Consultation Manager Hints and Tips

Function Keys:

- **F1** Help.

- **F2** Lists medical histories (pressing F2 on history enables you to add a new history).

- **F3** Context sensitive, with no patient selected, brings up the patient search With Read/drug searches displays the dictionary.

- **F4** Acute screen or adds a new acute. F4 (twice) displays therapy add acute from any other screen.

- **F5** Repeat screen, or adds a new repeat F5 (twice) displays add repeat if on another screen.

- **Ctrl+F6** Toggles through open screens in Consultation Manager.

- **F7** Starts a consultation.

- **Shift+F7** Closes a consultation.

- **F8** Displays Therapy - Add

- **F9** Displays prescriptions to be printed. F9 (twice) issues and prints prescriptions.

- **F10** Toggles the patient view.

- **F10** Displays the patient record (if closed).

- **F11** Add a medical history.

- **F12** Opens a guideline.

Shortcut Keys:

- **Alt** then letter for add, for example **Alt+A+ B** opens **Blood Pressure - Add**

- **Alt** then letter in a data entry box jumps to that field.

- **Ctrl+K** for **OK**.

- **Escape** to close a data entry box and not save.

Quick Shortcuts:

- **Alt+C+D** Closes a consultation quickly.

- **Alt+C+1** Quickly opens the patient's record.

- **Ctrl+M** Launches the CMS screen (Scotland only).

Hints for viewing patient information quickly:

- To change **Consultation Manager** so that it opens on a tab of your choice, right click on the tab, select **View Options - Initial tab**

- 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**

- Save an initial filter. Highlight the data on the navigation pane (select multiple items using the **CTRL** key), right click on **Initial Filter – Save Selection.** Right click on initial filter and rename, if required

- Move and resize the **Vision+** alert window. To re-size the **Alert Indicator** 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)

- Hide the patient screen by using the shutter at the far right of the toolbar.

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.