

Metech 32 – Changing Baby from Newborn to Full Enrolment

Go to Patient Register (F3), enrolment funding (tab 2), then click on Full Enrolment

The screenshot shows the 'Patient Register' window with the 'Enrolment-Funding 2' tab selected. The 'Enrolment Status' is currently 'Newborn Preliminary Enrolment (B)'. The 'Date Confirmed' is '11 Jul 2019' and the 'Method of Enrolment' is 'Form - Only Valid PHO Option (F)'. The 'Full Enrolment' button is highlighted with a red box. Other buttons include 'Sync', 'Re-Enrol', 'End Enrolment', and 'Show All Data'. The 'Funding Details' section shows 'Funding Status: Funded (F)', 'Funding Start Date: 01 Aug 2019', and 'Funding End Date: 31 Oct 2019'.

This will bring up the below box. Enter date as per enrolment form and arrow down to form (as shown below)

The first screenshot shows the 'Patient Full Enrolment' dialog box with the question 'Are you sure you want to change [redacted] Newborn Preliminary Enrolment to a Full Enrolment?'. The 'Date Confirmed' field is empty and the 'Method of Enrolment' is also empty. The second screenshot shows the same dialog box with 'Date Confirmed' set to '08 Aug 2019' and 'Method of Enrolment' set to 'Form - Only Valid PHO Option (F)'. Both dialog boxes have 'Yes' and 'No' buttons.

Once finished, you will get this message

The screenshot shows an 'Information' dialog box with a blue information icon and the message 'The patient is now fully enrolled'. There is an 'OK' button at the bottom.

Once completed, the Full Enrolment button will be 'greyed out' and Enrolment Status changed to 'Confirmed Enrolment'

The screenshot shows the 'Patient Register' window with the 'Enrolment-Funding 2' tab selected. The 'Enrolment Status' is now 'Confirmed Enrolment (C)'. The 'Date Confirmed' is '08 Aug 2019' and the 'Method of Enrolment' is 'Form - Only Valid PHO Option (F)'. The 'Full Enrolment' button is now greyed out. The 'Funding Details' section shows 'Funding Status: Funded (F)', 'Funding Start Date: 01 Aug 2019', and 'Funding End Date: 31 Aug 2022'.