

Patient Transport UK Ltd

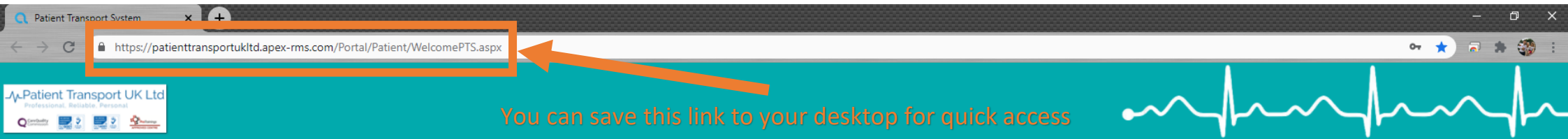


Secure Patient Transport Online Booking Portal Guide

When clicking the link, the first page you will see is the login page.

Enter your username and password (If you don't have one we can create one for you) and click 'Login'

Remember you must be using Google Chrome as your browser or you may run into problems when booking



You can save this link to your desktop for quick access



Type your
Username here

SYSTEM LOGIN
Please enter your credentials to access the system.

Username

Password

Type your
Password here

Welcome to the Patient Transport (UK) Ltd online booking portal.

You MUST use Google Chrome for this Booking Portal
(Please do not use Internet Explorer, as this is not a supported browser)

Please follow all steps to complete your booking.

If you need your login details they are displayed on the wall sheet

Don't forget to use only
Google Chrome to open the

Once you have logged in you will reach the Welcome Page

You can search for existing bookings using the 'Search and Filter' section for any date you specify

Click on the 'Make a Booking Section' to begin your booking

The screenshot displays the Patient Transport System web portal. The browser address bar shows the URL: <https://patienttransportukltd.apex-rms.com/Portal/Patient/JobList.aspx>. The page header features the Patient Transport UK Ltd logo, a teal background with a white ECG line, and navigation links: 'Make Booking', 'My Details', and 'Logout'. A search and filter section is highlighted with an orange box, containing fields for 'Date' (15/02/2021 to 22/02/2021), 'Ref', 'Status' (Live), and buttons for 'Reset' and 'Search'. An orange arrow points from the text 'You can use this section to find existing bookings' to this search section. Another orange arrow points from the text 'Click here to start a new booking' to the 'Make Booking' button. The main content area displays the message: 'No jobs were found using the supplied search criteria.' At the bottom, a status bar lists various booking statuses: Booked, New, Allsorted, On Route, At Pickup, Clear Pickup, At Dropoff, Clear Dropoff, Complete, Invoiced, Aborted, Cancelled, Rejected, and 0 Jobs.

Search & Filter

Date: 15/02/2021 to 22/02/2021 Ref: Status: Live

No jobs were found using the supplied search criteria.

Make Booking My Details Logout

You can use this section to find existing bookings

Click here to start a new booking

Booked New Allsorted On Route At Pickup Clear Pickup At Dropoff Clear Dropoff Complete Invoiced Aborted Cancelled Rejected 0 Jobs

The New Booking Window will pop up and this is where the details of the booking will be entered. This guide will show each section individually

All Mandatory Fields are highlighted and must be completed

Click 'Save' once you have completed all required fields

Job Details

Booking Ref:

Account:

Booked by:

Contact #:

PO Number:

Notes:

Patient Details

Patient / NHS #:

Forename:

Patient Phone:

Gender:

Dementia Level:

Mobility Level:

Mental Health:

Learning Diff.:

DOB:

Surname:

GP Name:

GP Surgery:

DNR: ☐

End of Life: ☐

Escorts:

Equipment

Select Required Equipment

Infections

Select Infections

Medical History

Select Medical History

Other: Other: Other:

Transportation

Type: Blue Light: ☐ Auth: CAD #:

Journey Details

Pick Up

Library:

Address:

Postcode:

Sublocation:

Date/Time:

Journey Type:

Drop Off

Library:

Address:

Postcode:

Sublocation:

Date/Time:

Save

Job Details

Booking Ref:

Account:

TEST



Booked by:

Contact #:

PO Number:

Notes:

Enter your booking reference here
if you have one

Accounts are locked to
users so this will always
show your account

Name and Contact
Number of the
person making the
booking

Purchase Order
Number

OR
Budget Code

Relevant Notes
including:
Patient behaviour,
triggers, history,
condition as well as
any other specifics
relevant to the
journey

NHS No. or Trust ID
of Patient

Patients First Name

Patient Date of Birth

Patient Details

Patient / NHS #:

Forename:

Patient Phone:

Gender:

Dementia Level:

Mobility Level:

Mental Health:

Learning Diff.:

DOB:

Surname:

GP Name:

GP Surgery:

DNR:

End of Life:

Escorts:

Patient Gender

Level of Dementia (if any)

Patient Mobility

MH Section Status

Patients Last Name

Number of Escorts Travelling

Equipment

Select Required Equipment

Handcuffs, Leg Restraints, Physical
Restraint, Stretcher, Wheelchair, Medical
Devices etc

Other:

Infections

Select Infections

Covid 19, C Diff, HIV+, D&V, MRSA etc

Other:

Medical History

Select Medical History

Diabetes, Epilepsy, Allergies, Medication,
Pregnancy etc

Other:

Click here to authorise
use of blue lights and
sirens if required

Transportation

Type: --- ▼

Blue Light: ☐

Auth:

CAD #:

Type of Transport
required. Secure, PTS,
Bariatric etc

You can choose from our extensive library of pre-loaded hospitals

OR you can manually type the address into this field

OR you can click the search button  then type in the postcode to find your address

Journey Details

Pick Up

Library:

Address:

Postcode:

Sublocation:

Date/Time:

Journey Type:

Immediately

Drop Off

Library:

Address:

Postcode:

Sublocation:

Date/Time:

Complete this field to let us know what date and time you require pick up

Type of Transport required. Secure, PTS, Bariatric etc

Click 'Immediately' to book your transport for ASAP

Sublocation is the specific ward or unit we are going to. This needs to be completed for both 'pick up' and 'drop off' so our crews know where to go once on site

When you have completed all required sections click 'Save' in the lower right hand corner of the screen. If you have done everything correctly you will see a 'Booking Successfully Made' message at the top of your screen.

New Booking - Google Chrome
https://patienttransportukltd.apex-rms.com/Portal/Patient/BookingDetails.aspx?jobId=null

Job Details

Booking Ref: 12345
Account: TEST
Booked by: PTUK Guide
Contact #: 0208 441 8122
PO Number: BUDGCODE
Notes:
Put any relevant notes in this section regarding the transfer and/or patient diagnosis.
Notes help our staff a lot!

Patient Details

Patient / NHS #: 987654321
Forename: John
Patient Phone: 0208 999 9999
Gender: Male
Dementia Level: None
Mobility Level: SEC - Secure Transport
Mental Health: Section 2
Learning Diff.: None
DOB: 01/01/1981
Surname: Smith
GP Name: A Nother
GP Surgery: The Surgery
DNR: ☐
End of Life: ☐
Escorts: 2

Equipment

Handcuffs Required
Physical Restraint may be required
Other:

Infections

Coronavirus
Other:

Medical History

Patient is taking prescribed medications
Other:

Transportation

Type: SECURE
Blue Light: ☐ Auth: CAD #:

Journey Details

Pick Up

Library: Maudsley Hospital
Address: Denmark Hill
London
Postcode: SE5 8AZ
Sublocation: Outpatients
Date/Time: 15/02/2021 10:07
Journey Type: One Way Journey
Clear

Drop Off

Library: Bethlem Royal Hospital
Address: Monks Orchard Road
Monks Orchard Road
Beckenham, London
Postcode: BR3 3BX
Sublocation: Fitzmary 1
Date/Time:

Click 'Save' to complete your booking.
note: if saved is greyed out you may not be using the right browser.
Google Chrome works best.

Save

If you have missed any sections or completed a field incorrectly then you will see the message below and the section that needs completing will be highlighted.

New Booking - Google Chrome

https://patienttransportukltd.apex-rms.com/Portal/Patient/BookingDetails.aspx?jobId=null

Job Details
Booking Ref: 12345
Account: TEST
Booked by: PTUK Guide
Contact #: 0208 441 8122
PO Number:
Notes:
Put any relevant notes in this section regarding the transfer and/or patient diagnosis.
Notes help our staff

patienttransportukltd.apex-rms.com says
The booking cannot be made for the following reason:
Contact phone must be numeric, multiple numbers can be delimited by a /
Patient Forename is required
OK

Equipment
Handcuffs Required
Physical Restraint may be required
Other:
Infections
Coronavirus
Other:
Medical History
Patient is taking prescribed medications
Other:

Transportation
Type: SECURE
Blue Light:
Auth:
CAD #:

Journey Details
Pick Up
Library: Maudsley Hospital
Address: Denmark Hill
London
Postcode: SE5 8AZ
Sublocation: Outpatients
Date/Time: 15/02/2021 10:07
Journey Type: One Way Journey
Drop Off
Library: Bethlem Royal Hospital
Address: Monks Orchard Road
Monks Orchard Road
Beckenham, London
Postcode: BR3 3BX
Sublocation: Fitzmary 1
Date/Time: 08:00
Clear
Save

If any details are incorrect this message will appear. Correct the highlighted areas to proceed.

Once your booking has been made you can check it's status on the welcome page and click back into the journey to make any amendments

Patient Transport System

https://patienttransportukltd.apex-rms.com/Portal/Patient/JobList.aspx

Patient Transport UK Ltd

Professional. Reliable. Personal.

[Make Booking](#)[My Details](#)[Logout](#)

Search & Filter

Date: 15/02/2021 to 22/02/2021 Ref: Status: Live

Job ID	Booking Ref.	Patient Ref.	Patient Name	Pickup	Pickup Time	Mobility	# Escorts	Drop Off	Vehicle	Run #	Status	Type
5918	12345	987654321	Smith, John	Outpatients - Maudsley Hospital	15/02/21 10:07	Secure Transport	2	Fitzmary 1 - Bethlem Royal Hospital	N/A		Booked	

Booked

New

Cancelled

On Route

At Pickup

Clear Pickup

At Dropoff

Clear Dropoff

Complete

Invoiced

Aborted

Cancelled

Rejected

1 Jobs

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