




## Consultation Manager Hints and Tips

<p>Function Keys:</p> <ul style="list-style-type: none"> <li>• <b>F1</b> Help.</li> <li>• <b>F2</b> Lists medical histories (pressing F2 on history enables you to add a new history).</li> <li>• <b>F3</b> Context sensitive, with no patient selected, brings up the patient search. With Read/drug searches displays the dictionary.</li> <li>• <b>F4</b> Acute screen or adds a new acute. F4 (twice) displays therapy add acute from any other screen.</li> <li>• <b>F5</b> Repeat screen, or adds a new repeat. F5 (twice) displays add repeat if on another screen.</li> <li>• <b>Ctrl+F6</b> Toggles through open screens in Consultation Manager.</li> <li>• <b>F7</b> Starts a consultation.</li> <li>• <b>Shift+F7</b> Closes a consultation.</li> <li>• F8 Displays Therapy - Add</li> <li>• <b>F9</b> Displays prescriptions to be printed. F9 (twice) issues and prints prescriptions.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>F10</b> Toggles the patient view.</li> <li>• <b>F10</b> Displays the patient record (if closed).</li> <li>• <b>F11</b> Add a medical history.</li> <li>• <b>F12</b> Opens a guideline.</li> </ul> <p>Shortcut Keys:</p> <ul style="list-style-type: none"> <li>• <b>Alt</b> then letter for add, for example <b>Alt+A+ B</b> opens <b>Blood Pressure - Add</b></li> <li>• <b>Alt</b> then letter in a data entry box jumps to that field.</li> <li>• Ctrl+K for OK.</li> <li>• <b>Escape</b> to close a data entry box and not save.</li> </ul> <p>Quick Shortcuts:</p> <ul style="list-style-type: none"> <li>• <b>Alt+C+D</b> Closes a consultation quickly.</li> <li>• <b>Alt+C+1</b> Quickly opens the patient's record.</li> <li>• <b>Ctrl+M</b> Launches the CMS screen (Scotland only).</li> </ul>	<p><b>Hints for viewing patient information quickly:</b></p> <ul style="list-style-type: none"> <li>• To change <b>Consultation Manager</b> so that it opens on a tab of your choice, right click on the tab, select <b>View Options – Initial tab</b></li> <li>• To view the Patient Preview. From Consultation Manager, select Consultation – Options – Setup – Startup – Patient Preview. If you close the preview, you can re-open it by selecting Summary – Patient Preview</li> <li>• Save an initial filter. Highlight the data on the navigation pane (select multiple items using the CTRL key), right click on <b>Initial Filter – Save Selection</b>. Right click on initial filter and rename, if required</li> <li>• Move and resize the <b>Vision+</b> alert window. To re-size the <b>Alert Indicator</b> window, move your mouse pointer over the border of the box. The mouse pointer will change to a Resize cursor. (Remember you can print and add data via the alert window)</li> <li>• Hide the patient screen by using the shutter  at the far right of the toolbar.</li> </ul>
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### Coding hints and tips:

- If unable to find a term, double click on the read term add box, enter a word in **Search Text**, up to 3 (or part of 3 words), correct order is not needed.
- Add a memorable keyword to a Read term. Highlight it in the dictionary, right click and select **Add Keyword**.
- Use a guideline or template to standardise data entry.
- Copy from a previous entry by dragging and dropping.
- Use **Ctrl+C** (copy), **Ctrl+V** (paste), **Ctrl+Z** (undo) for comments.

### Prescribing hints and tips – adding medication:

- Type part descriptions, for example, **Asp Tab 75** and press **Enter**
- If the wrong drug displays press **F3**, or double click, or use the arrow key on the keyboard.
- If brand drug name is easier to spell, enter it, for example Losec, then change to generic using **Ctrl+G**.

- **CTRL+ letter** Accesses a tab in Consultation Manager
- If unsure of the spelling of an item, enter a similar drug, for example, Atenolol, double click, or press **F3**, select **Hierarchy**. The beta-blockers chapter displays, ensure you also untick the **Formulary** option in case the drug is not in the formulary
- If you can't find a drug, but you know it contains a word, for example, soft paraffin, use the "contains" option by entering a **%** sign before the word/partial word, for example, to find Liquid Paraffin 50% in White Soft Paraffin ointment, enter **%soft%paraffin**.
- You can also include brand names, for example, to find FreeStyle lancets 05mm/28gauge (Abbott Laboratories Ltd), type **%lancet%abbot**
- If unable to find a drug, double click in the **Drug Add** screen, untick formulary and select the **Special** option.

### Prescribing hints and tips – finding bar codes:

- From the patient record, right click on the issue of the prescription and select **Show Prescription**. Right click on the "e". Select show properties. The bar code displays at the top
- To copy the bar code right click on the issue of the prescription and select **Show Prescription**. Right click on the "e". Select **Show Properties**. Select **Copy ID**. This option is useful if using the **Scottish Prescription Tracker Website**.

### Prescribing hints and tips – reprinting a prescription

- From the patient record, press **F9** to view **Prescription Manager**. Select the **Recent** tab and select the item(s) to reprint. Select **Reprint**. **Note** – if the reprint fails select **+** to see the original prescriber.

