What is Daybook and why should I use it?

Daybook is a **Vision 3** module which allows you to create, track and complete clinical and administrative tasks within your practice. All patient tasks are additionally displayed on the **Reminder** within **Consultation Manager** and **Vision 3 Appointments**. There are three types of tasks:

- **Patient** - Tasks relating to a patient
- **Personal** - Non patient related tasks
- **Announcement** - Practice wide notifications

Daybook offers your practice the following advantages:

- No more missed, mislaid and insecure paper messages.
- An audit trail of all actions and communications relating to a task.
- Tasks are easily managed and prioritised.
- Task can be allocated to individuals or groups.
- Integration with patient records.
- The ability to insert Medical History records directly from a patient record into a task.
- England only - GPES notifications are sent using Daybook.

How do we use Daybook?

To start using **Daybook**, so your practice can experience the advantages:

- Workout how you can incorporate **Daybook** in to your practice. What can you use it for?:

    - **Simple messages** - Practice and personal, for example, "Please call Mrs Jones re her mother", "There is a parcel in reception for you".

    - **Allocating, tracking and recording Home Visits** – For example, send to all on call GP's - "Visit Mr Smith", they can accept, action and then complete the task. You are notified when it is done.

    - **Repeat reauthorisations** - A quick template message to the responsible clinician to reauthorise medication already linked to the patient concerned.

    - **Stock requests** - From the treatment room to whoever orders supplies.

    - **Staff notices** - Meeting notifications, staff notices, social notices.

    - **Anything else that involves messages moving around your practice** - Ask staff for their input, what messages do they send and receive?

- Think about who will be responsible for the set up and maintenance of **Daybook**. The following are all one off tasks for existing staff:

    - Ensure all staff have access to **Daybook**.

    - **Practice Settings** - Enter the days of the week your practice is open.

    - Setting up additional staff groups.

    - Create **Task Templates**.

    - **England** only - **B0093 - Create work item** must be added to the Smartcards of all staff.
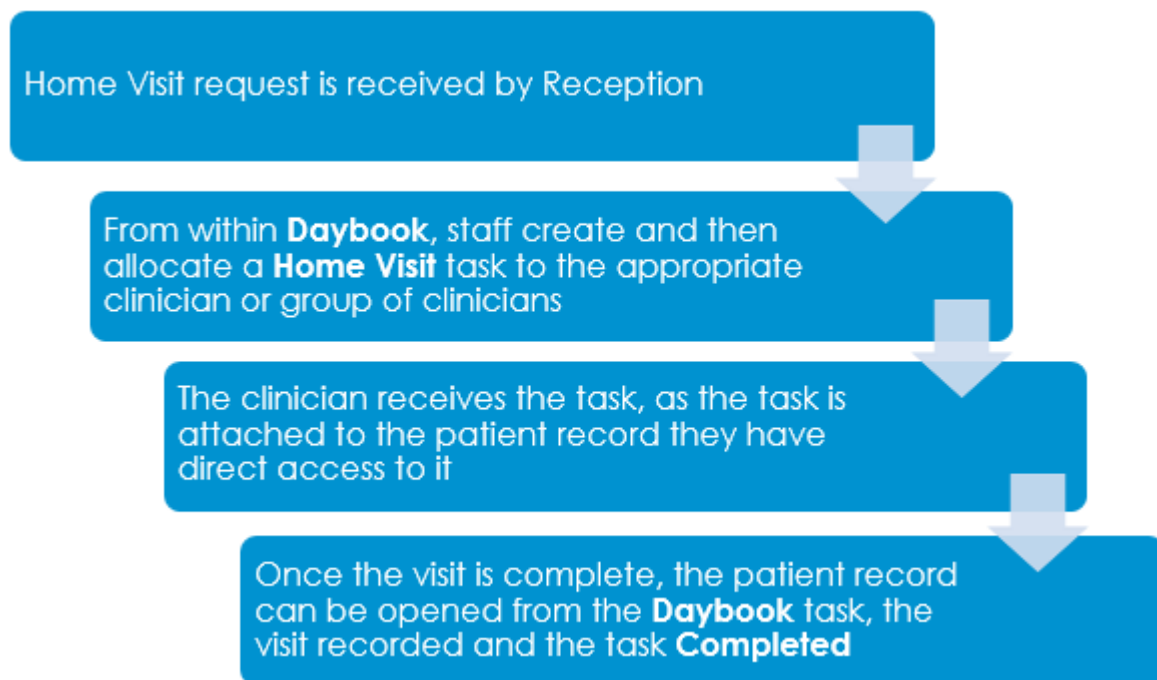
Give it a go!

If you are concerned about using **Daybook**, we suggest you look at moving over one message type and seeing the advantages yourself.

Home Visits are an ideal message type to start with:

- No more lost/mislaid pieces of paper
- The correct patient is updated
- An audit trail is created

Here is an example workflow for managing **Home Visits** in **Daybook**:

Home Visit request is received by Reception

From within **Daybook**, staff create and then allocate a **Home Visit** task to the appropriate clinician or group of clinicians

The clinician receives the task, as the task is attached to the patient record they have direct access to it

Once the visit is complete, the patient record can be opened from the **Daybook** task, the visit recorded and the task **Completed**

Help with Daybook

There is plenty of help available to assist you in transitioning to **Daybook**. See the **Daybook Help Centre** - https://help.cegedim-healthcare.co.uk/Vision_Daybook_Help_Centre/Content/Home.htm for details.