

Elemental Social Prescribing in Vision 3

Elemental Social Prescribing are a third party that manage social prescribing referrals, see the [Elemental website](#) for more details and to sign up for using **Elemental Social Prescribing** in **Vision 3**.

You can now directly refer your patients to the **Elemental Social Prescribing** portal from within **Consultation Manager**.

If you want to use the services provided by **Elemental Social Prescribing**, you can set up a tab within **Consultation Manager** to speed up the referral process.

This quick reference guide details:

- Setting up the Elemental Social Prescribing screen.
- Accessing the Elemental Social Prescribing portal.

Setting up the Elemental Social Prescribing Screen

There are two ways to create an **Elemental Social Prescribing** screen:

- If your practice uses distributed views and your clinicians do not customise their own screens, you can set up a new view with **Elemental Social Prescribing** included, or
- An **Elemental Social Prescribing** screen can be set up for each user that needs it. Either way the setup of the tab is the same.

To set up your **Elemental Social Prescribing** screen:

1. From the **Vision 3** front screen, select **Consultation Manager**.
2. Select any patient, you are not adding information so the patient you select is not impacted.
3. Right click on any tab, for example **Journal** and select **Organise Tabs**.
4. The **Data view pane - Organise Tabs** screen displays, select **Add**.
5. Highlight **Patients Links Browser** and select **OK**.
6. **&Links** displays at the bottom of the **Tabs** list, highlight it and select **Move Up** at least once, **Guidelines** should always be at the end.
7. Select **OK**.
8. The *'In order that the changes you have made may be reflected in the view the Consultation Framework will now be refreshed'* message displays, select **OK**.
9. A **Links** tab now displays in the position specified, right click on it and select **View Options**.

10. The **Browser Tab View Properties** screen displays, complete as follows:
 - **Tab Label** - Enter a name for this tab, for example, 'Elemental'.
 - **Initial Tab** - Not recommended for **Elemental Social Prescribing**.
 - **Select name or add URL below** - Select **Elemental** from the available list and select **Set Homepage**.
11. Select **OK**.
12. The '*In order that the changes you have made may be reflected in the view you must close and reopen the Consultation Framework. Do you wish to do this now?*' message displays, select **Yes**.

If you are planning on adding this tab to a view for distribution, this can now be done, see [Creating your own Patient Record Views](#) in the **Consultation Manager Help Centre** for details.




Using the Elemental Social Prescribing portal

Providing you have set up your **Elemental** tab in **Consultation Manager** as described above, you can use it to quickly and easily refer your patients.

Vision 3 automatically populates your information into the **Elemental Social Prescribing** portal and imports the patient's demographics. Please be aware communication is currently one way, the **Elemental Social Prescribing** portal is populated from **Vision 3**, but you still need to add the referral details into **Vision 3** itself.

To refer your patient to **Elemental Social Prescribing** for social care:

1. From **Consultation Manager**, select the patient in the usual way.
2. Select **Add Referral** .
3. Complete as required, in **Provider - Unit** select **Elemental**:



Remember - To refer to a provider, they must be set up in **Control Panel** first, see [Add Hospital or NHS Trust](#) in the **Management Tools Help Centre** for details.



Referral - Add

Notes Letter Booking Label Default OK Cancel Help

Date of Referral: 11 February 2020 Clinician: Dootson, Mrs Helen Private Online Booking Read Term for Referral Reason: 1B13.11 Anxiousness - symptom

Source: GP Referral Referral Type: Out Patient Attendance Type: First visit Urgency: Routine Contact Status: <None>

Action Date: 03 March 2020 Status: Referred

Provider

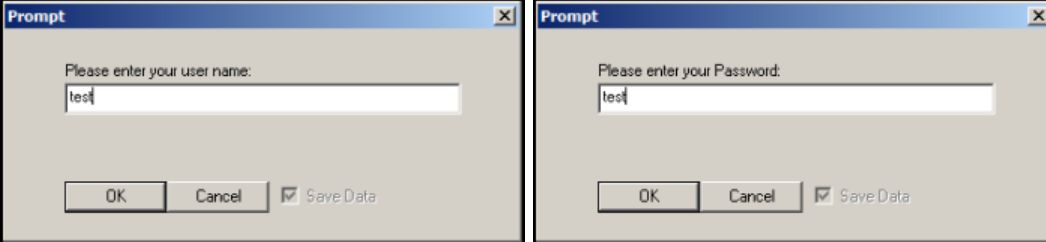
Unit: Elemental Department: Consultant: <None> NHS Specialty: <None> TP Specialty: <None>



Training Tip - If you copy any text added in **Notes**, you can paste them in the **Elemental Social Prescribing** portal.

4. Select **OK**.
5. Now select the **Elemental** tab.

The first time you use **Elemental Social Prescribing**, a **Prompt** screen displays, enter your user name, select **OK** and then enter your password and select **OK** again. These are provided by **Elemental Social Prescribing** during their on-boarding process:



The image shows two side-by-side 'Prompt' dialog boxes. The left dialog box has a title bar 'Prompt' and a close button. It contains the text 'Please enter your user name:' followed by a text input field containing 'test'. Below the input field are three buttons: 'OK', 'Cancel', and 'Save Data' (with a checked checkbox).

The right dialog box also has a title bar 'Prompt' and a close button. It contains the text 'Please enter your Password:' followed by a text input field containing 'test'. Below the input field are three buttons: 'OK', 'Cancel', and 'Save Data' (with a checked checkbox).

The **Elemental Social Prescribing** portal displays with the selected patient's demographic information completed automatically.



Remember - No patient clinical data is transferred as part of the link.

Complete the **Elemental Social Prescribing Referral** form as required, using the scroll bar to move through the form.

Select Generate Referral to complete the referral.




Important - You must record the **Patient's Consent** before you select **Generate Referral**, you are prompted if you forget this step. The prompt contains a useful link to explain where the information may be shared.

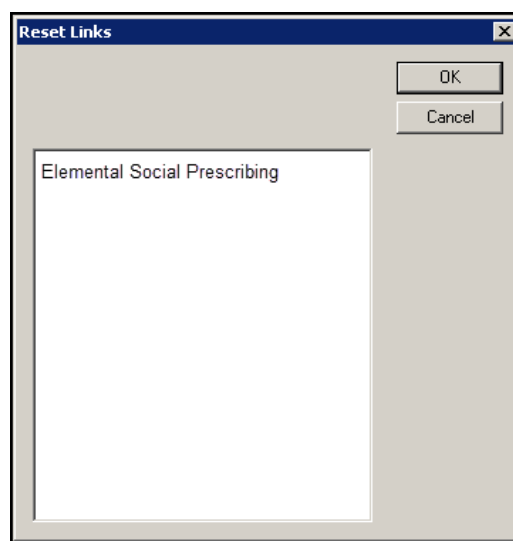
Troubleshooting

Resetting your Password


If you initially enter your **Elemental Social Prescribing** password incorrectly via your **Elemental** tab in **Consultation Manager**, you must reset it.

To reset your password:

1. From the **Elemental** tab, select **Maintain Links** .
2. The **Reset Link** screen displays, select **Elemental Social Prescribing** from the list:



3. Select **OK**.
4. Now enter your correct username and password.
5. Select **OK** to save.

 **Note - Vision 3** remembers the username and password you enter, so you only need to do this once.

For further information on how to use the **Elemental Social Prescribing** portal, there is a **Help** option at the top right corner of the portal screen:

