Official How to Use document

In this document, you will cover the following:

1. How to Check-In a Patient
2. How to access a Checked-In Patients Data

How to Check-In a Patient

To Check-In a Patient on the https://pguh.uk website, you need to access the staff section. Which you can locate here: https://pguh.uk/staff you then need to Login via the Username and Password handed to you in your eMails. Once logged in you will see the following sections:

Hospital Data
Shifts
Patient Check-In
Patients Checked-In

Once you have entered that page, you will need to locate the Patient Check-In which is the form that has the following fields:

ROBLOX NAME
Date of Birth
Patient ID (hospital)
NIL BY MOUTH (Y/N)
Presenting Complaint
PRIORITY (1 to 3)
Then 3 buttons, Save Patient | Create Patient | Cancel

You need to fill out the form FULLY. This is an example:
ROBLOX NAME:
Ax1x1x1x1b
Date of Birth:
18-02-2007
Patient ID:
123456 ← You need to create your own 6 digit number.
Nil By Mouth:
No
Presenting Complaint:
Fell down the stairs and had a major head trauma
Priority:
2 - High Medium

Patients

Add patient

ROBLOX NAME

ax1x1x1x1b

Date of Birth

18/02/2007

Patient ID (hospital)

123456

NIL BY MOUTH (Y/N)

N

Presenting Complaint

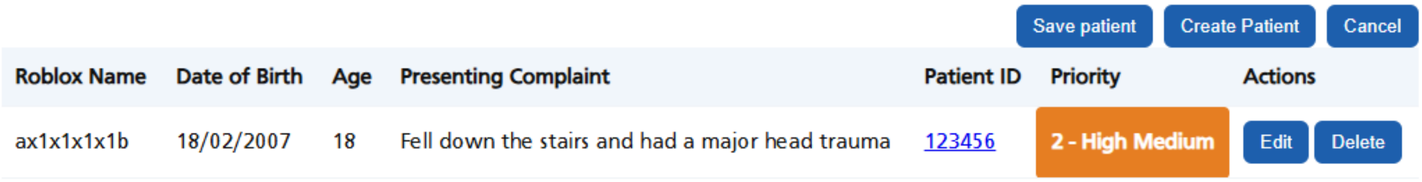
Fell down the stairs and had a major head trauma

Priority

2 - High Medium

Save patient | Create Patient | Cancel

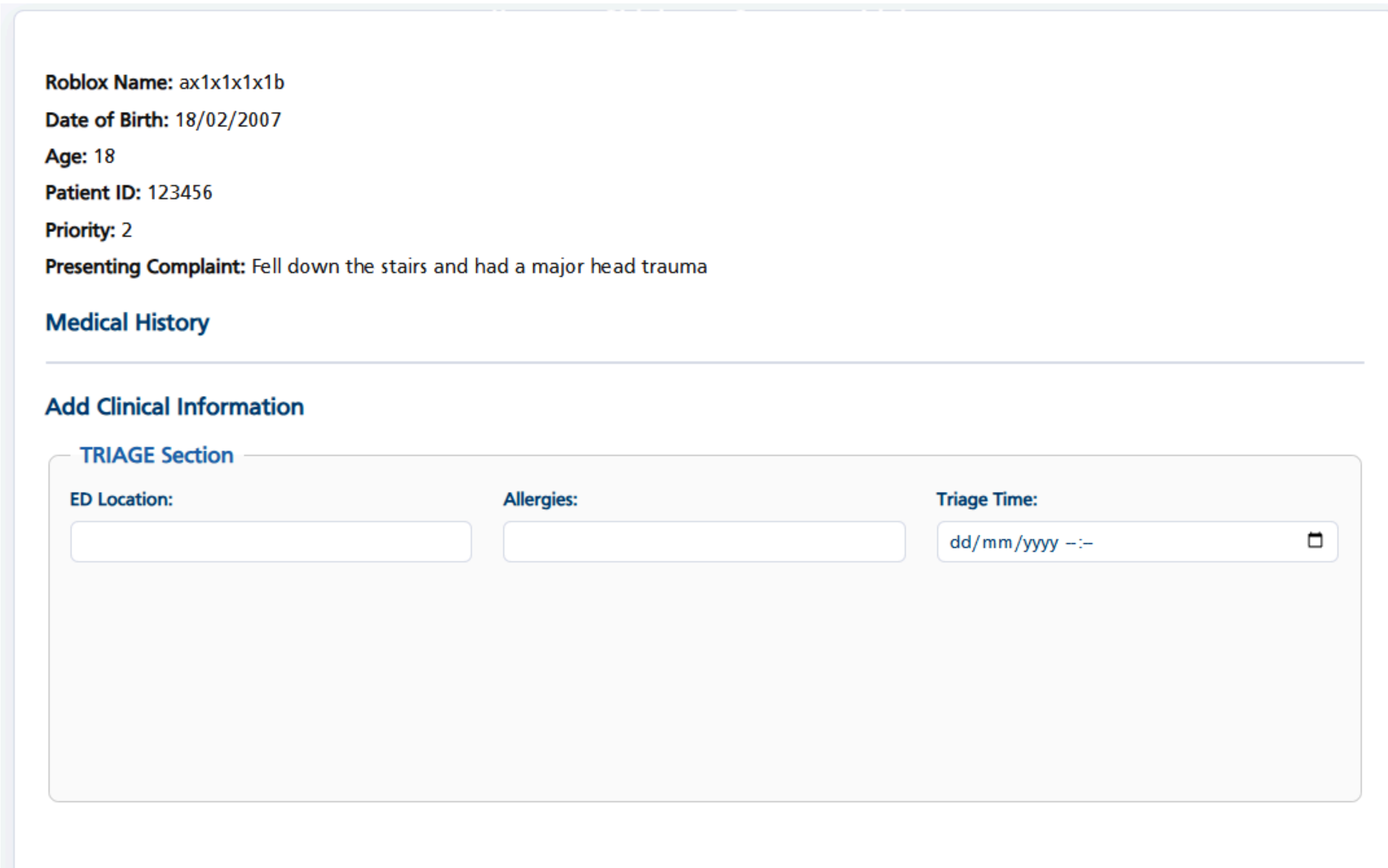
When you have filled out that form, you need to click Create Patient and you will see the following at the bottom.



How to access a Checked-In Patients Data

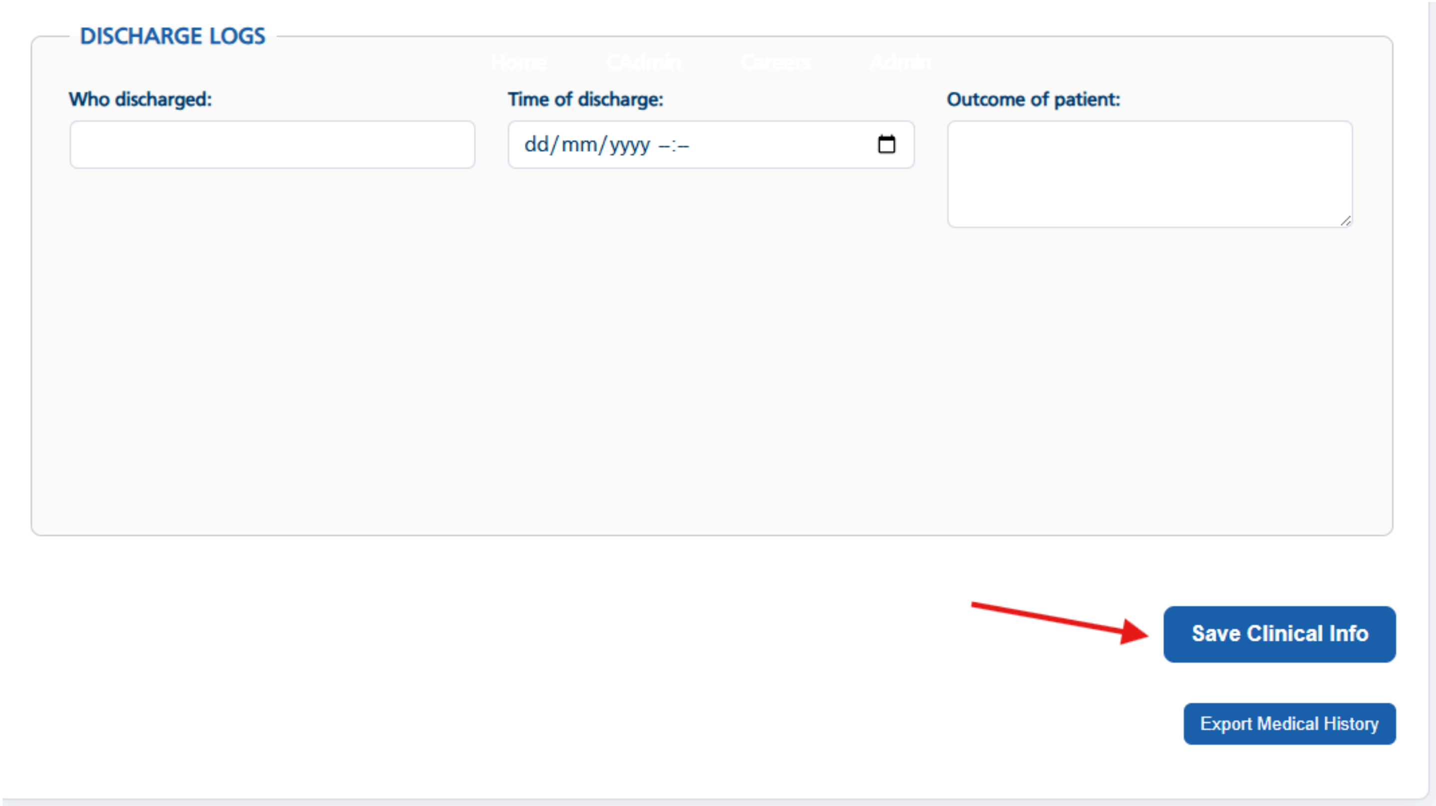
To access a Checked-In Patients Data, you need to click the blue underlined Patient ID (e.g. 123456)

When you click that it will open up a new window in your browser and show you the following page:



Now you are on that page, you can scroll down and see all the data you need for the patient. In this, you can do all the Triage information such as the Room Location of triage, if they have any allergies, and what date and time it would be for the Triage, (e.g. 16/08/2025 17:42)

Once you have done the initial Triage, you can scroll down and click this button:



Save Clinical Info, this will then allow everyone who views that patient to view that data. Further up on the page you can find the following sections:

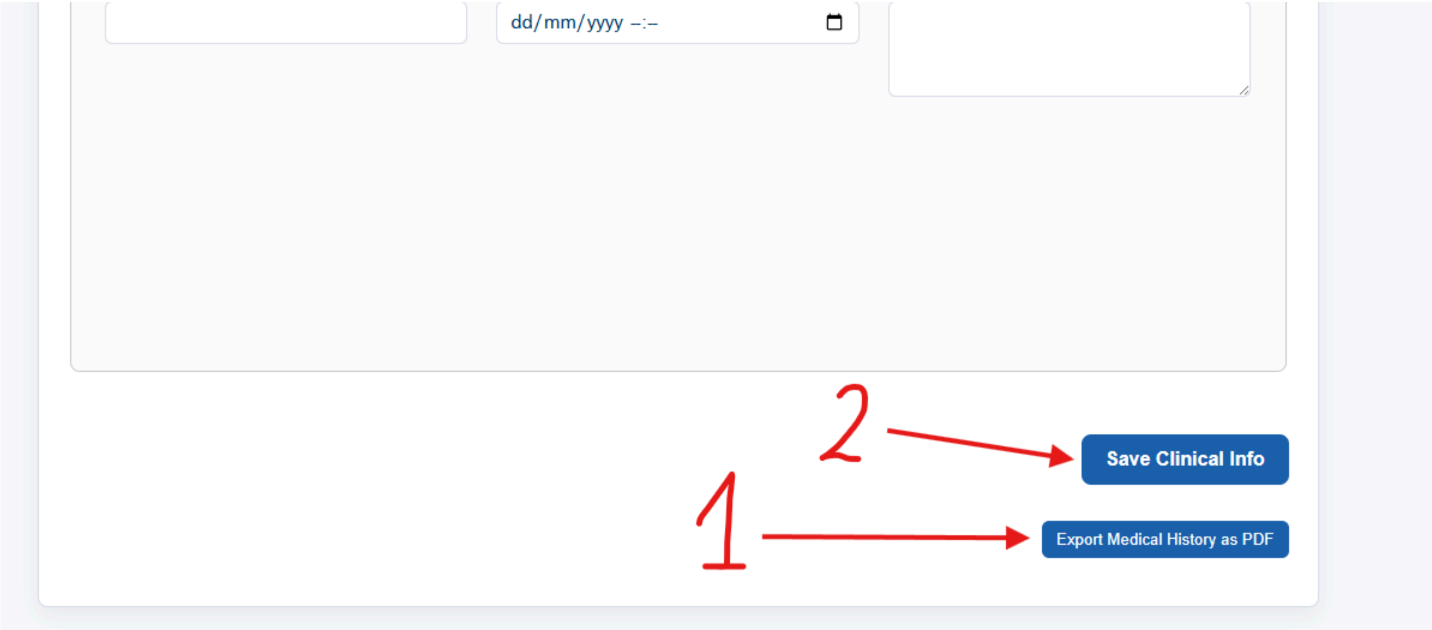
Care Team Section
This is where you set the Nurse handling that patient, the Overseeing Clinician, Direct Clinician, Specialist Clinician, the Pharmacist for that patient, the CCOT, Consulting Speciality and Admitting Speciality.

Underneath that, you will see the LATEST OBSERVATIONS for that patient that **IS REQUIRED.** In that you can see the NEWS2 Score, HR, BP, SpO2, RR, Temp, AVPU, and GCS.

Further down, you can fill out other details, such as;
Presenting Complaint, History of their complaint, their past medical history, the current medication they are taking, and the differential diagnosis for that patient.

The last part of documentation on that page is the Discharge Logs, in that, you will fill out the name of the person who discharged them, the date and time of discharge and the outcome of that patient on Discharge.

When the Patient is Discharged you need to click the following:



Firstly, export the medical history as a PDF which then saves to your device, and then click Save Clinical Info which will then save it fully to the database for Prince George.

CONCLUSION

Once you have done everything displayed in this document, you should of successfully checked in a patient, correctly done the data fills for the patient, and correctly exported the data for safe keeping if we need to revert back to some data in the future for a patient, OR if you need to look back at patients data if they return back to PGUH in the future.

Kind Regards,
Charlie Hughes,
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NHS