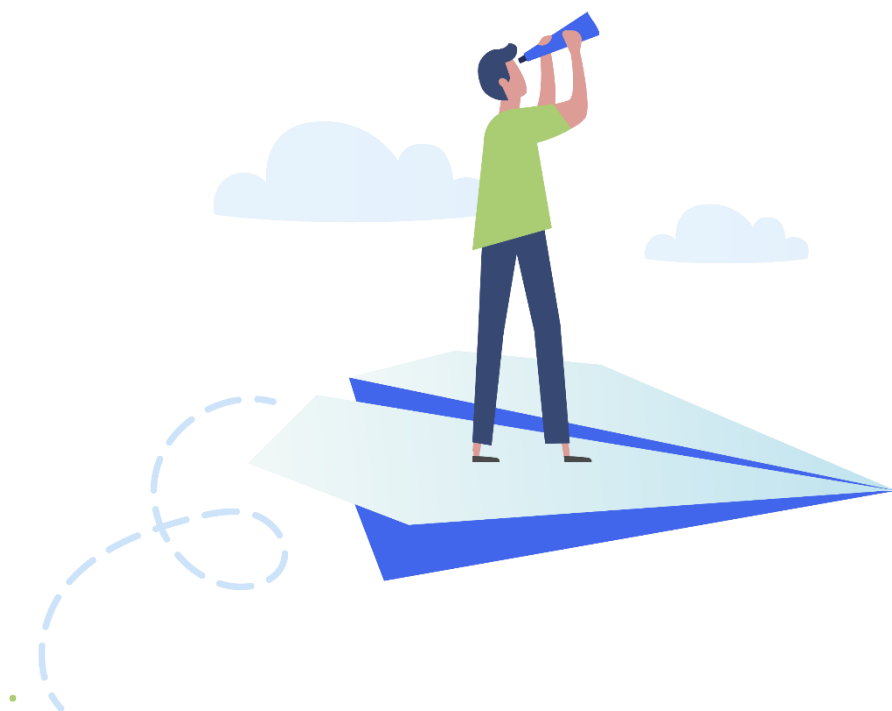


# Practice Access User Guide

Version 2.0

15<sup>th</sup> March 2022



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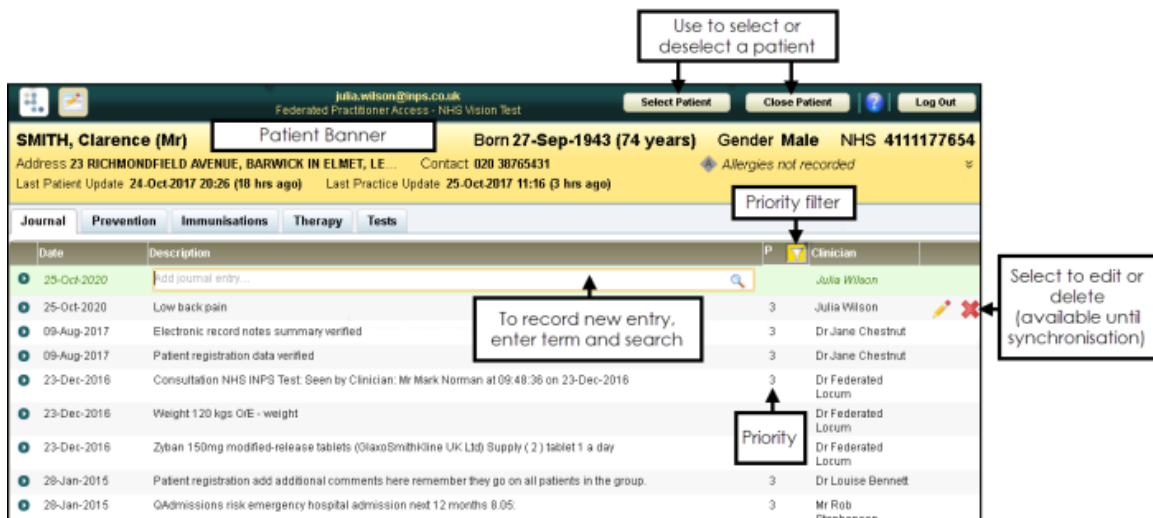
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## An Introduction to Practice Access

**Practice Access** provides secure, remote access to your patient's clinical record including medical history, medication and test results. It also allows you to enter patient consultations while away from your practice and provides a business continuity solution. Data is regularly synchronised between the practice clinical system and **Vision360**.

You can access clinical data for patients registered at your own GP practice, or if used in a **Shared Care** Setting it can be configured to include patients from other practices.

You can only amend or delete clinical data added to **Practice Access** before it synchronises with the practice clinical system, the remainder of the record is view only:



**Practice Access** consists of five tabs:

- [Journal Tab](#) on page [14](#)
- [Prevention Tab](#) on page [24](#)
- [Immunisations Tab](#) on page [33](#)
- [Therapy Tab](#) on page [17](#)
- [Tests Tab](#) on page [22](#)

Each tab displays entries for the selected patient, along with the ability to enter new information. You can use the column headers to sort the records that display.

The number of records that display is set at the bottom of the screen, you can select from 30, 40 or 50 per page. To display additional pages, either enter the page number or use the navigation arrows.



See [Logging in to Practice Access](#) on page [7](#) for details.

## Prerequisites

The following are the minimum prerequisites for **Practice Access**:

| Dependency                 | Version Required  |
|----------------------------|---|
| <b>Windows Desktop</b>     | Windows 7, 8.1 or 10  |
| <b>Browser</b>             | Internet Explorer version 9 and above.  |
| <b>N3</b>                  | Access must be via a secure N3 connection, a token is needed for remote use. Practice Access cannot be used offline.  |
| <b>Access requirements</b> | <b>Vision360</b> user name and password. Your user name is your NHS Mail email address. For <b>Vision 3</b> users your password is your existing password, for English sites this is your offline password. |

The **Cegedim Healthcare Solutions** deployment team are responsible for enabling your practice and testing the data transfer.

## Meadco ScriptX Plugin

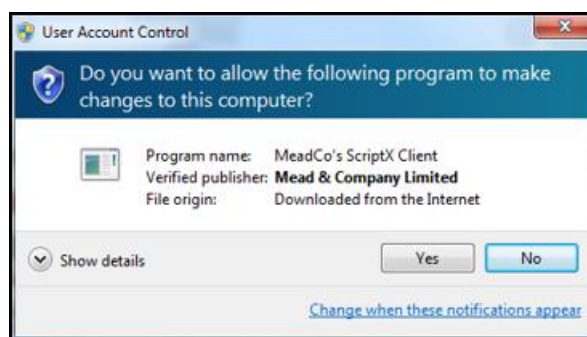
You must install the **Meadco ScriptX Plugin** on each workstation to enable correct printing. If this is not done, an error message displays every time you log in.



**Note** - You must be logged in as a System Administrator to install this utility.

To install the plugin:

1. Log into the **Vision360** in the usual way, see [Logging in to Practice Access](#) on page [7](#) for details.
2. If the Plugin is not installed on this machine, the **User Account Control** message displays:



3. Select **Yes** to begin the install and follow the prompts on the screen.



**Note** - If you do not have System Administrator rights, a **Copy Error** message displays. Select **Cancel** to close the error.

## Data Synchronisation

Data synchronisation occurs between the original patient record, for example, **Vision 3** or **EMIS** and **Vision360** to ensure patient data is kept up-to-date. In the event of the practice system being unavailable the messages queue until access is available.

The patient's record is read only, with the exception of any entries added to **Practice Access** as part of the current consultation. Synchronisation automatically occurs approximately 20 minutes after data is entered, entries can only be edited / deleted up to this point.

After synchronisation, the data becomes read-only.



**Note** - Prescriptions entries that have been printed cannot be edited or deleted.

---



See [Editing Entries](#) on page [36](#) and [Deleting Entries](#) on page [37](#) for details.

---

## Logging in to Practice Access

You can access **Practice Access** from **Vision360**. To log in to **Vision360**:

1. From your desktop, select **Vision360**, or open your browser and enter the web address provided by the **Cegedim Healthcare Solutions** implementation team.
2. The **Vision360** login screen displays:

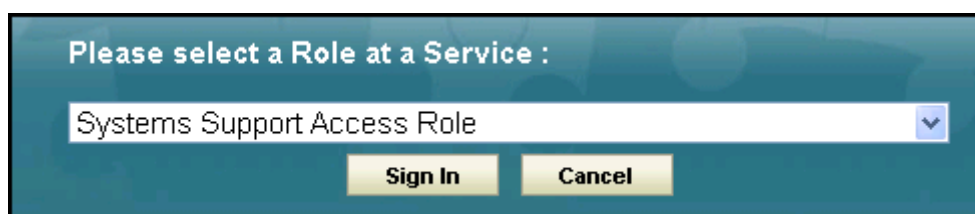


3. Enter your details in **User Name** and **Password**.



**Training Tip** - Your **User Name** is your NHS email address, and for **Vision 3** users your password is your existing password, for English sites this is your offline password.

4. Select **Sign In**.
5. If you have more than one role, select from the available list, for administrative use, select **Systems Support Access Role**:



6. The **Vision360** home screen displays, the options available depend on your access rights.



7. Select **Practice Access** .
8. The **Patient Select** screen displays, see [Selecting a Patient](#) on page [9](#) for details.

Once you have selected a patient, their record displays, and the **Patient Banner** displays demographic details and allergy status. If the patient is deceased, the date of death and the patient age display in the **Patient Banner**.

---

 See [An Introduction to Practice Access](#) on page [4](#) for details.

---

## Selecting a Patient

**Patient Select** allows you to search using various criteria including surname, date of birth and unique patient number, for example, NHS number and CHI Number.

This can be accessed in two ways:



- **Practice Access** - You are prompted to select a patient when you select **Practice Access**.
- **Select Patient** - You can choose **Select Patient** from the **Vision360** home screen.



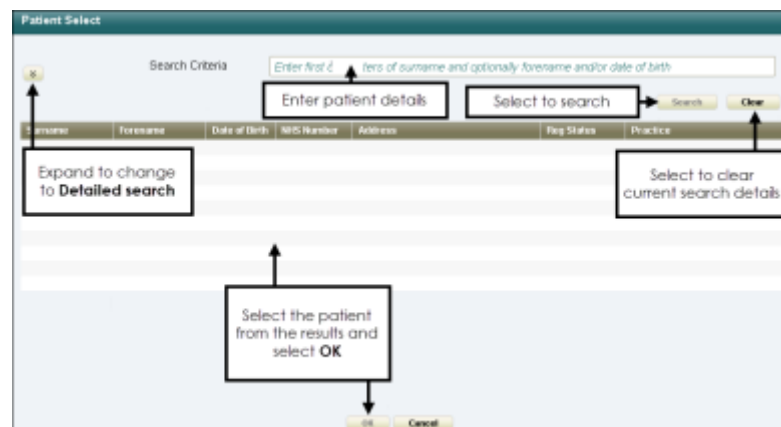
**Note** - If you already have a patient open and you choose to select a different patient, the current patient record closes and you are prompted to save any unsaved data. This change of patient reflects throughout all open applications.

The **Patient Select** screen provides two search modes:

### Quick Patient Search

To use the quick patient search:


1. From the **Patient Select** screen, in **Search Criteria** enter all or part of the patient's surname and forename and/or date of birth:

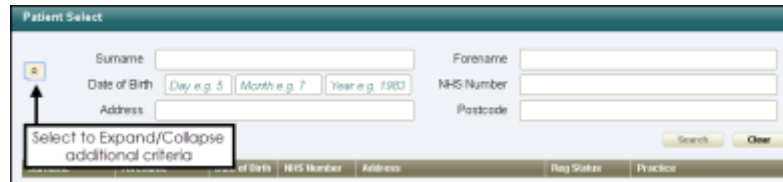



2. Select **Search**.

## Detailed Patient Search

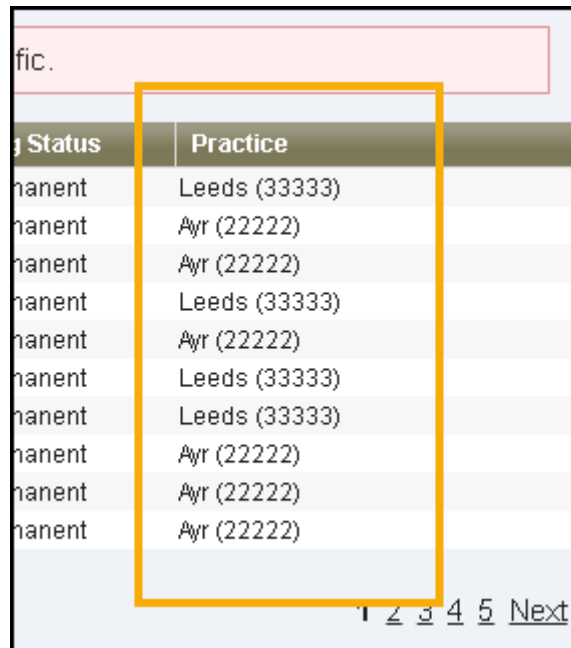
If you cannot find the patient required using the quick search, you can expand the search criteria:

1. From the **Patient Search** screen, select **Expand**  to display more search options:



 **Note** - To search by postcode, a minimum of two characters must be entered in Postcode.

2. Select **Search**.
3. A list of matching patients displays, highlight the patient required and select **OK**.



| Reg Status | Practice      |
|------------|---------------|
| Permanent  | Leeds (33333) |
| Permanent  | Ayr (22222)   |
| Permanent  | Ayr (22222)   |
| Permanent  | Leeds (33333) |
| Permanent  | Ayr (22222)   |
| Permanent  | Leeds (33333) |
| Permanent  | Leeds (33333) |
| Permanent  | Ayr (22222)   |
| Permanent  | Ayr (22222)   |
| Permanent  | Ayr (22222)   |

 **Note** - If using **Practice Access** in a **Shared Care Setting**, the list includes the patient's registered practice.

4. The **Prescribing Decision Support Warning** screen displays, select **Accept** to acknowledge the warning and proceed:



**Warning**

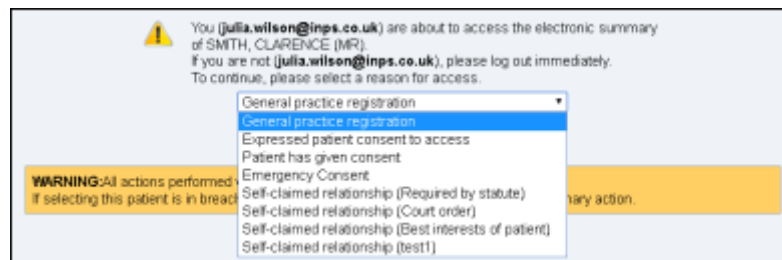
IMPORTANT: By clicking on the 'Accept' option below, you acknowledge that NO Prescribing Decision Support functions, including the following, are currently available within this Vision application to support decision-making in prescribing:

- Drug to drug interaction checking
- Drug allergy checking
- Drug contraindication checking
- Drug precaution checking
- Drug duplication checking

And therefore prescribing decisions are left to your own knowledge and clinical skill

**Accept**

5. If you are in a **Shared Care Setting**, you must select a consent reason to access the patient's record:



You (julia.wilson@inps.co.uk) are about to access the electronic summary of SMITH, CLARENCE (MR).  
If you are not (julia.wilson@inps.co.uk), please log out immediately.  
To continue, please select a reason for access.

**WARNING:** All actions performed whilst the patient is selected will be logged. If selecting this patient is in breach of your security rights, you may be subject to disciplinary action.

General practice registration  
General practice registration  
Expressed patient consent to access  
Patient has given consent  
Emergency Consent  
Self-claimed relationship (Required by statute)  
Self-claimed relationship (Court order)  
Self-claimed relationship (Best interests of patient)  
Self-claimed relationship (test1)

After selecting the consent reason, select **Show Patient Record**:



You (julia.wilson@inps.co.uk) are about to access the electronic summary of SMITH, CLARENCE (MR).  
If you are not (julia.wilson@inps.co.uk), please log out immediately.  
To continue, please select a reason for access.

Patient has given consent

**Show Patient Record**

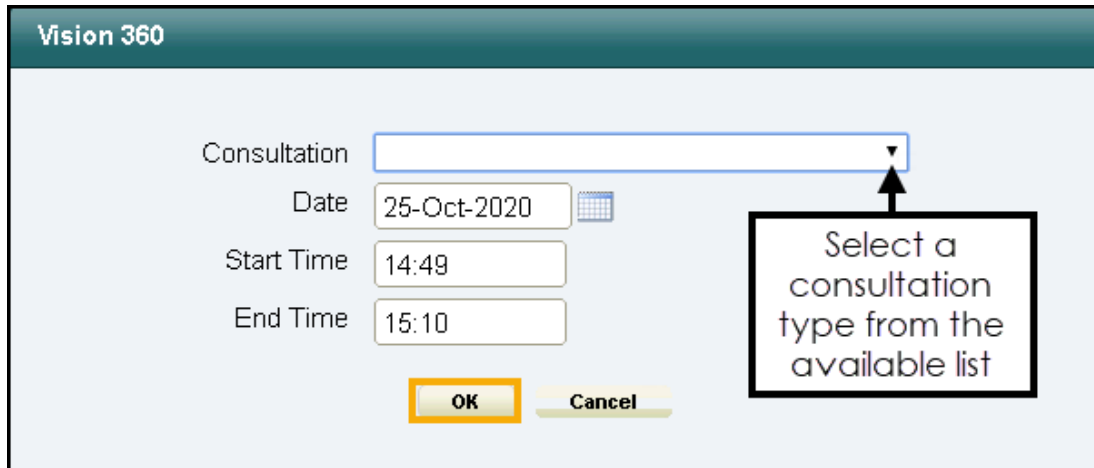
**WARNING:** All actions performed whilst the patient is selected will be logged. If selecting this patient is in breach of your security rights, you may be subject to disciplinary action.

The patient record displays.

## Consultations

A consultation automatically starts when you start adding data to a patient's record:

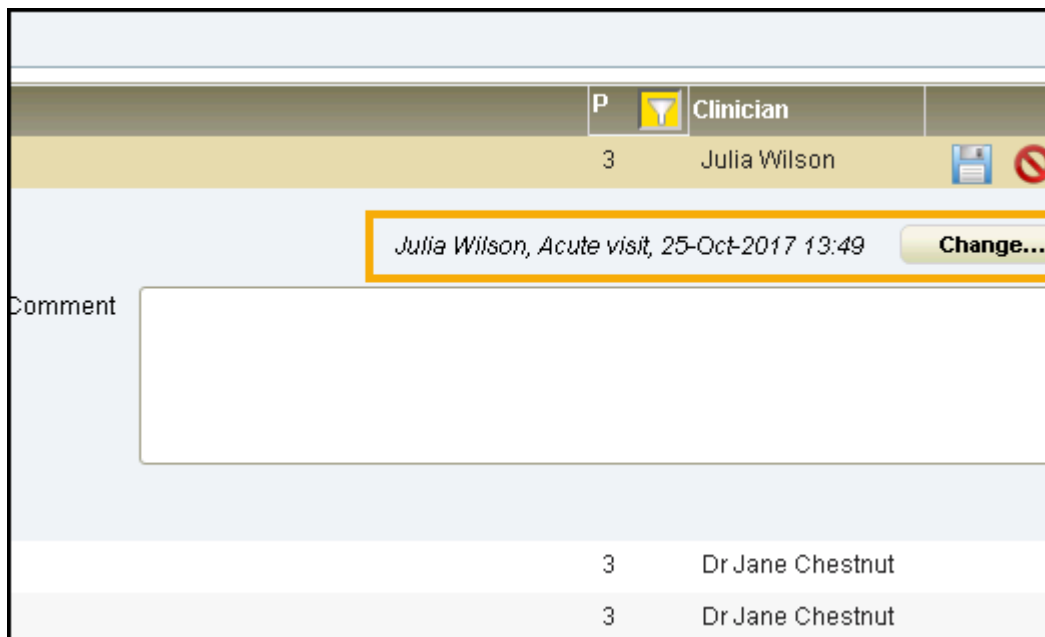
1. Once you select a patient, the **Consultation** screen displays:



From **Consultation**, select the appropriate consultation type required from the available list, see [Consultation Types](#) on page [13](#) for details.

2. The **Date** and **Time** automatically default to the system date and time, update if required.
3. Select **OK** to save.

The consultation type displays at the top right of the data entry form:



## Consultation Types

**Practice Access** supports the following consultation types:

|                          |                                |
|--------------------------|--------------------------------|
| Acute visit              | Minor Injury Services          |
| Administration           | NHS Direct Report              |
| Casualty Attendance      | Night visit practice           |
| Children's Home Visit    | Night visit deputising service |
| Clinic                   | Night visit local rota         |
| Co-op home visit         | Nursing Home Visit             |
| Co-op surgery attendance | Other                          |
| Co-op telephone advice   | Out of hours non practice      |
| Day Case Report          | Out of hours practice          |
| Discharge details        | Repeat Issue                   |
| Emergency Consultation   | Residential Home Visit         |
| Follow-up/routine visit  | Results Recording              |
| GOS18 report             | Surgery consultation           |
| Home Visit               | Telephone call from a patient  |
| Hospital admission       | Telephone call to a patient    |
| Hotel Visit              | Third Party Consultation       |
| Letter from Outpatients  | Triage                         |
| Mail from patient        | Twilight Visit                 |
| Mail to patient          | Walk-in Centre                 |
| Medicine Management      |                                |

## Editing a Consultation Type

To change a consultation type, select **Change** alongside the consultation details and select a more appropriate type.




**Note** - A **Consultation Type** cannot be updated once a consultation is synchronised.



See [Selecting a Patient](#) on page [9](#) and [Data Synchronisation](#) on page [6](#) for details.

## Journal Tab

The **Journal** screen displays a patient's complete medical record and allows you to add new records:



The screenshot shows the 'Journal' tab selected. At the top, there are tabs for 'Journal', 'Prevention', 'Immunisations', 'Therapy', and 'Tests'. A 'Record medical history' button is highlighted. To the right, an 'Apply filter' button is visible. The main table has columns for 'Date', 'Description', 'P' (Priority), and 'Clinician'. A search bar is located above the table. Annotations include: 'Record medical history' pointing to the top bar; 'Apply filter' pointing to the filter button; 'Priority' pointing to the 'P' column; 'Shared care consultation' pointing to a specific entry; and 'Select the arrow to expand the entry and display any comments' pointing to a small arrow icon in the 'Date' column.

| Date        | Description   | P | Clinician          |
|-------------|---|---|--------------------|
| 07-Nov-2017 | Add journal entry...  |   | Julia Wilson       |
| 12-Oct-2017 | Cough   | 3 | Dr Julia Wilson    |
| 12-Oct-2017 | Issue 1 Paracetamol 500mg tablets Supply ( 100 ) tablet 1 to 2 tablets up to FOUR times daily as required   |   | Dr Julia Wilson    |
| 12-Oct-2017 | Issue 6 Cetirizine 10mg tablets Supply ( 30 ) tablet 1 TABLET ONCE A DAY  |   | Dr Julia Wilson    |
| 12-Oct-2017 | Issue 2 Boots Paracetamol 500mg capsules (The Boots Company Plc) Supply ( 28 ) capsule 1 to 2 capsules up to FOUR times daily as required   |   | Dr Julia Wilson    |
| 09-Oct-2017 | C/O - low back pain   | 3 | Dr Julia Wilson    |
| 29-Sep-2017 | Warfarin 1.5mg/5ml oral solution Supply ( 1 ) ml 1 DAILY  |   | Dr Julia Wilson    |
| 12-Sep-2017 | Repeat Paracetamol 500mg tablets Last issued: 12-Oct-2017 Issued: 1 maximum 6 allowed Supply ( 100 ) tablet 1 to 2 tablets up to FOUR times daily as required                                 |   |                    |
| 12-Sep-2017 | Repeat Boots Paracetamol 500mg capsules (The Boots Company Plc) Last issued: 12-Oct-2017 Issued: 2 maximum 6 allowed Supply ( 28 ) capsule 1 to 2 capsules up to FOUR times daily as required |   |                    |
| 12-Sep-2017 | Amoxicillin 500mg capsules Supply ( 21 ) capsule 1 CAPSULE THREE TIMES A DAY  |   |                    |
| 12-Sep-2017 | Repeat Co-codamol 8mg/500mg capsules maximum 6 allowed Supply ( 20 ) capsule 1-2 CAPSULES UP TO FOUR TIMES DAILY  |   |                    |
| 12-Sep-2017 | Consultation NHS Vision Test: Seen by Clinician: Dr Fiona Venus at 09:54:19 on 12-Sep-2017  | 3 | Mr Federated Locum |
| 12-Sep-2017 | capsules (The Boots Company Plc) Supply ( 28 ) capsule 1 to 2 capsules  |   | Mr Federated Locum |
| 12-Sep-2017 | capsules (The Boots Company Plc) Supply ( 28 ) capsule 1 to 2 capsules  |   | Mr Federated Locum |
| 08-Sep-2017 | ply ( 30 ) tablet 1 TABLET ONCE A DAY   |   | Dr Fiona Venus     |

Page 1 of 1 500 Total records: 425

The **Journal** screen displays the following:



- **Date** - The date of the entry.
- **Description** - Displays a summary of the entry, to expand the entry, select the arrow.



**Note** - Repeat therapy items are prefixed with 'Repeat', for example, 'Repeat Zantac 50mg/2ml...' whereas any issues are prefixed with the issue number, for example, 'Issue 1 Zantac 50mg/2ml...'.

- **Priority** - Priorities are used to signify importance of clinical entries and are numbered from 0 - 9. The use of priorities varies between practices, but generally the following conventions are used:
  - **Priority 1** - Normally used for a chronic disease or significant illness.
  - **Priority 3** - General medical entries.
  - **Priority 0** - Sensitive items, these are hidden from view by default.

**Priority Filter** - The **Priority** column is abbreviated with the heading **P**, and has a filter you can use. Select **Filter** , choose the priorities to display and then select **Apply**:

-  **Filter on** - Default option, displaying priorities 1 - 9.
-  **Filter off** - All priority items display.
- **Clinician** - Displays the clinician that recorded the entry. Entries made in a **Shared Care Setting** display the **Shared Care** clinician.

Clinical data can be added from the **Journal** screen.

## Adding a Medical History Entry

As well as being able to view a patient's record from the **Journal** screen, you can also record new medical history entries.

To record a medical history entry:



---

**Note** - If you are recording the first saved entry of this consultation with the patient, the **Consultation** screen displays. Complete as appropriate, see [Consultations](#) on page [12](#) for details.

---

1. From the **Journal** screen, select **Add journal entry** and enter either:
  - **A Clinical Code** (preceded by #), or
  - **A Clinical Term** (minimum of two characters)



---

**Training Tip** - You can search on multiple words, for example back pain.

---

2. Select **Search**  and the matching options display:




**Note** - The search does not currently include searching by hierarchy.

3. Select the term required and the data entry form displays:



4. Complete as required:

- **Date** - Defaults to today's date, update as required.
- **Priority** - Select an appropriate priority for this entry.



**Note** - Priorities are a way of allocating an importance to an entry, chronic and serious conditions are usually a Priority 1, and general entries a Priority 3, but this may depending on the practice.

- **Comment** - Enter any comments to support this record.

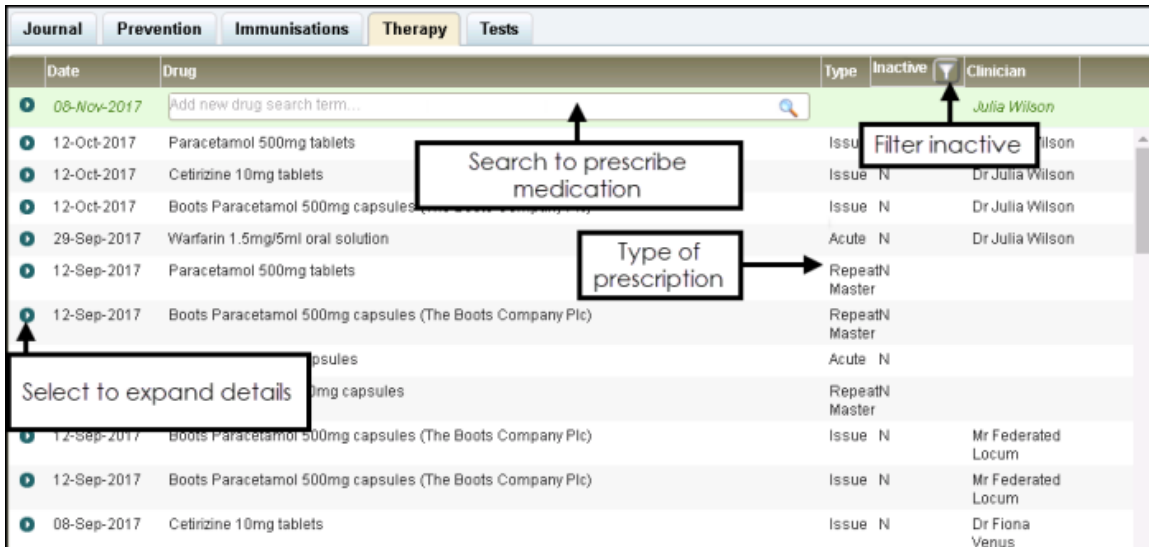
5. Select **Save**  to save and close the entry.



See [Journal Tab](#) on page [14](#), [Editing Entries](#) on page [36](#) and [Deleting Entries](#) on page [37](#) for details.


## Therapy Tab

The **Therapy** screen displays a patient's medication history and allows you to record new medication:




|   | Date        | Drug   | Type           | Inactive | Clinician          |
|---|-------------|--|----------------|----------|--------------------|
| + | 08-Nov-2017 | Add new drug search term...                              |                |          | Julia Wilson       |
| + | 12-Oct-2017 | Paracetamol 500mg tablets                                | Issue          | N        | Dr Julia Wilson    |
| + | 12-Oct-2017 | Cetirizine 10mg tablets                                  | Issue          | N        | Dr Julia Wilson    |
| + | 12-Oct-2017 | Boots Paracetamol 500mg capsules (The Boots Company Plc) | Issue          | N        | Dr Julia Wilson    |
| + | 29-Sep-2017 | Warfarin 1.5mg/5ml oral solution                         | Acute          | N        | Dr Julia Wilson    |
| + | 12-Sep-2017 | Paracetamol 500mg tablets                                | RepeatN Master |          |                    |
| + | 12-Sep-2017 | Boots Paracetamol 500mg capsules (The Boots Company Plc) | RepeatN Master |          |                    |
| + | 12-Sep-2017 | Boots Paracetamol 500mg capsules (The Boots Company Plc) | Acute          | N        |                    |
| + | 12-Sep-2017 | Boots Paracetamol 500mg capsules (The Boots Company Plc) | RepeatN Master |          |                    |
| + | 12-Sep-2017 | Boots Paracetamol 500mg capsules (The Boots Company Plc) | Issue          | N        | Mr Federated Locum |
| + | 12-Sep-2017 | Boots Paracetamol 500mg capsules (The Boots Company Plc) | Issue          | N        | Mr Federated Locum |
| + | 08-Sep-2017 | Cetirizine 10mg tablets                                  | Issue          | N        | Dr Fiona Venus     |

The **Therapy** screen displays the following:


- **Date** - The date of the entry.
- **Drug** - Displays the medication prescribed, to expand the entry, select the arrow.
- **Type** - The therapy type recorded:
  - **Acute**
  - **Repeat Master**
  - **Issue** - Individual issue against a repeat master.
- **Inactive** - Displays whether a medication is inactive or not. Select **Filter**  to hide inactive items.
- **Clinician** - Displays the clinician that recorded the entry. Entries made in a **Shared Care Setting** display the **Shared Care** clinician.

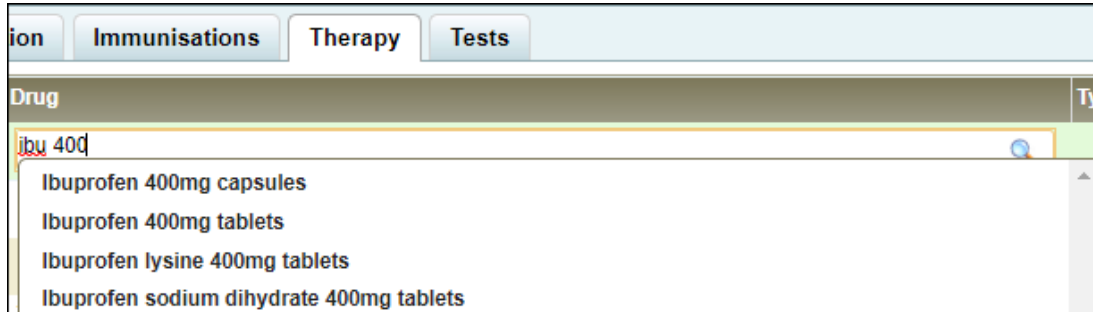
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 **Note** - If you are recording the first saved entry of this consultation with the patient, the **Consultation** screen displays. **Complete** as appropriate, see [Consultations](#) on page 12 for details.

---

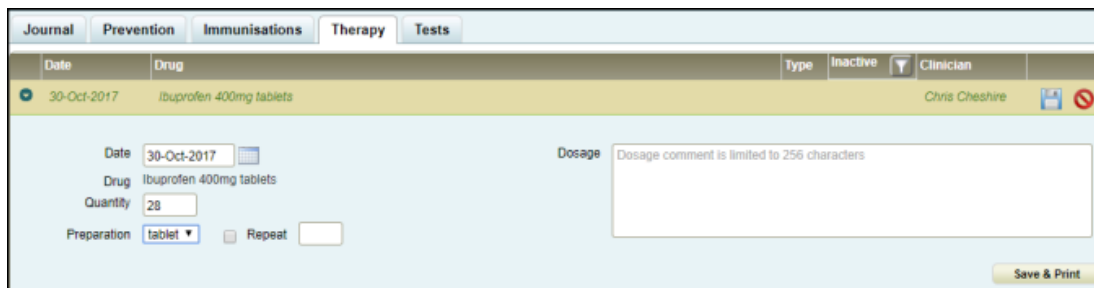
To record medication:

1. From the **Therapy** screen, enter the drug details required in **Add new drug** search term and select **Search** .




**Training Tip** - You can search on a combination of drug name and strength.

2. Select the medication and the **Therapy** form displays:



Complete as required:

- **Date** - Defaults to today's date, update as required.
- **Quantity** - Enter the quantity required.
- **Preparation** - Update the preparation if required.
- **Repeat** - Tick to turn this into a **Repeat Master** if required and enter the number of issues you are authorising.



**Note** - Leave **Repeat** unticked if this is an acute.

- **Dosage** - Enter the dosage required.

3. Select **Save**  to save and close the entry.



**Note** - Medication entries that have been printed cannot be edited or deleted.

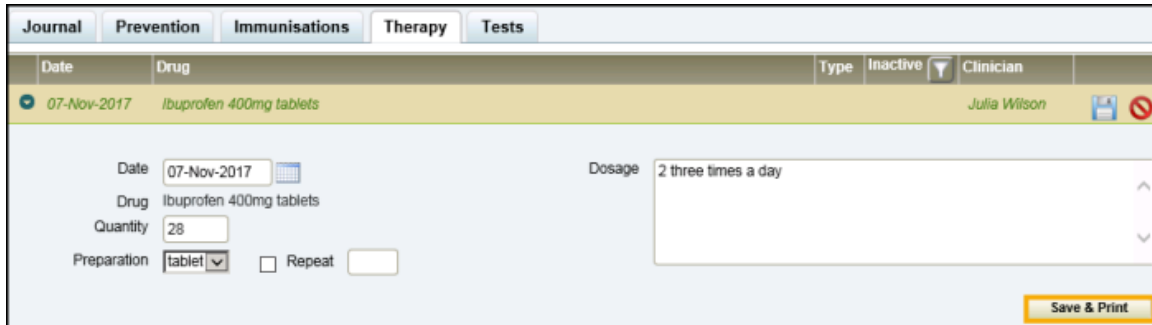
## Printing Acute Prescriptions

If you are using **Practice Access** in a **Shared Care** Setting, you can print acute prescriptions.



**Note** - Your organisation can select to disable this option.

Once you have completed the prescription details, simply select **Save and Print**:



The screenshot shows the 'Therapy' tab in the Practice Access software. The header bar includes 'Journal', 'Prevention', 'Immunisations', 'Therapy', and 'Tests'. Below the header, a table lists the prescription details:

| Date        | Drug                    | Type | Inactive | Clinician    |
|-------------|-------------------------|------|----------|--------------|
| 07-Nov-2017 | Ibuprofen 400mg tablets |      |          | Julia Wilson |

Below the table, the prescription details are entered:

- Date: 07-Nov-2017
- Drug: Ibuprofen 400mg tablets
- Quantity: 28
- Preparation: tablet
- Repeat: ☐
- Dosage: 2 three times a day

A 'Save & Print' button is located at the bottom right of the form.



**Note** - Medication entries that have been printed cannot be edited or deleted.

## Reprinting Acute Prescriptions

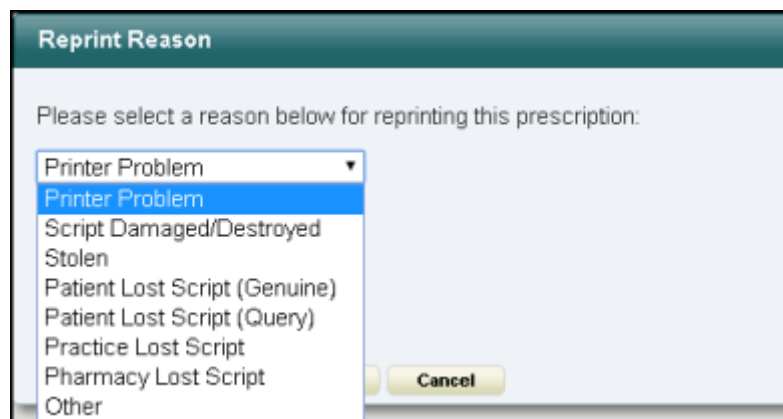
If you are using **Practice Access** in a **Shared Care Setting**, you can reprint acute prescriptions that have been added during the current open consultation.

To reprint a prescription:

1. From the **Therapy** screen, select the acute to reprint.
2. Select **Reprint**:



3. The **Reprint Reason** screen displays, select an appropriate reason from the list:




**Note** - If you select **Other**, enter the reason into **Comments**.

4. Select **OK** and the prescription reprints.



**Note** - You cannot reprint acute items which have been synchronised with the patient record. You can only reprint items which have been added in the current open consultation.

## Canceling a Prescription

You can cancel acute prescriptions that have been added during the current open consultation.

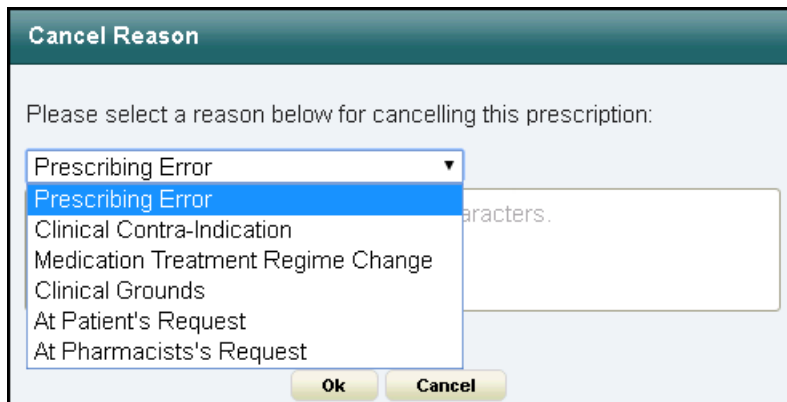
To cancel a prescription:

1. From the **Therapy** screen, select the acute to cancel.
2. Select **Cancel Prescription**:



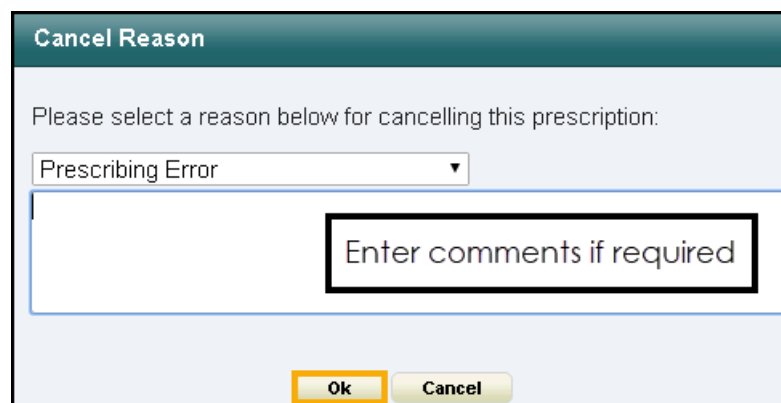
The screenshot shows the 'Therapy' screen for a patient named Julia Wilson. The prescription is for Naproxen 250mg tablets, dated 30-Nov-2017, with a dosage of 2 tds. The 'Cancel Prescription' button is highlighted in the bottom right corner.

3. The **Cancel Reason** screen displays, select an appropriate reason from the list:



The 'Cancel Reason' screen displays a list of reasons for cancelling a prescription. The 'Prescribing Error' option is selected from the dropdown menu. The list includes: Prescribing Error, Clinical Contra-Indication, Medication Treatment Regime Change, Clinical Grounds, At Patient's Request, and At Pharmacists's Request.

4. Optionally, enter any comments and select **OK**.



The 'Cancel Reason' screen displays the 'Prescribing Error' option selected. The 'Enter comments if required' text box is highlighted, indicating where to enter any comments.

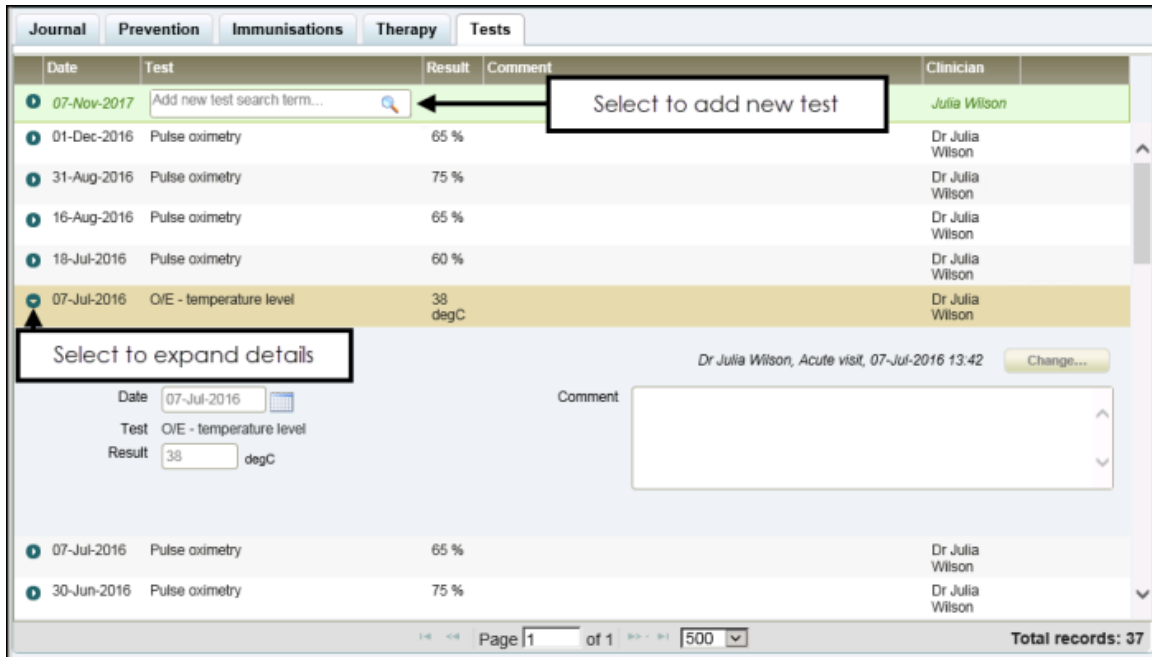
The entry no longer displays. The audit trail reflect these changes.



**Note** - The cancel and reprint options are only available while the consultation is open.

## Tests Tab

The **Tests** screen displays a patient's test results and allows you to record new test results:




The screenshot shows the 'Tests' tab in a software interface. At the top, there are tabs for 'Journal', 'Prevention', 'Immunisations', 'Therapy', and 'Tests'. Below these is a table with columns: 'Date', 'Test', 'Result', 'Comment', and 'Clinician'. The table contains several rows of test results, including 'Pulse oximetry' and 'O/E - temperature level'. A search bar is located at the top left of the table, and a button labeled 'Select to add new test' is highlighted with a box and an arrow. Below the table, there is a form to expand details for a selected test, with fields for 'Date', 'Test', 'Result', and 'Comment'. A 'Change...' button is also present. At the bottom, there is a pagination bar showing 'Page 1 of 1' and a 'Total records: 37' indicator.

The **Test** screen displays the following:

- **Date** - The date of the immunisation.
- **Test** - Displays the test type, to expand the entry, select the arrow.
- **Result** - The result of the test where appropriate.
- **Comment** - Any text recorded.
- **Clinician** - Displays the clinician that recorded the entry. Entries made in a **Shared Care Setting** display the **Shared Care** clinician.

---

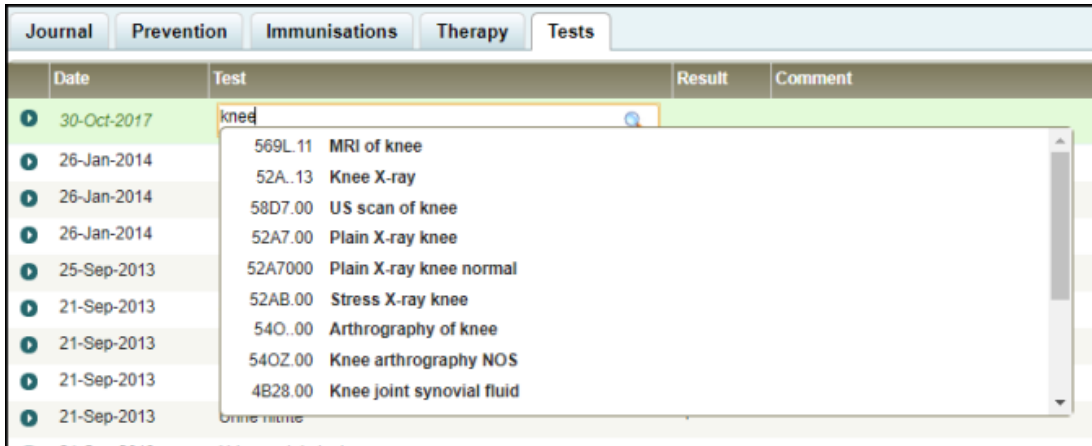
 **Note** - If you are recording the first saved entry of this consultation with the patient, the **Consultation** screen displays. Complete as appropriate, see [Consultations](#) on page 12 for details.

---

To record new test:

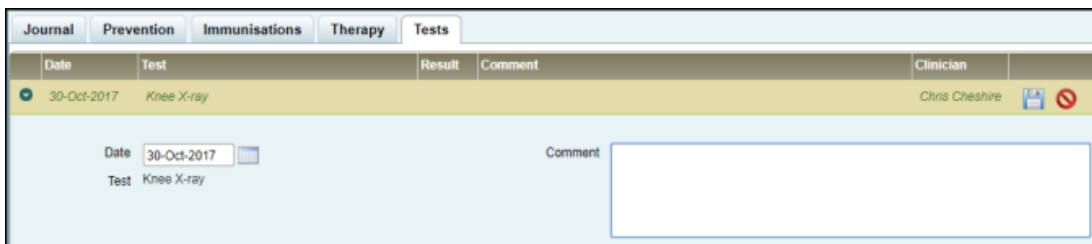
- From the **Tests** screen, select **Add new test search term** and enter either:
  - **A Clinical Code** (preceded by #), or
  - **A Clinical Term** (minimum of two characters)

- Select **Search**  and the matching options display:



| Date        | Test                              | Result | Comment |
|-------------|-----------------------------------|--------|---------|
| 30-Oct-2017 | knee                              |        |         |
| 26-Jan-2014 | 569L.11 MRI of knee               |        |         |
| 26-Jan-2014 | 52A.13 Knee X-ray                 |        |         |
| 26-Jan-2014 | 58D7.00 US scan of knee           |        |         |
| 26-Jan-2014 | 52A7.00 Plain X-ray knee          |        |         |
| 25-Sep-2013 | 52A7000 Plain X-ray knee normal   |        |         |
| 21-Sep-2013 | 52AB.00 Stress X-ray knee         |        |         |
| 21-Sep-2013 | 54O.00 Arthrography of knee       |        |         |
| 21-Sep-2013 | 54OZ.00 Knee arthrography NOS     |        |         |
| 21-Sep-2013 | 4B28.00 Knee joint synovial fluid |        |         |

- Select the term you want to add and the appropriate test displays:




| Date        | Test       | Result | Comment | Clinician      |
|-------------|------------|--------|---------|----------------|
| 30-Oct-2017 | Knee X-ray |        |         | Chris Cheshire |

Date: 30-Oct-2017  
Test: Knee X-ray  
Comment:

Complete as required:

- **Date** - Defaults to today's date, update as required.
- **Result** - Enter the result where available.


---

 **Note** - The units for the test result reflect the selected test and display alongside **Result**.

---

- **Comment** - Enter any comments to support this record.

---

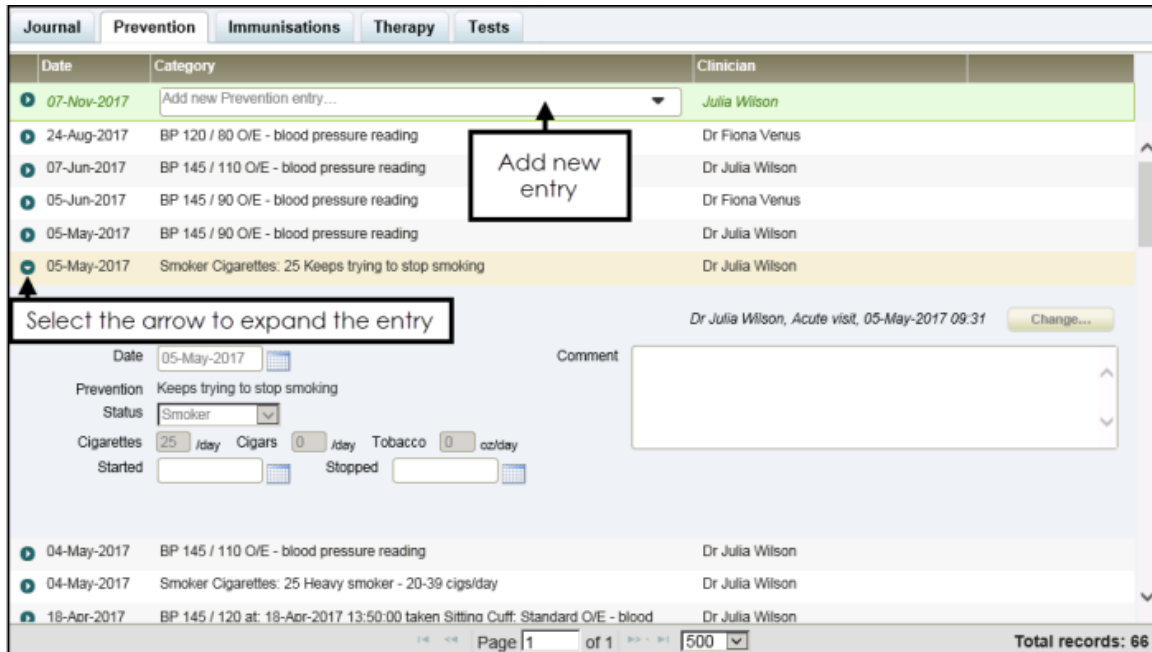
 **Note** - Some options may not be available depending on the test selected.

---

- Select **Save**  to save and close the entry.

## Prevention Tab

The **Prevention** screen displays a patient's specific life style and examination data and allows you to record new prevention entries:



| Date        | Category   | Clinician       |
|-------------|--|-----------------|
| 07-Nov-2017 | Add new Prevention entry...                        | Julia Wilson    |
| 24-Aug-2017 | BP 120 / 80 O/E - blood pressure reading           | Dr Fiona Venus  |
| 07-Jun-2017 | BP 145 / 110 O/E - blood pressure reading          | Dr Julia Wilson |
| 05-Jun-2017 | BP 145 / 90 O/E - blood pressure reading           | Dr Fiona Venus  |
| 05-May-2017 | BP 145 / 90 O/E - blood pressure reading           | Dr Julia Wilson |
| 05-May-2017 | Smoker Cigarettes: 25 Keeps trying to stop smoking | Dr Julia Wilson |

Select the arrow to expand the entry

Dr Julia Wilson, Acute visit, 05-May-2017 09:31 Change...

Date: 05-May-2017

Prevention: Keeps trying to stop smoking

Status: Smoker

Cigarettes: 25 /day Cigars: 0 /day Tobacco: 0 oz/day

Started: Stopped:

Comment:


04-May-2017 BP 145 / 110 O/E - blood pressure reading Dr Julia Wilson

04-May-2017 Smoker Cigarettes: 25 Heavy smoker - 20-39 cigs/day Dr Julia Wilson

18-Apr-2017 BP 145 / 120 at: 18-Apr-2017 13:50:00 taken Sitting Cuff: Standard O/E - blood Dr Julia Wilson

Page 1 of 1 500 Total records: 66

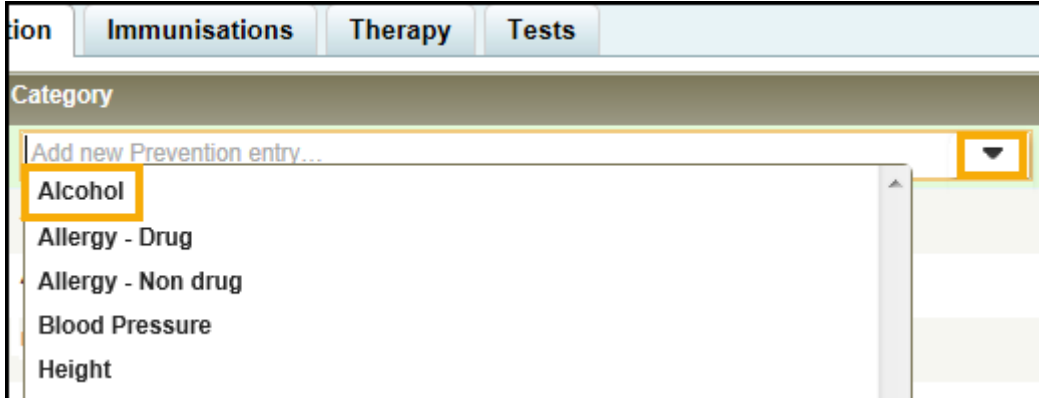
You can view and record the following from the **Prevention** screen:

 **Note** - If you are recording the first saved entry of this consultation with the patient, the **Consultation** screen displays. Complete as appropriate, see [Consultations](#) on page 12 for details.

## Alcohol

To record alcohol consumption:

1. From the **Prevention** screen, select the **Add new Prevention** entry list and select **Alcohol**:



The screenshot shows the 'Prevention' tab selected in the top navigation bar. Below it, a dropdown menu is open, displaying a list of categories. 'Alcohol' is highlighted with an orange box. Other visible categories include 'Allergy - Drug', 'Allergy - Non drug', 'Blood Pressure', and 'Height'.

2. The **Alcohol** form displays:



The screenshot shows the 'Alcohol' form. At the top, the 'Prevention' tab is active. The form header shows the date '27-Oct-2017', category 'Alcohol', and clinician 'Julia Wilson'. Below this, there are fields for 'Date' (27-Oct-2017), 'Prevention' (Alcohol consumption), 'Drinker' (Current Drinker), 'Units/Week' (15), 'Started' (empty), and 'Stopped' (empty). A 'Comment' text area is on the right. A 'Select options' button is highlighted with a black box next to the 'Drinker' dropdown menu. A 'Change...' button is also visible.

Complete as required:

- **Date** - Defaults to today's date, update as required.
- **Drinker** - Select the appropriate status.
- **Units/Week** - Enter the weekly units
- **Started/Stopped** - Enter **Started** and **Stopped** dates if appropriate.
- **Comment** - Enter any comments to support this record.



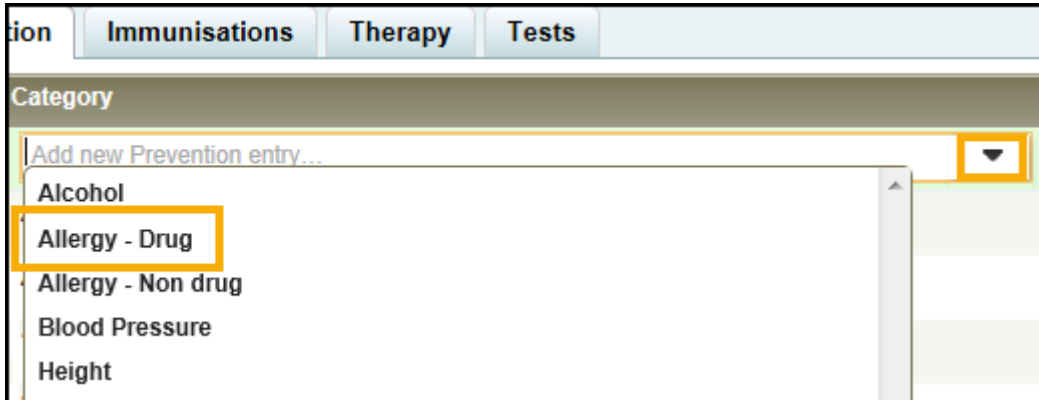
**Note** - Some options may be disabled depending on status chosen.

3. Select **Save**  to save and close the entry.

## Allergy - Drug

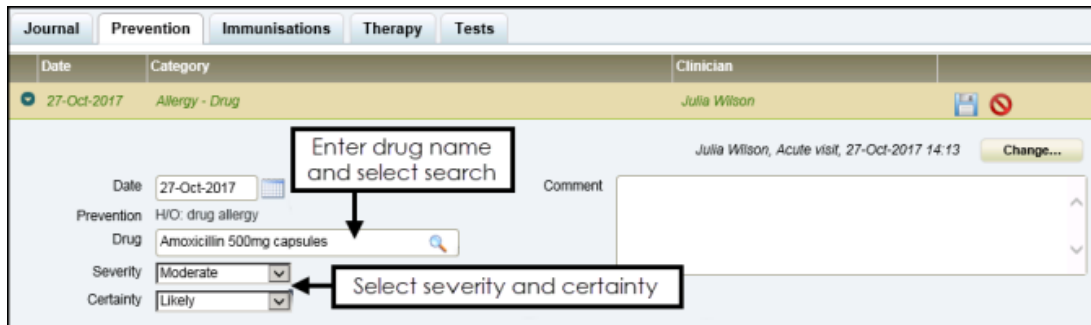
To record a drug allergy:

1. From the **Prevention** screen, select the **Add new Prevention** entry list and select **Allergy - Drug**:




The screenshot shows a dropdown menu titled 'Add new Prevention entry...'. The menu is open, displaying a list of categories: Alcohol, Allergy - Drug (highlighted with an orange box), Allergy - Non drug, Blood Pressure, and Height. A small orange box also highlights the dropdown arrow icon in the top right corner of the menu.

2. The **Allergy - Drug** form displays:



The screenshot shows the 'Allergy - Drug' form. At the top, there are tabs for Journal, Prevention, Immunisations, Therapy, and Tests. The 'Prevention' tab is active. Below the tabs, there is a header bar with 'Date' (27-Oct-2017), 'Category' (Allergy - Drug), and 'Clinician' (Julia Wilson). The main form area contains fields for Date (27-Oct-2017), Prevention (H/O: drug allergy), Drug (Amoxicillin 500mg capsules), Severity (Moderate), and Certainty (Likely). A 'Comment' field is also present. Annotations with arrows point to the 'Drug' field (labeled 'Enter drug name and select search') and the 'Severity' and 'Certainty' dropdowns (labeled 'Select severity and certainty'). A 'Change...' button is visible in the top right corner of the form area.

Complete as required:

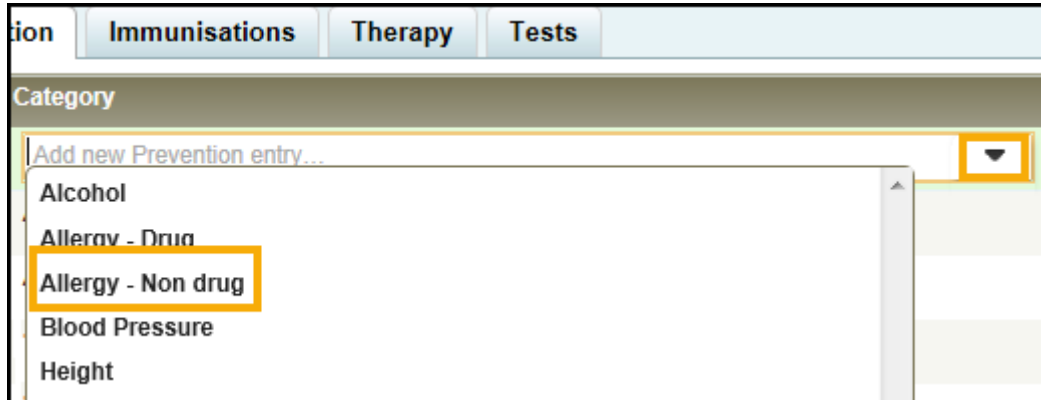
- **Date** - Defaults to today's date, update as required.
- **Drug** - Enter the drug name and select **Search** . Select the drug from the list.
- **Severity/Certainty** - Select as appropriate.
- **Comment** - Enter any comments to support this record.

3. Select **Save**  to save and close the entry.

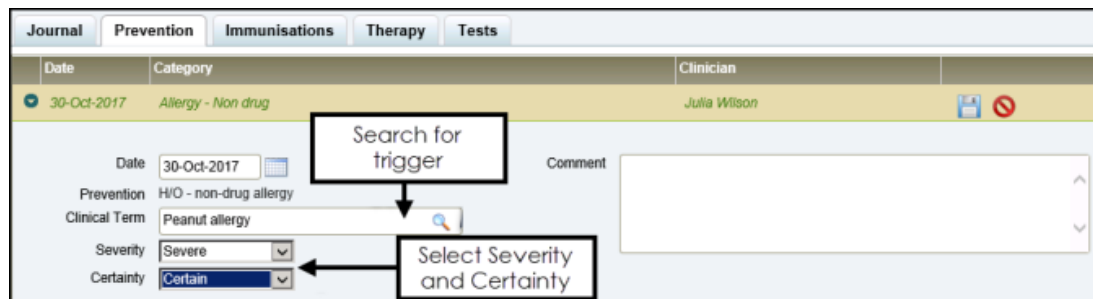
## Allergy - Non-drug

To record a non-drug allergy:


1. From the **Prevention** screen, select the **Add new Prevention** entry list and select **Allergy - Non drug**:



2. The **Allergy - Non drug** form displays:



Complete as required:

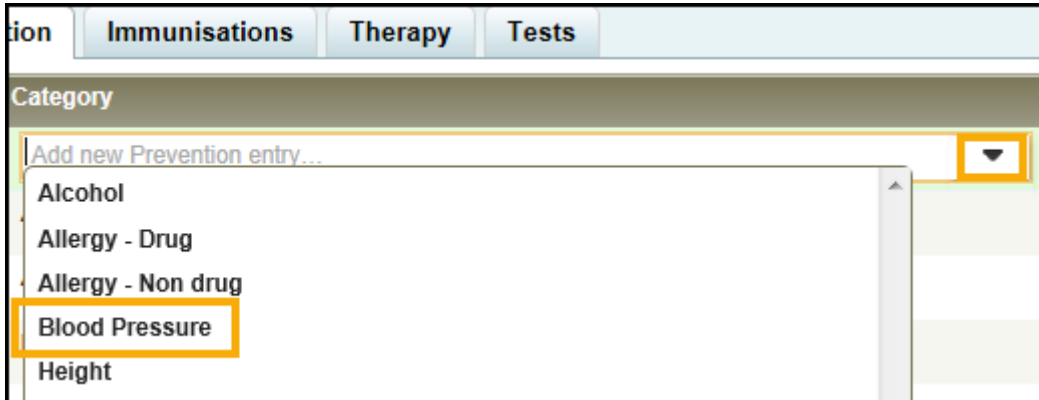
- **Date** - Defaults to today's date, update as required.
- **Clinical Term** - Enter the details of the allergy trigger and select **Search** . Select the term required from the list.
- **Severity/Certainty** - Select as appropriate.
- **Comment** - Enter any comments to support this record.

3. Select **Save**  to save and close the entry.

## Blood Pressure

To add a blood pressure reading:

1. From the **Prevention** screen, select the **Add new Prevention** entry list and select **Blood Pressure**:




The screenshot shows the 'Prevention' tab selected in the top navigation bar. Below it, a dropdown menu is open, displaying a list of categories: 'Alcohol', 'Allergy - Drug', 'Allergy - Non drug', 'Blood Pressure' (highlighted with an orange box), and 'Height'. The text 'Add new Prevention entry...' is visible at the top of the dropdown.

2. The **Blood Pressure** form displays:



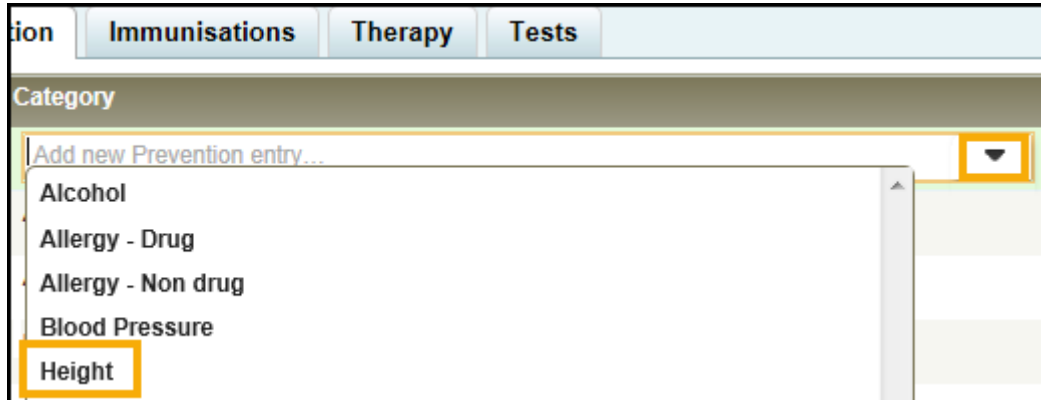
The screenshot shows the 'Blood Pressure' form. At the top, there are tabs for 'Journal', 'Prevention', 'Immunisations', 'Therapy', and 'Tests'. The 'Prevention' tab is active. Below the tabs, a header bar displays the date '27-Oct-2017', the category 'Blood Pressure', and the clinician 'Julia Wilson'. A 'Change...' button is visible. The main form area contains input fields for 'Date' (27-Oct-2017), 'Prevention' (O/E - blood pressure reading), 'Systolic' (145 mmHg), and 'Diastolic' (112 mmHg). A 'Comment' field is also present.

3. Complete as required:
  - **Date** - Defaults to today's date, update as required.
  - **Systolic/Diastolic** - Enter the reading.
  - **Comment** - Enter any comments to support this record.
4. Select **Save**  to save and close the entry.

## Height

To add a height record:

1. From the **Prevention** screen, select the **Add new Prevention** entry list and select **Height**:



The screenshot shows the 'Prevention' tab selected in the top navigation bar. Below it, a dropdown menu is open, displaying a list of categories: 'Alcohol', 'Allergy - Drug', 'Allergy - Non drug', 'Blood Pressure', and 'Height'. The 'Height' option is highlighted with a yellow box. The dropdown is titled 'Add new Prevention entry...'.

2. The **Height** form displays:



The screenshot shows the 'Height' form. At the top, the 'Prevention' tab is selected. The form displays the following information:

| Date        | Category | Clinician    |
|-------------|----------|--------------|
| 27-Oct-2017 | Height   | Julia Wilson |

Below the header, there are input fields for:

- Date: 27-Oct-2017
- Prevention: O/E - height
- Height: 1.72 m
- Weight: 60kg (30-AUG-16)
- BMI: 20.2

There is also a 'Comment' text area on the right side of the form.

Complete as required:

- **Date** - Defaults to today's date, update as required.
- **Height** - Enter the patient's height in metres, a maximum of 2 decimal places.



**Note** - The last recorded weight in kilograms, if available, displays below the **Height** along with the calculated BMI.

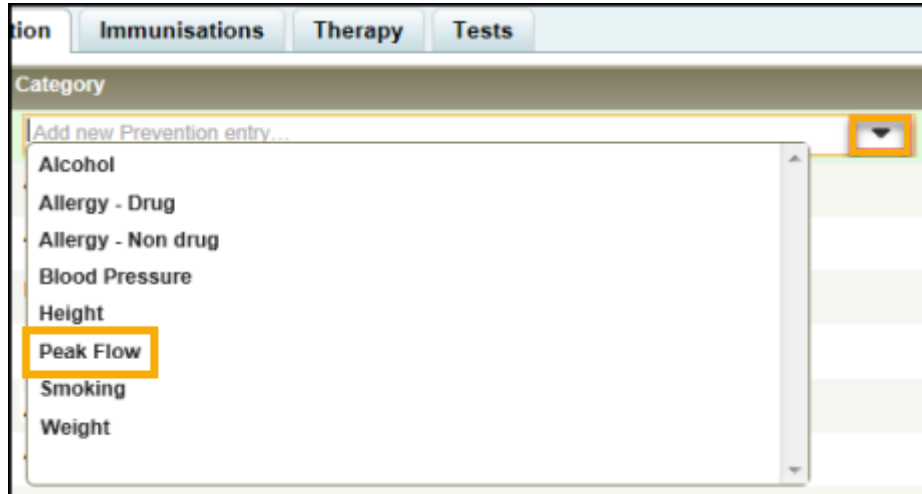
- **Comment** - Enter any comments to support this record.

3. Select **Save**  to save and close the entry.

## Peak Flow

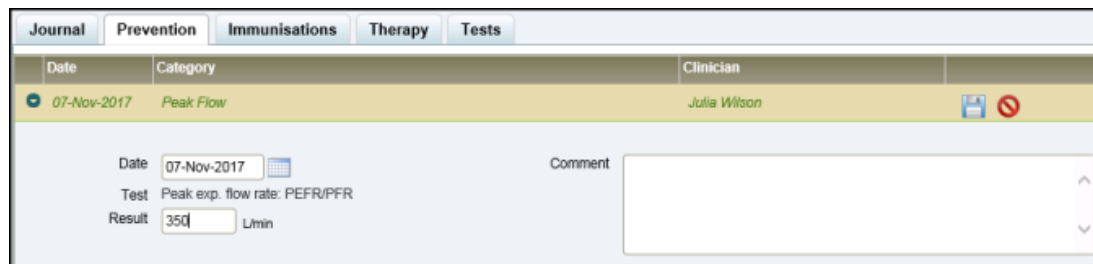
To record a peak flow:

1. From the **Prevention** screen, select the **Add new Prevention** entry list and select **Peak Flow**:



The screenshot shows the 'Prevention' tab selected in the top navigation bar. Below it, a dropdown menu is open, displaying a list of categories: 'Alcohol', 'Allergy - Drug', 'Allergy - Non drug', 'Blood Pressure', 'Height', 'Peak Flow' (highlighted with an orange box), 'Smoking', and 'Weight'. The dropdown is titled 'Add new Prevention entry...'.

2. The **Peak Flow** form displays:



The screenshot shows the 'Peak Flow' form. At the top, the 'Prevention' tab is selected. Below the tab, a header bar shows the date '07-Nov-2017', the category 'Peak Flow', and the clinician 'Julia Wilson'. The form contains the following fields:

- Date:** 07-Nov-2017 (with a calendar icon)
- Test:** Peak exp. flow rate: PEF/PFR
- Result:** 350 L/min
- Comment:** A large text area for entering comments.

At the bottom right, there are icons for 'Save' (a floppy disk) and 'Cancel' (a red circle with a slash).

Complete as required:

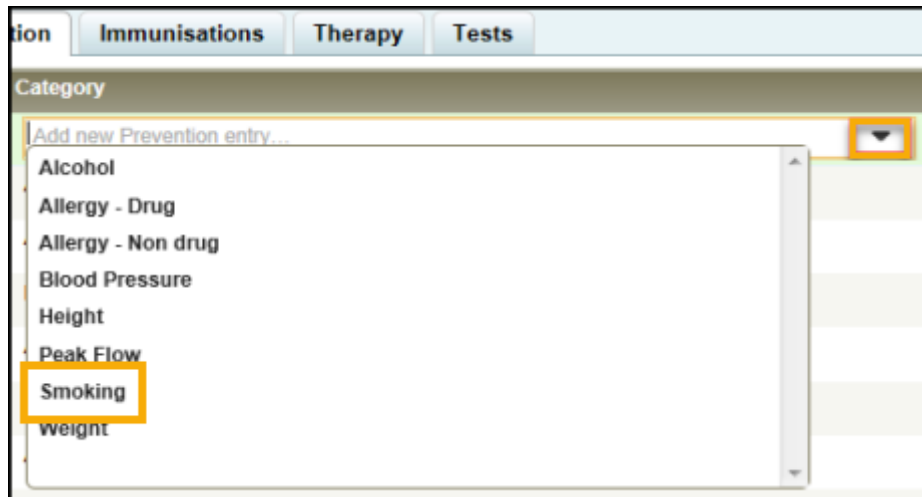
- **Date** - Defaults to today's date, update as required.
- **Result** - Enter the peak flow in L/min.
- **Comment** - Enter any comments to support this record.

3. Select **Save**  to save and close the entry.

## Smoking

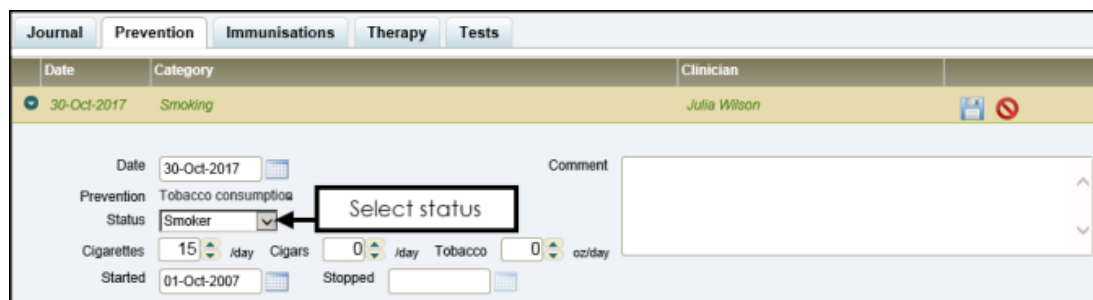
To record smoking status:

1. From the **Prevention** screen, select the **Add new Prevention** entry list and select **Smoking**:



The screenshot shows the 'Prevention' tab selected in the top navigation bar. Below it, a dropdown menu is open, displaying a list of categories: 'Alcohol', 'Allergy - Drug', 'Allergy - Non drug', 'Blood Pressure', 'Height', 'Peak Flow', 'Smoking', and 'Weight'. The 'Smoking' option is highlighted with an orange box. The dropdown menu is titled 'Add new Prevention entry...'.

2. The **Smoking** form displays:



The screenshot shows the 'Smoking' form. At the top, there are tabs for 'Journal', 'Prevention', 'Immunisations', 'Therapy', and 'Tests'. The 'Prevention' tab is active. Below the tabs, there is a header section with 'Date' (30-Oct-2017), 'Category' (Smoking), and 'Clinician' (Julia Wilson). The main form area contains several input fields: 'Date' (30-Oct-2017), 'Prevention' (Tobacco consumption), 'Status' (Smoker), 'Cigarettes' (15 /day), 'Cigars' (0 /day), 'Tobacco' (0 oz/day), 'Started' (01-Oct-2007), and 'Stopped'. A 'Comment' text area is also present. A 'Select status' dropdown menu is highlighted with a black box, and an arrow points to the 'Smoker' option.

Complete as required:

- **Date** - Defaults to today's date, update as required.
- **Status** – Select the appropriate status.
- **Cigarettes/Cigars/Tobacco** - Enter the daily values.
- **Started/Stopped** - Enter started and stopped dates if appropriate.
- **Comment** - Enter any comments to support this record.



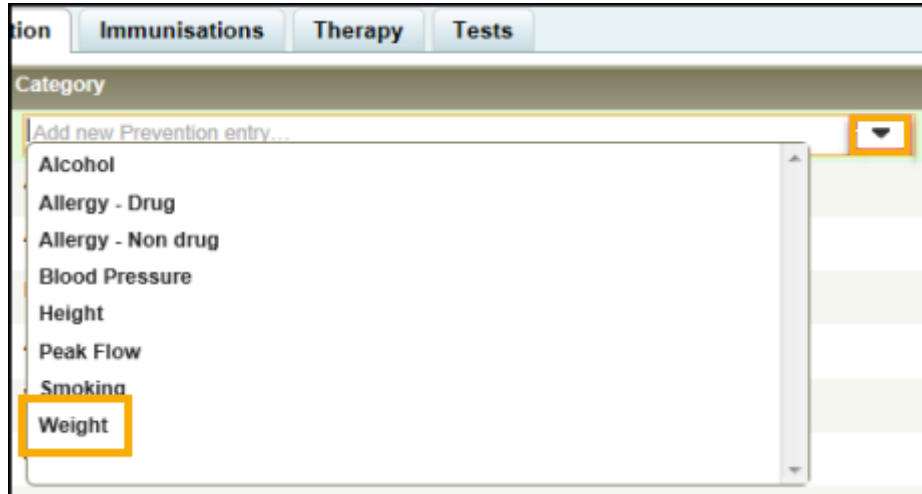
**Note** - Some options may be disabled depending on status chosen.

3. Select **Save**  to save and close the entry.

## Weight

To add a weight record:

1. From the **Prevention** screen, select the **Add new Prevention** entry list and select **Weight**:



The screenshot shows the 'Prevention' tab selected in the top navigation bar. Below it, a dropdown menu is open, displaying a list of categories: 'Add new Prevention entry...', 'Alcohol', 'Allergy - Drug', 'Allergy - Non drug', 'Blood Pressure', 'Height', 'Peak Flow', 'Smoking', and 'Weight'. The 'Weight' option is highlighted with an orange box.

2. The **Weight** form displays:



The screenshot shows the 'Weight' form. At the top, the 'Prevention' tab is selected. Below the tabs, a header bar displays the date '07-Nov-2017', the category 'Weight', and the clinician 'Julia Wilson'. The main form area contains the following fields: 'Date' (07-Nov-2017), 'Prevention' (O/E - weight), 'Weight' (86 kg), 'Height' (1.84m (18-APR-08)), and 'BMI' (25.4). A 'Comment' text area is also present on the right side of the form.

Complete as required:

- **Date** - Defaults to today's date, update as required.
- **Weight** - Enter the patient's height in kilograms, a maximum of 2 decimal places.



**Note** - The last recorded height in metres, if available, displays below **Weight** along with the calculated BMI.

- **Comment** - Enter any comments to support this record.

3. Select **Save**  to save and close the entry.

## Immunisations Tab

The **Immunisation** screen displays the patient's vaccination history and allows you to record new immunisations:



The **Immunisation** screen displays the following:

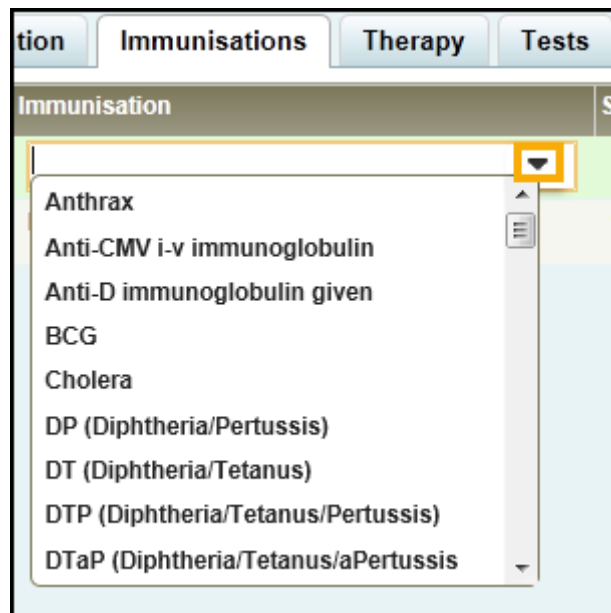
- **Date** - The date of the immunisation.
- **Immunisation** - Displays a summary of the entry, to expand the entry, select the arrow.
- **Stage** - The stage of the immunisation.
- **Batch #** - The batch number of the immunisation where recorded.
- **Comment** - Any text recorded.
- **Clinician** - Displays the clinician that recorded the entry. Entries made in a **Shared Care Setting** display the **Shared Care** clinician.



**Note** - If you are recording the first saved entry of this consultation with the patient, the **Consultation** screen displays. Complete as appropriate, see [Consultations](#) on page [12](#) for details.

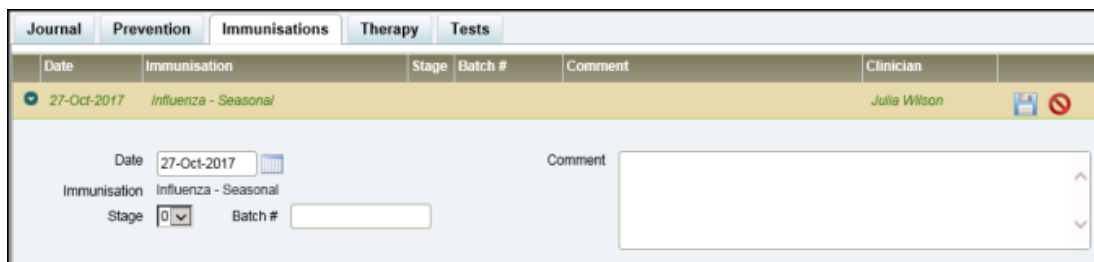
To record new immunisations:

1. From the **Immunisations** screen, select **Add new Immunisations** and select from the available list:



The screenshot shows a dropdown menu for selecting an immunisation. The menu is open, displaying a list of options: Anthrax, Anti-CMV i-v immunoglobulin, Anti-D immunoglobulin given, BCG, Cholera, DP (Diphtheria/Pertussis), DT (Diphtheria/Tetanus), DTP (Diphtheria/Tetanus/Pertussis), and DTaP (Diphtheria/Tetanus/aPertussis). The dropdown is part of a form with tabs for 'Immunisations', 'Therapy', and 'Tests'.

2. The **Immunisation** form displays:



The screenshot shows the 'Immunisation' form. It has tabs for 'Journal', 'Prevention', 'Immunisations', 'Therapy', and 'Tests'. The 'Immunisations' tab is active. The form displays a table with columns: Date, Immunisation, Stage, Batch #, Comment, and Clinician. A row is shown with the date '27-Oct-2017', immunisation 'Influenza - Seasonal', and clinician 'Julia Wilson'. Below the table, there are input fields for Date (27-Oct-2017), Immunisation (Influenza - Seasonal), Stage (0), and Batch #. There is also a large text area for Comment.

Complete as required:

- **Date** - Defaults to today's date, update as required.
- **Stage** - Select the appropriate stage for this immunisation.
- **Batch** - Enter the batch number of the vaccine.
- **Comment** - Enter any comments to support this record.

3. Select **Save**  to save and close the entry.

## Referral History

Patient referral information displays in the **Journal** tab and is identified by **Refer for** in the description column.

Select the arrow to expand the entry:

- **Date** – Displays the date of the referral.
- **Clinician** – Displays the referring clinician.
- **Refer for** – Displays the clinical term for referral.
- **Referral to** – Displays the clinician and location.



| Journal Prevention Immunisations Therapy Tests   |   |   |                 |
|--|---|---|-----------------|
| Date   | Description   | P | Clinician       |
| 08-Nov-2017  | Add journal entry...  |   | Julia Wilson    |
| 08-Nov-2017  | Refer for Sciatica at Salford Royal Infirmary department of Physiotherapy Action: 29-Nov-2017 |   | Dr Julia Wilson |
| Date: 08-Nov-2017<br>Clinician: Dr Julia Wilson<br>Refer for: Sciatica<br>Referral to: Not Available at Physiotherapy, Salford Royal Infirmary |   |   |                 |
| 08-Nov-2017  | Sciatica  | 3 | Dr Julia Wilson |



## Editing Entries

**Important** - You can only edit or delete data that has not yet been synchronised. Prescriptions that have been printed cannot be edited.

To edit recorded data:

1. With the patient selected, select the relevant screen.
2. Locate and highlight the entry you wish to update:

| Journal   Prevention   Immunisations   Therapy   Tests |                                |   |                 |   |
|--|--------------------------------|---|-----------------|---|
| Date   | Description                    | P | Clinician       |   |
| 27-Oct-2017  |                                |   | Julia Wilson    |   |
| 27-Oct-2017  | Low back pain Fell down stairs | 3 | Julia Wilson    |   |
| 12-Oct-2017  | Cough                          | 3 | Dr Julia Wilson |   |

3. Select **Edit**  to the right of the entry.
4. The data entry form displays, update as required.
5. Select **Save**  to save and close the entry.

**Note** - All changes made, including deletions, can be viewed in the audit trail.



See [Data Synchronisation](#) on page [6](#) for details.


## Deleting Entries

**i Important** - You can only edit or delete data that has not yet been synchronised. Prescriptions that have been printed cannot be deleted.


To delete recorded data:

1. With the patient selected, select the relevant screen.
2. Locate and highlight the entry you wish to delete:

| Journal   Prevention   Immunisations   Therapy   Tests |                                |   |                 |   |
|--|--------------------------------|---|-----------------|---|
| Date   | Description                    | P | Clinician       |   |
| 27-Oct-2017  |                                |   | Julia Wilson    |   |
| 27-Oct-2017  | Low back pain Fell down stairs | 3 | Julia Wilson    |   |
| 12-Oct-2017  | Cough                          | 3 | Dr Julia Wilson |   |

3. Select **Delete**  to the right of the entry.
4. The 'Are you sure' message displays, select **Yes** to proceed:

**Vision 360**

 Are you sure you wish to delete this record?

The entry is removed from the record.

**Note** - All changes made, including deletions, can be viewed in the audit trail.

 See [Data Synchronisation](#) on page [6](#) for details.