

Adults Quick Guide

Hospital Stays

Any worker with permission to access the **Health > Hospital stays** section in Mosaic can record details of a hospital admission.

A **Hospital stay** is usually recorded by Business Support when a Hospital Notification (ward referral) has been received.

To avoid duplicate entries, please check that the details of the **Hospital stay** have not already been recorded by another worker.

When a **Hospital stay** has been recorded, it does not display on the **Person summary** screen. You will need to check the **Hospital stays** screen accessed via **Health > Hospital stays** in the extended sidebar menu to view this information.

Recording a Hospital Stay

- Click **Health > Hospital stays** in the extended sidebar menu

The **Hospital stays** screen displays

- Click the **Add** button

The **Add hospital stay** screen displays

- **Admission Date** = Select date using **date picker** icon 
- **Departure Date** = Select date using **date picker** icon 

The departure date is usually recorded later, when confirmation of the discharge date has been obtained by the worker involved in facilitating the hospital discharge (the Hospital/Area Practitioner).

- **Hospital** = Click the **Find** button

The **Find organisation** screen displays

- Enter the name of the hospital e.g. Boston Pilgrim Hospital, Grantham and District Hospital, Lincoln County Hospital or search using the hospital organisation ID.
- Click the **Find** button to display search results
- Click on the hospital name hyperlink to pull the details into the Hospital field
- **Consultant** = Record if known
- **Reason** = Record details for the admission (where available, you can copy and paste from the hospital paperwork for ease)
- Click the **Save** button

The **Hospital stays** screen displays

- Click the **OK button** to return to the **Person summary** screen.

Editing and Ending a Hospital Stay

To edit or end a hospital stay:

Editing hospital stays should only be undertaken to record a 'Departure Date' (discharge date) or when a recording error has been made e.g. incorrect information has been recorded.

- Click **Health > Hospital stays** in the extended sidebar menu, to access the **Hospital stays** screen
- Click on the **Edit Pencil** icon 
- **Departure Date** = Select date using **date picker** icon 
- Click the **Save** button