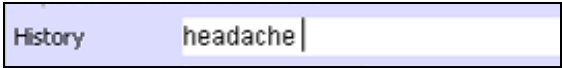
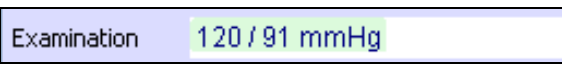
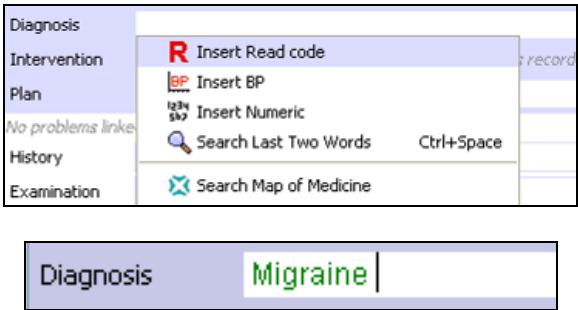
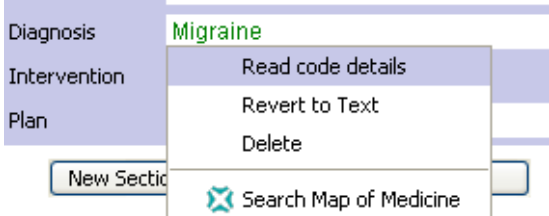
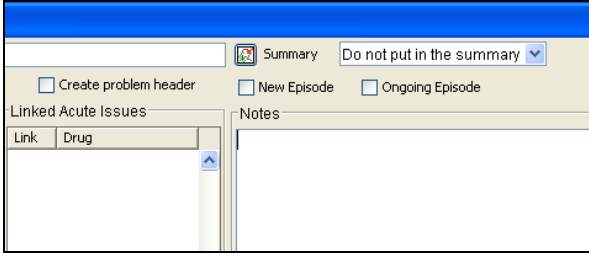




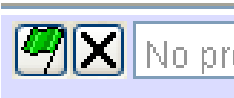
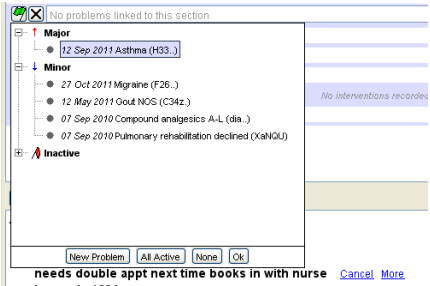
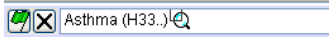
## Recording a New Consultation

<ul style="list-style-type: none"> <li>Start the consultation from the <b>Ledger, Patient Search</b>, or from within the <b>Patient Record</b></li> </ul>	
<ul style="list-style-type: none"> <li>Type in the <b>History</b> of the complaint</li> </ul>	
<ul style="list-style-type: none"> <li>Record the <b>Examination</b> carried out</li> <li>(right click to enter Numeric reading)</li> </ul>	
<ul style="list-style-type: none"> <li>Enter a <b>Diagnosis Read</b> code by right clicking in the space and clicking <b>Insert Read code</b>, search for the Read code, highlight it and click OK</li> <li>Read coded entries appear in <b>Green text</b></li> </ul>	
<ul style="list-style-type: none"> <li>To add further details to the Read code, right click on it, and click Read code details</li> </ul>	

## Recording a New Consultation

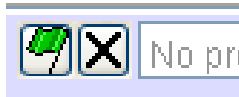
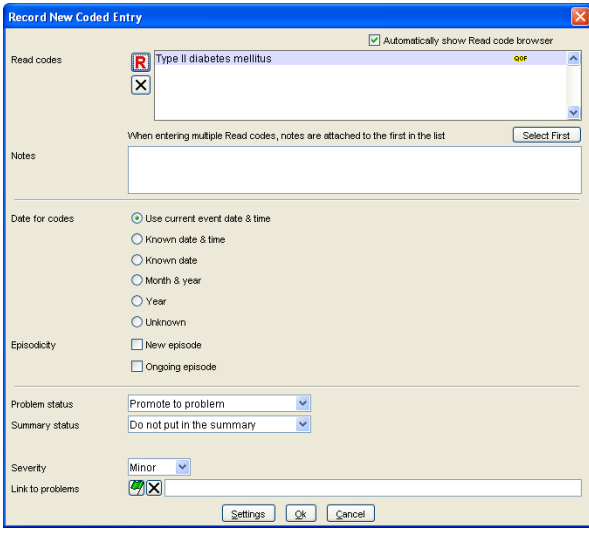
<p><b>The following can be recorded:</b></p> <ul style="list-style-type: none"> <li>• Episode of Read code</li> <li>• Summary status e.g. do not put in the summary</li> <li>• Make the <b>Read</b> code into a Problem Header</li> <li>• Free-text Notes</li> <li>• Link to Acute medication</li> <li>• Click <b>OK</b> when done</li> </ul>	
<ul style="list-style-type: none"> <li>• Intervention is used to record prescriptions (see below)</li> </ul>	
<ul style="list-style-type: none"> <li>• Enter details of a Plan (if necessary)</li> </ul>	

## Linking to a Problem


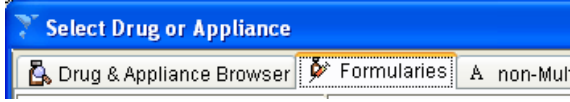
<ul style="list-style-type: none"> <li>• To Link to an existing Problem, click the Green Flag icon</li> </ul>	
<ul style="list-style-type: none"> <li>• Double click an existing Problem from the list to link</li> </ul>	
<ul style="list-style-type: none"> <li>• The consultation is now linked</li> </ul>	

## Recording a New Consultation

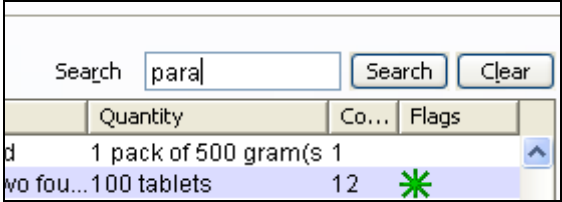
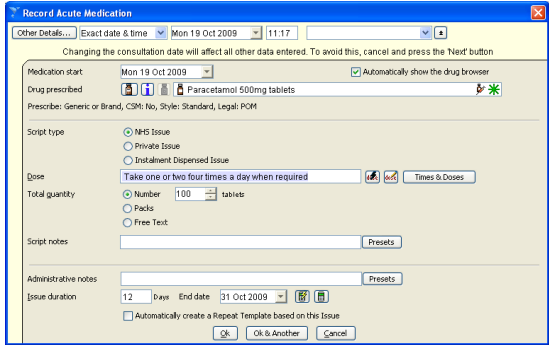
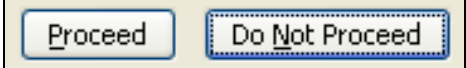




### Adding a new Problem

<ul style="list-style-type: none"> <li>To add a new Problem Header, click the <b>Green Flag</b> icon</li> <li>Click <b>New Problem</b> button</li> </ul>	
<ul style="list-style-type: none"> <li>Search for the relevant Read code and select</li> <li>Click <b>OK</b></li> <li>Enter Notes/ Date/ Problem status/ Summary status/ Severity</li> <li>Click <b>OK</b></li> </ul>	


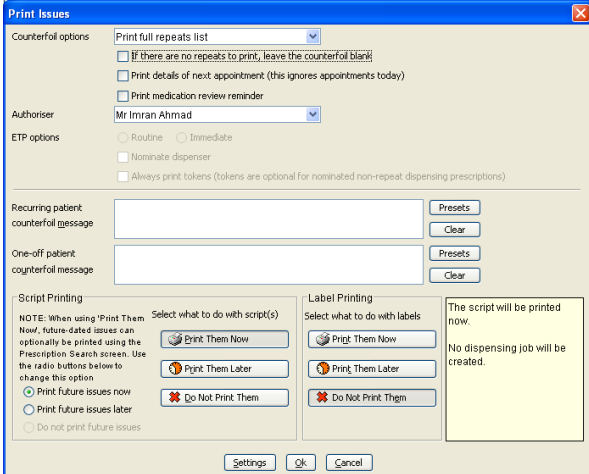
### Adding an Acute Prescription

<ul style="list-style-type: none"> <li>Click the <b>Acute</b> button (top right)</li> </ul>	
<ul style="list-style-type: none"> <li>Click the <b>Formularies</b> tab</li> <li>Click <b>Sheffield Formulary</b> on the left to display all items in the formulary</li> </ul>	

## Recording a New Consultation

<ul style="list-style-type: none"> <li>• Highlight the required drug</li> <li>• Click <b>OK</b></li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Enter the first few letters of the drug e.g. para (Paracetamol) in the <b>Search box</b></li> <li>• Click <b>Search</b></li> <li>• <b>Highlight</b> the relevant formulary item</li> <li>• Click <b>OK</b></li> </ul>	
<ul style="list-style-type: none"> <li>• The <b>Record Acute Medication</b> window is displayed</li> <li>• Check the <b>Dose, Quantity and Duration</b> is correct</li> <li>• Click <b>OK</b></li> </ul>	
<ul style="list-style-type: none"> <li>• Click <b>Proceed</b> to continue at the Warnings screen</li> </ul>	
<ul style="list-style-type: none"> <li>• The prescription now appears in the Intervention box</li> </ul>	
<ul style="list-style-type: none"> <li>• Click the <b>New Section</b> button to create a new section of headings</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Merge</b> will combine sections into one (cannot be undone)</li> </ul>	
<ul style="list-style-type: none"> <li>• Click the <b>Delete</b> button to remove the highlighted section</li> </ul>	

## Recording a New Consultation

<ul style="list-style-type: none"> <li>Click the <b>Save</b> button to close the record</li> </ul>	
<ul style="list-style-type: none"> <li>You will be prompted to print any unprinted prescriptions</li> <li>Make the necessary choices from:                     <ul style="list-style-type: none"> <li>○ <b>Counterfoil Options</b></li> <li>○ <b>Authoriser</b></li> <li>○ <b>Counterfoil Message</b></li> </ul> </li> <li>Ensure <b>Print Them Now</b> is selected</li> <li>Click <b>OK</b> to print</li> </ul>	 <p>The screenshot shows the 'Print Issues' dialog box with the following settings:</p> <ul style="list-style-type: none"> <li>Counterfoil options: Print full repeats list (selected)</li> <li>Options: <input type="checkbox"/> If there are no repeats to print, leave the counterfoil blank; <input type="checkbox"/> Print details of next appointment (this ignores appointments today); <input type="checkbox"/> Print medication review reminder</li> <li>Authoriser: Mr Imran Ahmad</li> <li>ETP options: <input type="radio"/> Routine, <input type="radio"/> Immediate; <input type="checkbox"/> Nominate dispenser; <input type="checkbox"/> Always print tokens (tokens are optional for nominated non-repeat dispensing prescriptions)</li> <li>Recurring patient counterfoil message: [Empty field] Presets, Clear</li> <li>One-off patient counterfoil message: [Empty field] Presets, Clear</li> <li>Script Printing:                     <ul style="list-style-type: none"> <li>NOTE: When using 'Print Them Now', future-dated issues can optionally be printed using the Prescription Search screen. Use the radio buttons below to change this option.</li> <li>Print future issues now (selected)</li> <li>Print future issues later</li> <li>Do not print future issues</li> </ul> </li> <li>Select what to do with script(s):                     <ul style="list-style-type: none"> <li>Print Them Now (selected)</li> <li>Print Them Later</li> <li>Do Not Print Them</li> </ul> </li> <li>Label Printing:                     <ul style="list-style-type: none"> <li>Select what to do with labels</li> <li>Print Them Now (selected)</li> <li>Print Them Later</li> <li>Do Not Print Them</li> </ul> </li> <li>Message: The script will be printed now. No dispensing job will be created.</li> </ul>