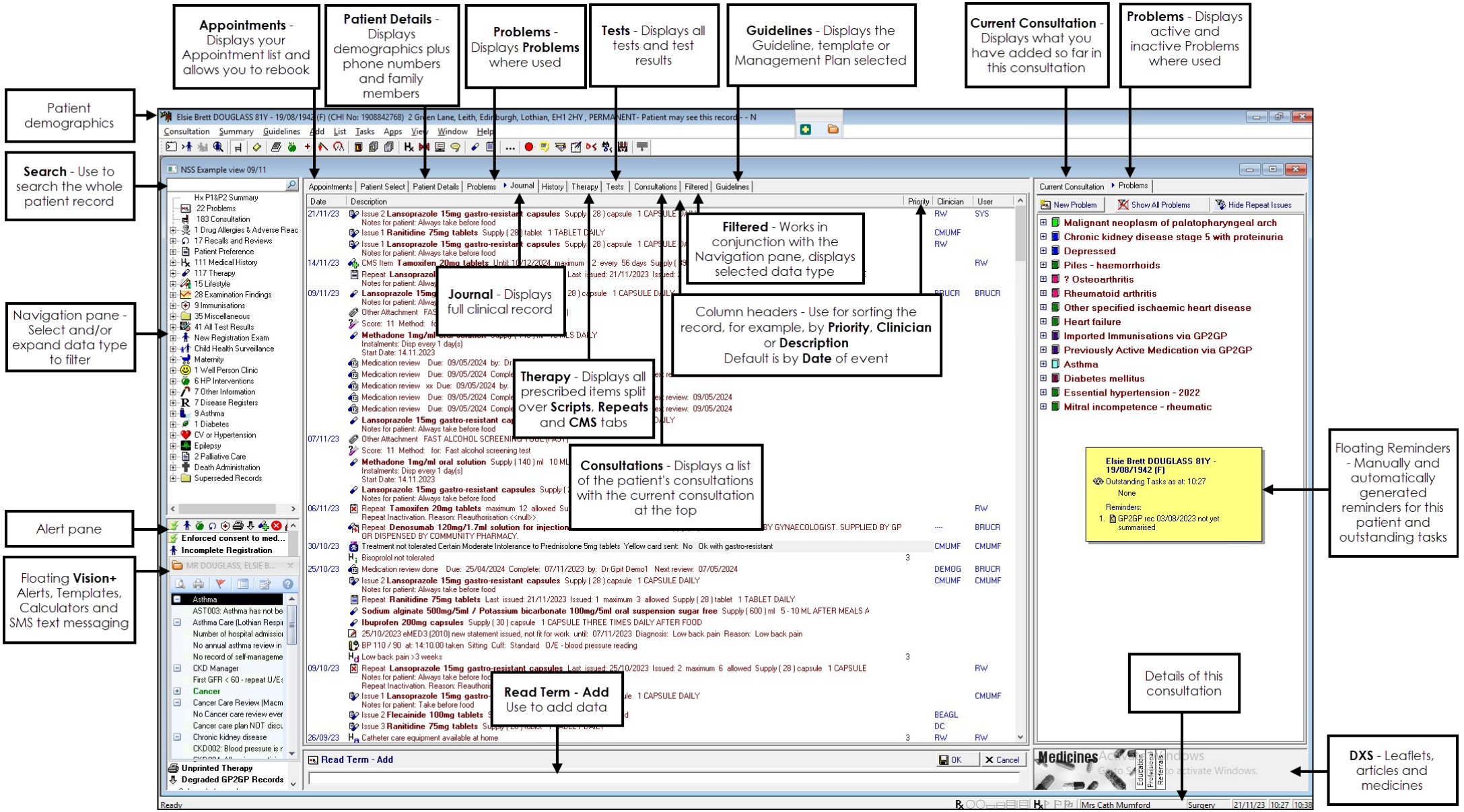
Consultation Manager Desk Aid



Consultation Manager Desk Aid

The following options are commonly used from the **Consultation Manager** toolbar:

Appointment List - Displays your appointment list.

Select Patient (**F3**) - Select to find a patient's record.

Open/Close a Consultation (**F7**) - Select to open or close a consultation, this displays as depressed when a consultation is open.

Patient Record View (**F10**) - Select to display the patient record.

Select to open/close the **Local Guideline Index**.

Local Reports Index

Add Medical History - Select to add a medical history clinical term

Referral Add - Select to record a referral

Add Therapy Advice - Select to open the **Therapy Advice** screen, record advice and print on the right-hand side of a prescription

Therapy Acute (**F4**) - Select to display the patient's issued and acute therapy.

Therapy Repeat (**F5**) - Select to display and maintain the patient's repeat medication. details.

Electronic Test Requesting - Select to access electronic testing services.

Show/Hide sensitive data (priority zero) - Select to hide or display priority zero **Medical History** entries on screen.

Patient Warning - Select to view or maintain warnings for the patient selected.

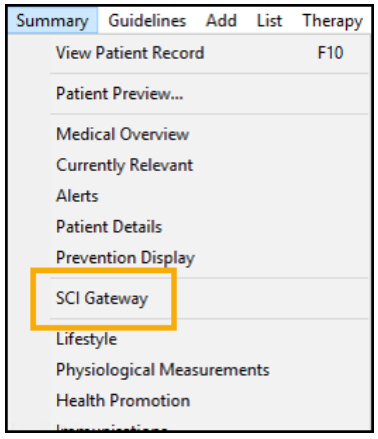
View Mail for Patient - Select to display, read and process any incoming messages for the patient.

Future and Recent Appointments - Displays any future booked appointments and any past appointments in the last month. If the patient has no previous or future appointments within this time period, you are prompted that '*nnnnnn has no future appointments*'.

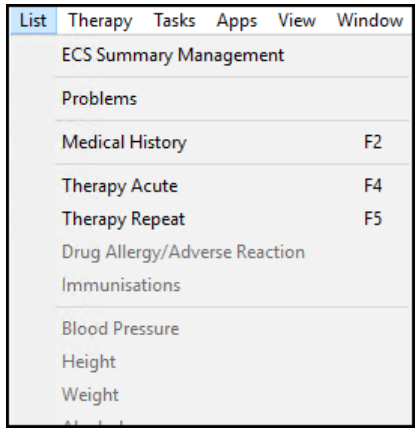
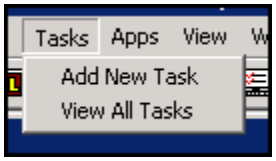
Label Trace - Shortcut to the third-party Label Trace Application, also accessible from **Add** - **External Applications** - **Launch** - **Label Trace**.

Close All, select to close Consultation Manager.

Summary menu



List menu



Task menu