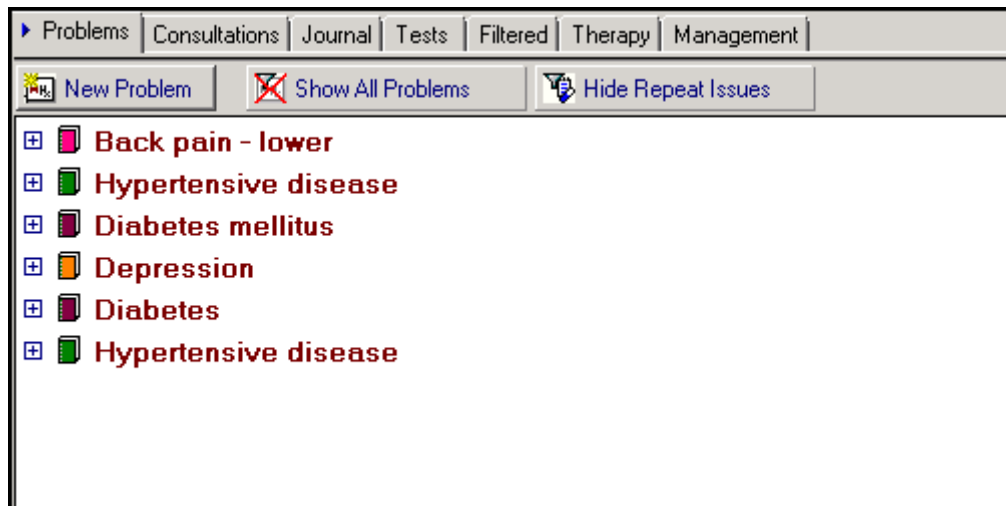# Introduction to Populate Problems

The **Problems** tab displays in **Consultation Manager**:

Populate Problems enables you to add or update a problem to a group of patients' records. For example, create a problem for all patients with Asthma, containing diagnosis, relevant medication and peak flow.

Running Populate Problems

To populate or update the **Problems** tab, you must first run a search for the category of patients required and then save the output as a group.

For example, if you want to create a problem of '*Asthma*' on the **Problem** tab for all your asthmatic patients:
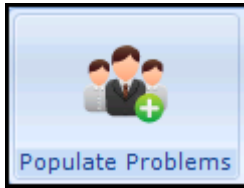
1. Create a group of patients from **Search and Reports**:

   ✎ **Note** - You must include a clinical term in the **Search Input** and not exclude it from the **Report Details** in order for the **Problems Populate** functionality to work.
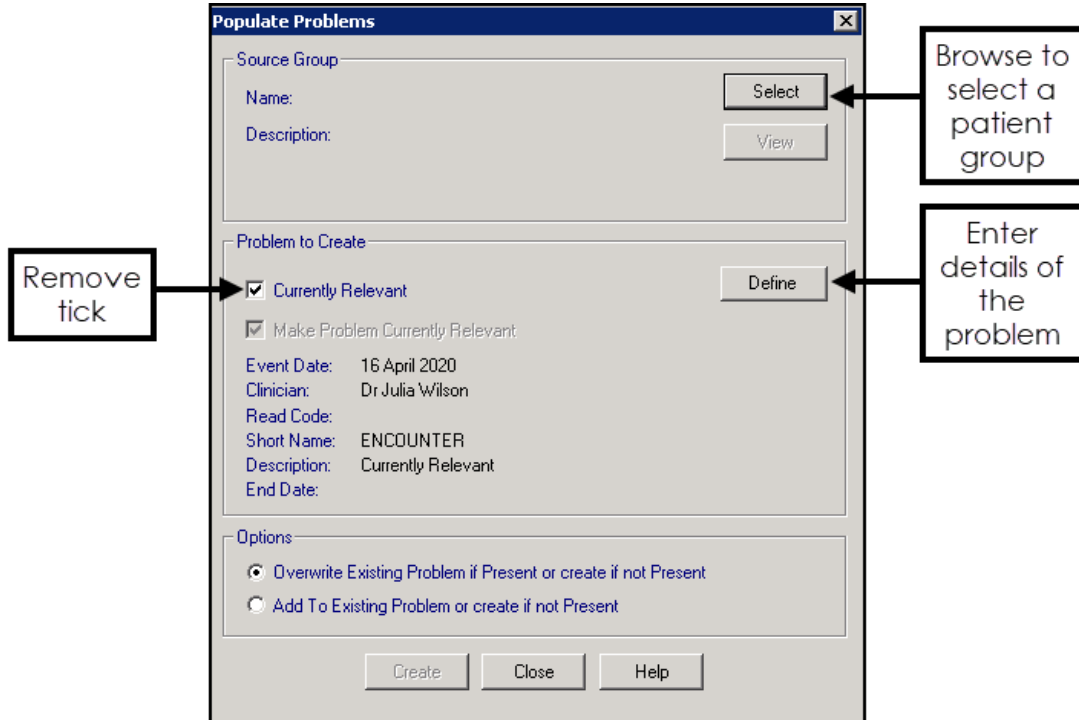
   a. In **Search Details**, select **All other Clinical Data**, enter the clinical term, in this example, H33.

   b. Optionally, include additional entities, for example, Acute and Repeat Issue Therapy. Use **Selections** to specify Asthma related medication either by drug name or drug class, for example, bronchodilators.

   c. If you select **Match Any**, this finds patients with a diagnosis of Asthma or on asthma related medication.

   d. In **Group Output**, double click and enter the group name.

   e. In **Report Details**, include related entities, for example, peak flow in **Examination Findings**. These entries display in the patient's problem.

   f. Optionally, enter a name for the search and select **Save As**, to save the search for future use.

   g. Select **Run**.

   h. On completion exit **Search and Reports**.

   ➔ See Data View Options for Tabs in the **Consultation Manager Help Centre** for details on how to set up a **Problems** tab.

2. From the **Vision 3 Front Screen**, select **Utilities** - **Populate Problems**
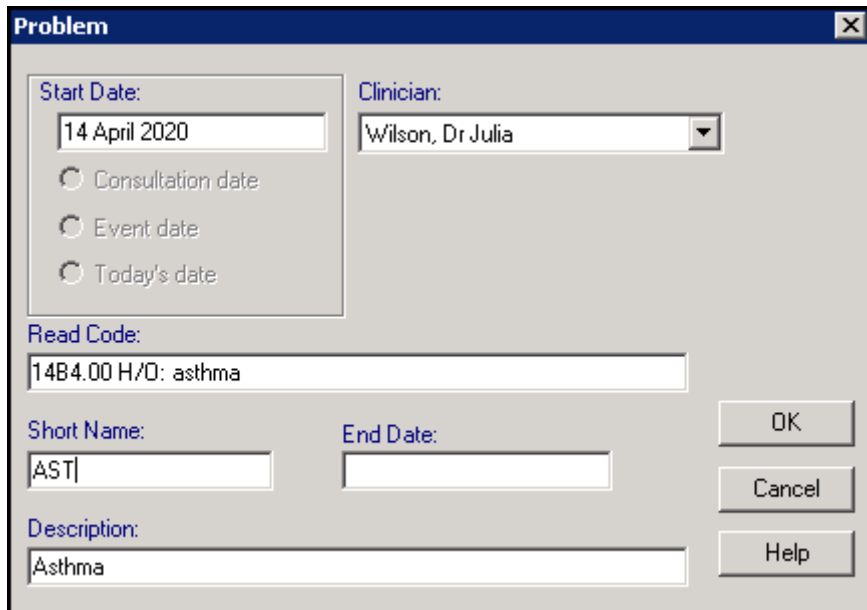
. The **Populate Problems** screen displays:

3. Choose **Select** to select the group required, for example, Asthma.
4. Remove the tick next to **Currently Relevant**.
5. Select **Define**.

6. The **Problem** screen displays:

Complete as required:

- **Start Date** - This defaults to today's date.
- **Read Code** - Enter the clinical term required, for example, #14B4 H/O Asthma.

  🖊 **Note** - We suggest avoiding QOF codes, as the problem may be treated as a new diagnosis.

- **Description** - Enter name to display in the problem tab, for example, Asthma.
- **Short Name** - Enter an abbreviation, for example, AST.
- **Clinician** - Select a clinician from the list available.

7. Select **OK**.

8. Finally, in **Options** select either:

- **Overwrite Existing Problem if Present or create if not Present** - To remove any existing problem with the same clinical term and description and replace it with a new entry.

  Note - Any existing data associated with the problem you are removing does not move to the new problem.

- **Add To Existing Problem or create if not Present** - To add extra data to an existing problem, use this option, for example, you might have patients who already have an Asthma problem and want to ensure Repeat Masters are included.

9. Select **Create**.

10. The '*Problem [XXXXXX] has been updated successfully*' message displays on completion, select **OK**.

11. Select **Close** to exit.