT system the 'By' column will record the name of the user updating the system and where they are based.

North west London Cardiac Network Interhospital Transfers System  
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Inpatient Transfer **Journal**

Journal shows most recent event date at top of list - for earliest event see end of list.

Status	Details	Date/Time	Recorded	By
Patient returned		17/11/2007 14:01	20/11/2007 12:35	
Procedure	Surgey W&W	17/11/2007 11:00	17/11/2007 16:27	
Patient transferred	To Hammersmith	12/11/2007 19:39	13/11/2007 20:41	
Transfer requested	To Hammersmith	12/11/2007 15:04	12/11/2007 15:05	

Logoff List Print

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## Other Options

### Delete

The Delete option is available on the left side of the 'Inpatient Transfer' screen, when the patient's status on the transfer list is either 'New Patient' (prior to a request for transfer), or 'Transfer Revoked' (when the request for transfer has been revoked or cancelled) or 'Transfer Inappropriate' (the request for transfer is not acceptable at the receiving hospital).

If the patient's status shows as any of the above and you wish to delete the record, click on the selected patient's ID number. The 'Inpatient Transfer' screen will open, click on the 'Delete' option on the left side of the screen and the 'Remove' screen will appear (see below).

Click on one of the four options on the 'Remove' screen, and then click on 'Next' at the bottom of the screen to complete and continue.

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Interhospital Transfers System  
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Remove

Delete this record - please specify the reason for deletion.

Transfer not required

Error in data

\* Reason  Test

Other

Cancel Next >>

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## Edit

To find the [Edit](#) option go to the 'Inpatient Transfer' screen and select Edit from the list of options available on the left side of the screen.

The edit option will enable the user to edit the following screens:

[Referring Hospital](#)  
[Clinical Assessment](#)  
[Medical History](#)  
[Investigations](#)  
[Results](#)

To edit, click on the required tab title, update the information and click on 'Save' if you wish to update another edit screen or 'Close' to complete and continue back to the Inpatient Transfer screen.

The screenshot shows a web browser window displaying the 'Interhospital Transfers System' interface. The page title is 'Referring Hospital' and it features a navigation bar with tabs for 'Referring Hospital', 'Clinical Assessment', 'Medical History', 'Investigations', and 'Results'. The 'Referring Hospital' tab is active. The form contains the following fields and controls:

- Select Referring Hospital: A dropdown menu.
- Specify Other Hospital: A text input field.
- Referrer: A text input field.
- Referrer Telephone No.: A text input field.
- Referrer Eleep No.: A text input field with the value '150'.
- Already on elective waiting list: A checkbox.
- Hospital: A dropdown menu with the text 'Please select...'.
- Details: A dropdown menu.
- Ward: A dropdown menu with the value 'Cardiology Ward'.
- Ward Name: A text input field.
- Tel.: A text input field.
- Fax: A text input field.
- Date of Admission: A date picker showing '12/03/2007' with the format '(dd/mm/yyyy)'. A label 'Referral to Treatment (RTT) pathway' is positioned above this field.
- Consultant: A dropdown menu with the value 'Cardiologist'.
- Consultant Name: A text input field.
- Current Pathway Status: A dropdown menu with the value 'N/A'.
- Clock Start Date: A text input field.
- Decision to Treat Date: A text input field.
- Unique Pathway Identifier: A text input field.

At the bottom of the form, there are three buttons: 'Cancel', 'Save', and 'Close'.

## Hold

To find the [Hold](#) option (referring hospitals) go to the 'Inpatient Transfer' screen and select Hold from the list of options available on the left side of the screen. The Hold option will put the request for interhospital transfer on hold and stop the IHT system clock for that entry, until the request is restarted by the referring hospital.

When the Hold option is activated, a [Cancel Hold](#) option becomes available on the left side of the Inpatient Transfer screen. To restart the request for transfer select the cancel hold option and complete the cancel hold screen.

[Back to](#)

## Revoke

The Revoke option can be used by the referring hospital to revoke (cancel) a request for transfer to a receiving hospital. The Revoke option will be available **after** a request for transfer has been made. If the referral is accepted by the receiving hospital the revoke option will no longer be available.

The revoke option can be used if the patient becomes unsuitable for transfer, is discharged home prior to transfer or is deceased prior to transfer. It can also be used to request transfer to a different centre using the same information as before. Once the request for transfer has been revoked, it will be possible to re-request the transfer to a receiving hospital, or discharge the patient's details for storage on the database or delete the patient's record.

The [Revoke](#) options are as follows:

### [Immediate re-referral – keep on the list](#)

This option will enable the referring hospital to cancel the request to the receiving hospital and keep the patient's details on the referring hospital's transfer list, with a status of 'Transfer Revoked'. When the 'Revoked' patient is fit for transfer, select the 'Request' option on the patient's 'Inpatient Transfer' (patient details) screen and re-request a transfer to the receiving hospital.

### [Make another referral later – remove from list](#)

This option will cancel the request for transfer, remove the patient's details from the list and store the patient's details on the database. To reactivate the patient's details, use the 'Transfer Select' screen to find the patient's details, then click on the patient's ID number and request a transfer to a receiving hospital, using the request option, which will reactivate the patient's details onto the lists.

### [Discharge Home](#)

If the patient is discharged home prior to transfer, or the transfer is no longer required, click on this option, the patient's information will be stored on the database.

### [Patient Deceased](#)

If the patient is deceased prior to transfer, click on this option. Enter the date and time of death and click on next to complete and continue. The record will be stored on the database for future reference.

## Supply Information (Referring Hospitals Dialogue option)

To find the [Supply Information](#) option (referring hospitals) go to the 'Inpatient Transfer' screen and select Supply Information from the list of options available on the left side of the screen.

The Supply Information option is used by the referring hospital to supply further information to the receiving hospital as required.

Enter the information required in the 'Comments' box (type or paste as required) and click on 'Next' to complete and continue.

The patient's status on the transfer lists at the referring and receiving hospitals will change to [Information Supplied](#), the information supplied in the comments box will be recorded for viewing in the patient's journal.

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### Adding Scanned ECG Attachments (screen 1)

To view scanned ECG files or Reports attached to the patient entry, click on the [Attachments](#) option on the left side of the patient's details screen. Previously attached files can be viewed here.

To add a new file attachment; click on the 'Add Attachment' button at the bottom of the 'Attachments Screen' (see below)



### Adding Scanned ECG Attachments (screen 2)

'This facility is for attaching files such as ECG reports. Please scan input to target size 800 x 600 or less and 300 dpi or less. File type should be of type JPG. Scan as B/W in preference to colour to reduce file size'.

Enter the title of the file to be attached in the title box. Click on the 'Browse', button to bring up the 'Choose File' menu. Select the file you would like to Add and double click on it. The selected file will be added as an attachment. Notes about the file can be pasted or typed into the free text box, labelled 'Notes'.

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Interhospital Transfers System  
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**Attachment**

This facility is for attaching files such as ECG reports. Please scan input to target size 800 x 600 or less and 300dpi or less. File type should be of type JPG. Scan as B/W in preference to colour to reduce file size.

\* Title

\* Attachment

Notes

[Back to](#)

## Other Actions

These are further editing options and are found on the left hand side of the 'Inpatient Transfer' screen.

The selected screen will open and the user can make changes to the relevant screen as required, when the edit screen has been completed click on 'Update' to finish.

The editing options are as follows:

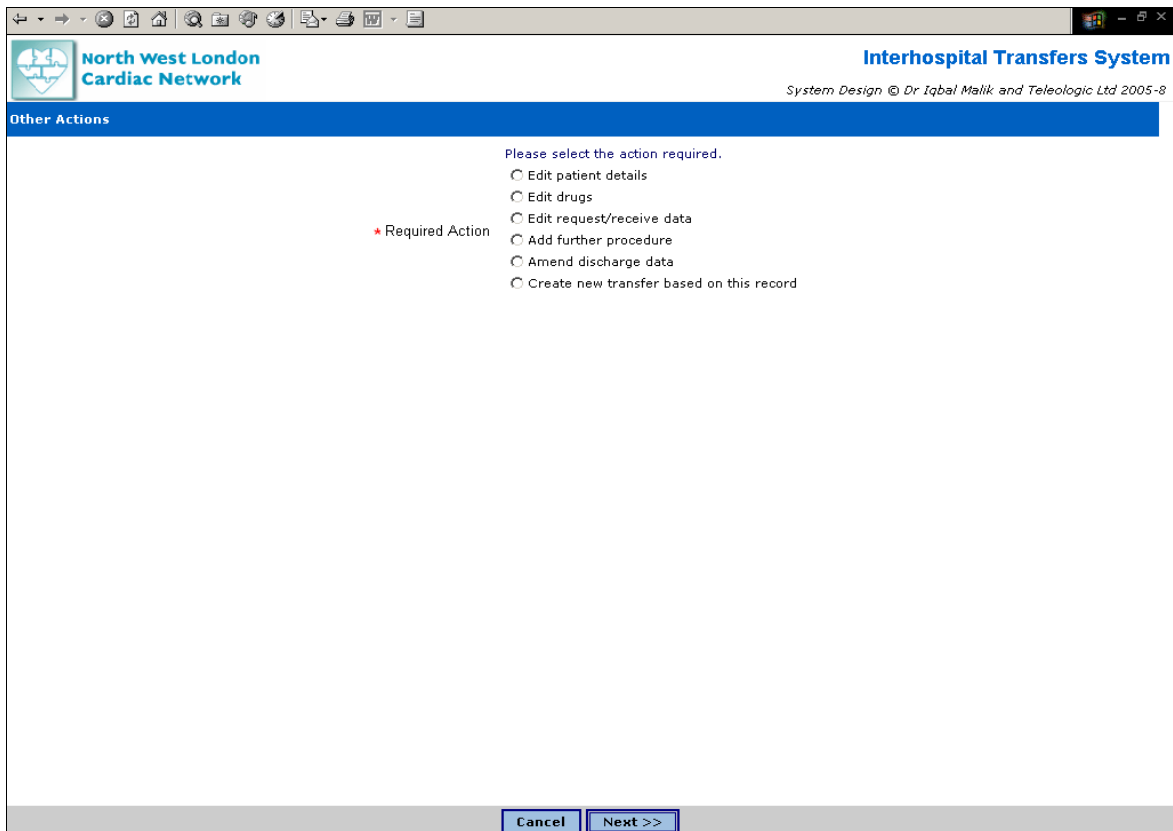
[Edit patient details](#) - for editing the patient's demographics.

[Edit drugs](#) - enables the user to add further prescribed drugs to the patient's entry as required.

[Add further procedure](#) - enables the user to add procedures after the patient has been discharged.

[Amend discharge data](#) - select this option to amend the patient's discharge data.

[Create new transfer based on this record](#) - select this option to create a new transfer record based on an original entry.



The screenshot shows a web browser window displaying the 'Interhospital Transfers System' interface. The page header includes the 'North West London Cardiac Network' logo and the text 'Interhospital Transfers System' and 'System Design © Dr Iqbal Malik and Teleologic Ltd 2005-8'. The main content area is titled 'Other Actions' and contains a list of radio button options for selecting an action. A red asterisk indicates that one of these actions is required. At the bottom of the form, there are 'Cancel' and 'Next >>' buttons.

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Interhospital Transfers System  
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Other Actions

Please select the action required.

- Edit patient details
- Edit drugs
- Edit request/receive data
- Add further procedure
- Amend discharge data
- Create new transfer based on this record

\* Required Action

Cancel Next >>

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## Patient Returned (referring hospitals)

A status of [Patient Returned](#) indicates the patient has been returned to the referring hospital from the receiving hospital. The patient details have been updated with procedures and information from the receiving hospital in the patient's journal and on the patient's Inpatient Transfer screen.

The options on the left side of the Inpatient Transfer screen have changed, to enable the user to [Request](#) the patient to a receiving hospital for further treatment, or [Discharge](#) the patient from the active Transfer List to their data on the IHT system database.

[Please complete the IHT system Discharge screen when the patient goes home from hospital](#)

## Discharge

To find the [Discharge](#) option (referring & receiving hospitals) go to the patient's 'Inpatient Transfer' screen and select the Discharge option from the list of options available on the left side of the screen. Complete the Discharge screen as required and click on 'Next' to continue and complete.

The patient details will be moved from the Transfer List and stored in the system database. To find a discharged patient's record go to the Transfer list and use the search facilities.

### Referring Hospitals

The Discharge option will be available for referring hospitals once the patient has a status of 'Patient returned'.

### Receiving Hospitals

The Discharge option will be available for receiving hospitals once the patient has a status of 'Patient transferred'.

**Discharge**

Please record the discharge details

\* Discharge Type

\* Discharge Date

\* Discharge Time

Ambulance

Escort

[Back to](#)

## Reports screen

To find the Reports options, click on the Reports button at the bottom of the Referring or Receiving Hospital Transfer Lists, the Report Selection screen will open.

The reports selection form will be automatically populated to display results for the first procedure for the patient cross-referenced with the hospitals that referred the patients.

The screenshot shows a web browser window displaying the 'Report Selection' screen. The page header includes the 'North West London Cardiac Network' logo and the text 'Interhospital Transfers System' with a copyright notice 'System Design © Dr Iqbal Malik and Teleologic Ltd 2005-8'. The main content area contains the following form elements:

- Include Data for:** A dropdown menu set to '3 Months'.
- Type:** Two radio buttons: 'Referred Patients' (selected) and 'Received Patients'.
- Hospital:** A dropdown menu set to 'NPH'.
- Row:** A dropdown menu set to 'Request Procedure Type'.
- Column:** A dropdown menu set to 'Receive Hospital'.
- Report:** A dropdown menu set to 'Days Request To Transfer'.
- Type:** A dropdown menu set to 'Avg'.
- Selection:** A dropdown menu set to '(...)'. Below it is a 'Criteria' dropdown menu.

Below the form, there is a row of five buttons: 'Back', 'Availability', 'Further Information', 'Download', and 'Show Report'.

Click the Show Report button to display the report page. Averages for each procedure and totals for all procedures are also displayed.



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### Inter-Hospital Transfers System

Referred Patients (3 Months)

Request Procedure Type / Receive Hospital	Brompton	Hammersmith	Harefield	St Marys	Total
ANGIOPCI		●	●	●	●
Avg(Days Request To Transfer)		●	●	●	●
CARDIO	●		●	●	●
SURG		●	●	●	●
<b>Total</b>	●	●	●	●	●
Avg(Days Request To Transfer)	●	●	●	●	●

[Back](#)

[Print](#)

[Back to](#)

## Receiving Hospitals


### Receive

To find the [Receive](#) option go to the 'Inpatient Transfer' screen and select Receive from the list of options available on the left side of the screen.

The screenshot displays the 'Interhospital Transfers System' interface. On the left, a vertical menu lists several options: 'Inpatient Transfer', 'Journal', 'Review Request', 'Not Accepted', 'Receive', 'Attachments', and 'Other Actions'. The 'Receive' option is circled in red. The main content area shows details for 'Inpatient Transfer . ID: 4922'. The status is 'Transfer requested', created on 22/03/2007 17:41, and requested on 22/03/2007 17:36. The receiving hospital is 'NPH'. The procedure required is 'Angio Proceed'. The transfer notes describe a 60-year-old lady with a history of ischaemic chest pain, a good ETT, and a negative troponin. The patient is suitable for day case transfer. Below this, there are fields for patient details (Address, Postcode, Tel. No., GP) and referring hospital details (Referring Hosp. No., NHS No., Sex, Date of Birth, Ethnic Origin). At the bottom, there is a 'Referral' section with fields for Hospital (NPH), Ward (Cardiology Ward), Consultant (Cardiologist), Admission Date (12/03/2007), Ward Name, and Consultant Name. At the very bottom, there are buttons for 'Logoff', 'List', and 'Print'.

To receive a patient on to the 'Receiving Hospital Transfer List', complete the [Receive](#) screen and click on 'Next' to complete and continue.

When the 'Receive' screen is completed the patient's status will change from 'Transfer requested' to 'Patient transferred' and the receiving hospital options of Procedure, Plan and Discharge/Transfer will become available.



**North West London  
Cardiac Network**

**Interhospital Transfers System**

System Design © Dr Iqbal Malik and Teleologic Ltd 2005-8

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Receive

Patient Name:   
 Sex: **Female**  
 Date of Birth:   
 Receiving Hospital:

---

Please complete the details shown below and confirm the patient transfer to the receiving hospital.

Transfer Appropriate:

• Receiving Hospital:

• Date:  • Time:

• Timescale Met (no delays):  Y  N

• Reason Delayed:

Days Delayed:

• Consultant:

• Consultant Name:

• Receiving Ward:

• Ward Name:

• Receiving Hospital No.  (hospital no. of patient at receiving hospital)

Ambulance:

Escort:

[Back to](#)

## Other Receiving Hospital options

### Review Request

To find the [Review Request](#) option (receiving hospitals) go to the 'Inpatient Transfer' screen and select Supply Information from the list of options available on the left side of the screen.

The Review Request options are as follows:

[Request Under Review](#), [More Information Required](#), [Medically Accepted](#), [Accepted For Immediate Transfer](#), [Accepted When Bed Available](#), [Accepted for Day Case Transfer](#), [Accepted For Ring Fence Transfer](#), [Accepted for Standard Cardiology Transfer When Bed Available](#)

The above listed statuses are dialogue entries for requests to obtain further information or supply information as required. The information requested and supplied from the dialogue entries can be viewed in the patient's journal.

The [Comments](#) free text box enables the receiving hospital to request specific information from the referrer; this detailed request for information can be viewed in the patient's journal at the referring and receiving hospitals.

Complete the Review Request screen as required and click on 'Next' to continue.

The screenshot displays the 'Review Request' interface within the 'North West London Cardiac Network' and 'Interhospital Transfers System'. The system design is attributed to Dr Iqbal Malik and Teleologic Ltd 2005-8. The form includes the following fields and options:

- Date:** 08/02/2008
- Time:** 15:35
- Status:** A dropdown menu is open, showing the following options:
  - Request under review
  - More information required
  - Medically accepted
  - Accepted for immediate transfer
  - Accepted for transfer when bed available
  - Accepted for day case transfer
  - Accepted for ring fence transfer
  - Accepted for standard cardiology transfer when bed available
- Planned Date:** Please select...
- Comments:** A text area for providing additional information.

At the bottom of the screen, there are two buttons: 'Cancel' and 'Next >>', with 'Next >>' being the active button.



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## Not Accepted

To find the [Not Accepted](#) option (receiving hospitals) go to the 'Inpatient Transfer' screen and select Not Accepted from the list of options available on the left side of the screen.

The screenshot shows the 'Interhospital Transfers System' interface for the 'North West London Cardiac Network'. The left-hand navigation menu has 'Not Accepted' circled in red. The main content area displays details for 'Inpatient Transfer - ID: 4922'. The status is 'Transfer requested', created on 22/03/2007 17:43, and requested on 22/03/2007 17:36. The receiving hospital is NPH. The procedure required is 'Angio Proceed'. The transfer notes state: 'Thank you for accepting this 60 year old lady for angiography +/- proceed. She gives a good history of ischaemic chest pain with TMI in the inferior leads and ST depression V4-6. However, troponin has been negative. An ETT was performed, METS 6.00, max HR of 106 (67% of age max) and ST depression V4 - 6, II, III, aVL and aVF. Many thanks. Patient is suitable for day case transfer.' Patient details include: Address, Postcode, Tell. No., GP, Referring Hosp. No., NHS No., Sex: Female, Date of Birth, and Ethnic Origin. Referral details include: Hospital: NPH, Ward: Cardiology Ward, Consultant: Cardiologist, Admission Date: 12/03/2007, and Consultant Name. Buttons for 'Logout', 'List', and 'Print' are at the bottom.

Complete the 'Reject' transfer screen and state the reason why the transfer is not appropriate in the free text box 'Reason Inappropriate', the information entered will be recorded in the summary box, at the top of the 'Inpatient Transfer' screen and the patient's journal. When the 'Reject' transfer screen is completed the patient's details will be removed from the receiving hospital transfer list and remain on the referring hospital's list. The patient's status on the Referring hospital transfer list will display 'Transfer Inappropriate'.

The screenshot shows the 'Reject' transfer screen. At the top, it says 'Reject'. Below this, a summary box contains patient details: Patient Name, Sex: Female, Date of Birth, and Receiving Hospital: NPH. A message states: 'If the transfer is not acceptable by the receiving hospital, please specify the reason.' There are several input fields: 'Transfer Appropriate' (set to 'No'), 'Reason Inappropriate' (a large text area), 'Date' (06/02/2008), 'Time' (13:47), 'Consultant' (Please select...), and 'Consultant Name'. At the bottom, there are 'Cancel' and 'Next >>' buttons.

When the patient becomes suitable for transfer, the referring hospital may use the same patient entry to repeat the inpatient's referral process (re-request the transfer).

[Back to](#)

## Procedure

To find the [Procedure](#) option (receiving hospitals) go to the 'Inpatient Transfer' screen and select Procedure from the list of options available on the left side of the screen.

The receiving hospital may enter as many procedures for an individual patient as required. The date and time appear automatically when the entry is made and can be altered as required when completing a procedure entry.

The Procedure will also be recorded at the bottom of the patients 'Inpatient transfer' screen and in the patient's journal.

Each 'Procedure' entry will appear in the patient's journal and the status on the 'Receiving/Referring Hospitals Transfer Lists' will change to 'Procedure', indicating to those viewing the lists that the patient has undergone a procedure.

Complete the 'Procedure' screen and click on 'Next' to complete and continue.

North West London Cardiac Network

Interhospital Transfers System

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Procedure

Please record the procedure details

\* Procedure Type Please select...

Details of Procedure

\* Date Permanent Pacing

\* Time Temporary Pacing

Change of Pacemaker

Cancel Update

[Back to](#)

## Plan

To find the [Plan](#) option (receiving hospitals) go to the 'Inpatient Transfer' screen and select Plan from the list of options available on the left side of the screen.

After a patient's initial treatment or investigations at a receiving hospital, the Plan option provides an opportunity to record a further plan of treatment at the receiving hospital or convalescence at a DGH; the plan can include a planned date for treatment and notes regarding the planned treatment.

## Update the Procedure Required using the Plan option

Users at receiving hospitals can update the procedure required on the transfer lists, by selecting the Plan option, then the [Internal referral](#) or [Await further procedure](#) options. The [Procedure Required](#) section of the Plan screen will be activated and the user can then update the procedure required for further treatment in the same department, or for internal referrals to another department.

The updating of the procedure required on the IHT system transfer list will alert the appropriate department that the patient's requirements have changed e.g. from cardiology to cardiac surgery.

## Paste Reports

Typed reports can be copied and pasted (or typed) into the free text boxes in 'Notes' section of the Plan screen, the reports will be displayed on the patients Inpatient Transfer screen and in the journal.

When the Plan screen has been completed, click on 'Next' to continue.

The screenshot displays the 'Plan' screen within the 'Interhospital Transfers System' interface. The header includes the 'North West London Cardiac Network' logo and the system name. The main content area contains a form with the following fields:

- Plan:** A dropdown menu with the text 'Please specify the patient care plan' and a 'Please select...' option.
- Procedure Required:** A dropdown menu with a 'Please select...' option and a list of options: 'Discharge home', 'Internal referral', 'Await further procedure', 'Refer to Tertiary Centre', 'Return to DGH for convalescence', and 'Return to DGH to wait for intervention'.
- Planned Date:** A text input field.
- Notes:** A text input field.

At the bottom of the screen, there are two buttons: 'Cancel' and 'Update'.

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## EURO Score

To find the [EURO Score](#) option (referring and receiving hospitals) go to the 'Inpatient Transfer' screen and select EURO Score from the list of options available on the left side of the screen.

The EURO Score screen can be edited and updated as required, when the appropriate fields are populated click on Complete.

For further information on EURO Score, open the EURO Score screen and click on the link in the middle of the screen: ([For euroSCORE information click here](#))

All fields must be completed for the euroSCORE risk calculator.

## About euroSCORE

Two risk calculators are available: the simple additive EuroSCORE and the full logistic EuroSCORE. The simple additive EuroSCORE model is now well established and has been validated in many patient populations across the world. However, particularly in very high-risk patients, the simple additive model may sometimes underestimate the risk when certain combinations of risk factors co-exist. The full logistic version of EuroSCORE produces more accurate risk prediction for a particular high-risk patient.

## Notes

- [1] Chronic pulmonary disease Long term use of bronchodilators or steroids for lung disease
- [2] Extracardiac arteriopathy One or more of claudication, carotid occlusion or >50% stenosis, previous or planned intervention on the abdominal aorta, limb arteries or carotids
- [3] Neurological dysfunction Disease severely affecting ambulation or day-to-day functioning
- [4] Active endocarditis Patient still on antibiotic treatment for endocarditis at time of surgery
- [5] Critical preoperative state Ventricular Tachycardia / Ventricular Fibrillation or aborted sudden death, preoperative cardiac massage, preoperative ventilation before anaesthetic room, preoperative inotropes or IABP, preoperative Acute Renal Failure (anuria or oliguria <10ml/hr)
- [6] Unstable angina Rest angina requiring i.v. nitrates until arrival in anaesthetic room
- [7] Recent MI Myocardial infarction within 90 days
- [8] Pulmonary hypertension Systolic pulmonary artery pressure >60mmHg
- [9] Emergency Operation before beginning of next working day

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**Risk - euroSCORE**

<p><b>Patient Factors</b></p> <p>Age in Years <input type="text" value="85-89"/> Derived from Patient data</p> <p>Female <input type="text" value="No"/> Derived from Patient data</p> <p>Chronic pulmonary disease<sup>[1]</sup> <input type="text" value="No"/> Derived from Medical History</p> <p>Extracardiac arteriopathy<sup>[2]</sup> <input type="text" value="-"/> Derived from Medical History</p> <p>Neurological dysfunction<sup>[3]</sup> <input type="text" value="-"/> Derived from Medical History</p> <p>Previous cardiac surgery <input type="text" value="No"/> Derived from Medical History</p> <p>Serum creatinine &gt; 200 mmol/L <input type="text" value="No"/> Derived from Results data</p> <p>Active endocarditis<sup>[4]</sup> <input type="text" value="-"/> Derived from Results data</p> <p>Critical preoperative state<sup>[5]</sup> <input type="text" value="-"/> Derived from Results data</p>	<p><b>Cardiac Factors</b></p> <p>Unstable angina<sup>[6]</sup> <input type="text" value="-"/> Derived from Medical History</p> <p>LV function <input type="text" value="-"/> Derived from Medical History</p> <p>Recent myocardial infarct<sup>[7]</sup> <input type="text" value="-"/> Derived from Medical History</p> <p>Pulmonary hypertension<sup>[8]</sup> <input type="text" value="No"/> Derived from Medical History</p> <p><b>Operation Factors</b></p> <p>Emergency<sup>[9]</sup> <input type="text" value="-"/> Derived from Clinical Assessment</p> <p>Other than isolated CABG <input type="text" value="No"/> Derived from Clinical Assessment</p> <p>Surgery on thoracic aorta <input type="text" value="-"/> Derived from Clinical Assessment</p> <p>Postinfarct septal rupture <input type="text" value="-"/> Derived from Clinical Assessment</p>
--	--

Additive euroSCORE 6      Logistic euroSCORE (mortality %) 4.78      [For euroSCORE information click here](#)

All fields must be completed for the euroSCORE risk calculator.

**About euroSCORE**  
Two risk calculators are available: the simple additive EuroSCORE and the full logistic EuroSCORE. The simple additive EuroSCORE model is now well established and has been validated in many patient populations across the world. However, particularly in very high risk patients, the simple additive model may sometimes underestimate the risk when certain combinations of risk factors co-exist. The full logistic version of EuroSCORE produces more accurate risk prediction for a particular high risk patient.

**Notes**  
 [1] Chronic pulmonary disease Long term use of bronchodilators or steroids for lung disease  
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 [6] Unstable angina Rest angina requiring i.v. nitrates until arrival in anaesthetic room  
 [7] Recent MI Myocardial infarction within 90 days  
 [8] Pulmonary hypertension Systolic pulmonary artery pressure >60mmHg  
 [9] Emergency Operation before beginning of next working day

## MINAP

To update the MINAP information click on the **MINAP** option that appears on the left hand side on the individual patient screen. There are a few mandatory fields to be filled in, which will assist in the MINAP data collection. There is an option to **Save Incomplete Entry** which allows continuing the entry at a later stage i.e. when all the required information is available. When all the mandatory fields have been completed - click on **Complete MINAP Entry**. Once the MINAP entry is completed it can go on the MINAP main database.

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Ethnic Origin

\* Smoking Status

\* Diabetes

\* Prior Statin Use

\* Admission Date  \* Time

Type of Admitting Consultant

Admission Ward

Admission History

Initial Diagnosis

\* ECG Determining Treatment

\* Cardiac Enzymes/Markers Raised

Glucose  mmol/l

\* Coronary Angiography

Discharge Date

\* Discharge Diagnosis

\* Bleeding Complications

\* Death In Hospital

\* Beta Blocker

\* ACEI or ARB

\* Statin

\* Clopidogrel

\* Aspirin / Antiplatelet

Destination on Discharge