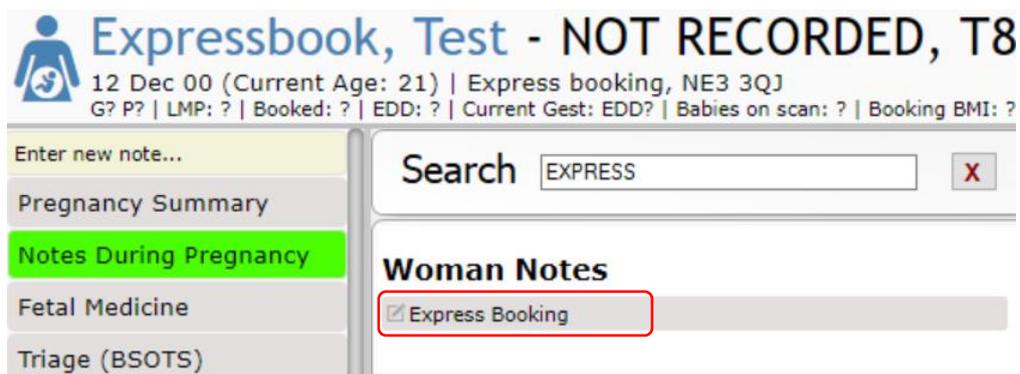


## How To Complete an Express Booking

An express booking is a shorter version of a full booking that requires key information. Express bookings can be completed if a woman arrives in labour with no antenatal care or from a non-BadgerNet site. They can also be completed for out-of-area women who are receiving antenatal care elsewhere. Please see below how to complete an express booking.

1. First search for your patient using NHS number in **“All Episodes”**
2. To start an express booking click into **“Enter new note”** and search for **“Express Booking”**



3. Ensure **“Demographics”** are correct and complete. Complete **“Parental Details”**
  - For existing pregnancies with a paper grow chart, do not put in grow chart ID (these will continue on paper). Any woman who is new to the service will have one generated within BadgerNet.
4. Fill out **“Health History”** including **“TB Risk Assessment”**, **“Risk Assessment”** and **“Confidential Data”**
  - Ensure ALL risks are input into the risk assessment and ensure you authorise this with your username and password.
5. Complete relevant information within **“Current Pregnancy”**
  - Add in all previous pregnancies (complete new form for each pregnancy)

**Current Pregnancy Details**

Have you been Pregnant Before  No  Yes

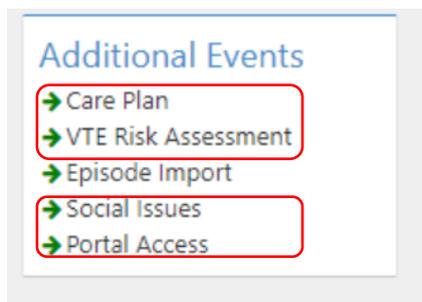
Gravida  Para  +

Any confidential pregnancies  No  Yes

6. Complete additional events on right-hand side including “**Care Plan**”, “**VTE Risk Assessment**”, “**Social Issues**” and “**Portal Access**”

- Episode import will not be relevant unless the woman has had a recent pregnancy at another site using BadgerNet.

- Social issues must be filled out for all women



7. Complete “**Portal Access**” to ensure the woman has access to Badger Notes (*Please see the separate user guide on portal access and how to set this up*)

8. Once complete – **Save and close** the assessment and the express booking will be complete

9. Check “**Things to do**” to ensure you are aware of outstanding tasks.

If you require any further support or training please email [Nuth.badgernetmaternitysupport@nhs.net](mailto:Nuth.badgernetmaternitysupport@nhs.net)



### Express Booking Checklist

- Search for woman using NHS number only
- Find record and search through "enter new note" and find express booking
- Complete demographics
- Complete parental details
- Complete health history
- Complete TB Risk Assessment for Baby
- Complete Confidential Data
- Complete Risk Assessment
- Complete Current Pregnancy Details
- Input all previous pregnancies
- Input date of original booking
- Complete Care Plan
- Complete VTE Assessment
- Complete Social Assessment
- Complete Portal Access
- Input next appointment

If you require any further support or training please email  
[Nuth.badgernetmaternitysupport@nhs.net](mailto:Nuth.badgernetmaternitysupport@nhs.net)