

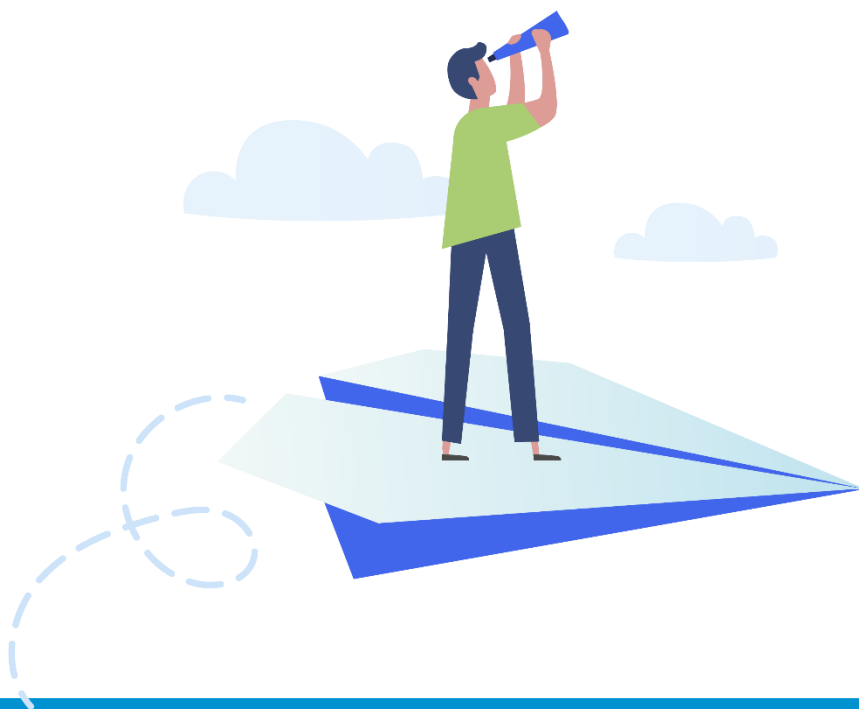


Vision Anywhere for Windows Quick Reference Guide

For Vision Anywhere Release 3.9

20th February 2024

v1.1



Copyright © 2024 Cegedim Healthcare Solutions

All Rights Reserved

Cegedim Healthcare Solutions is the trading name of Cegedim Rx Ltd and In Practice Systems Limited.

No part of this document may be photocopied, reproduced, stored in a retrieval system or transmitted in any form or by any means, whether electronic, mechanical, or otherwise, without the prior written permission of Cegedim Healthcare Solutions.

No warranty of accuracy is given concerning the contents of the information contained in this publication. To the extent permitted by law, no liability (including liability to any person by reason of negligence) will be accepted by Cegedim Healthcare Solutions, its subsidiaries or employees for any direct or indirect loss or damage caused by omissions from or inaccuracies in this document.

Cegedim Healthcare Solutions reserves the right to change without notice the contents of this publication and the software to which it relates.

Product and company names herein may be the trademarks of their respective owners.

Registered name: In Practice Systems Limited. Registered number: 01788577
Registered address: Studio F5 Battersea Studios 1, 82 Silverthorne Road,
London SW8 3HE

Website: <https://www.cegedim-healthcare.co.uk/>



Contents


Vision Anywhere Quick Reference Guide for Release 3.9	4
Vision Anywhere for Business Continuity	4
Summary of Record Availability in Vision Anywhere Business Continuity	6
Logging in to Vision Anywhere	8
Navigating the Home Screen.....	11
Appointments List	13
Finding a Patient.....	15
Recent Patients.....	16
Patient Summary	17
Filtering the Patient's Record	19
3 Quick Steps to Adding a Consultation	21
Adding Clinical Data	24
Recording Medication	26
Viewing a Patient's Allergies	30
Prescription Printing	31
Templates and Calculators	33
Why Should I Close Encounters?	34
Signing Out of Vision Anywhere	36

Vision Anywhere Quick Reference Guide for Release 3.9

Vision Anywhere for Business Continuity

Business Continuity provides a valuable service in the unlikely event of your clinical system being unavailable.







Vision Anywhere is set by default to automatically start when you log on to your computer. This is designed to prompt you to log on to **Vision Anywhere** which allows business continuity processes to run.

 **Important** - You must log on to Windows as yourself, this facility does not work with shared Window log ins.

Clinicians

Once you log into **Vision Anywhere** and select your appointments book, the records for patients in your appointments list, for seven days either side of today, automatically download. You can see this happening, the **Cloud** next to a patient name in your appointment list turns into a **Spinner** when downloading and then into an **Option menu** when finished, it has no impact on you using **Vision Anywhere** in the usual way:

- **Awaiting Download**
- **Downloading**
- **Downloaded**



	10:20	WEBBE, Ann (Mrs)	
	10:20	WEBBE, Ann (Mrs)	
	10:20	WEBBE, Ann (Mrs)	

Administrators

When you log into **Vision Anywhere**, if you want to initiate an appointment download, for example to download the appointments of a book owner who is on leave, you must select the appointment book required. Only the selected book owner's appointment list patients download, if you change appointment list, the previous book owner's downloaded data is overwritten and the newly selected book owner's data now downloads.

Not using Vision Anywhere today?

You must log in every day to ensure downloaded patients are kept up to date. After logging in, if you do not want to use **Vision Anywhere** at the moment, you can either:

- Select **Minimise**  from the top right of the **Vision Anywhere** screen to leave it on your task bar at the bottom of the screen, or
- Select **Close**  from the top right corner of the **Vision Anywhere** screen. This leaves **Vision Anywhere** running in your system tray which allows the business continuity solution to continue running in the background.

You can quickly see if you are currently logged in from your toolbar:

- The **Vision Anywhere** symbol is green when you are logged in:



- The **Vision Anywhere** symbol is grey when you are logged out:



Updating Vision 3

When connectivity to **Vision 3** is restored you must log into **Vision Anywhere**, this triggers the upload of the recorded consultations which updates your **Vision 3** system. Please check all **Encounters** are closed, if an encounter is left open the details are not sent to **Vision 3**.

 **Important** - Any open **Encounters** or **Encounters** saved on your device automatically delete after 90 days.

 Please refer to [Business Continuity](#) in the **Vision Anywhere 3.9 Help Centre** for full details.


Summary of Record Availability in Vision Anywhere Business Continuity

Available	Internet Outage	Vision 3 Unavailable	Data Centre Issue	Power Cut
All current patient records	No * Unless alternative Wi-Fi available	No	No	No *
Downloaded patient records	Yes *	Yes*	Yes *	No *

- **No *** - All current patient records are available from **Vision Anywhere** Mobile.
- **Yes *** - You need to log into **Vision Anywhere** daily and select your appointment book to trigger the automatic download of the patient records in your chosen appointment book, this is for seven days either side of today.

Saved Patient Encounters

These records are encrypted and stored locally on your device, they are not available from any other device. If you add data to a patient record, you must close **Vision Anywhere** and log onto **Vision Anywhere** on the same device within 90 days to trigger the upload to your **Vision 3** system, otherwise the data is deleted.

 **Important** - The data is also deleted if you forget your password.

What is Unavailable when Working Offline?

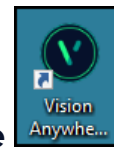
The following functionality is unavailable when working offline, for example, an internet failure:

- **Book appointments**
- **Change which service/role you have logged in with, or switch appointments book**
- **Print prescriptions**
- **Prescribing Decision Support**
- **Repeat Medication Management**
- **Test Requesting** - The ability to launch external system is not available without internet access.
- **eMED3** - Restricted, only 'Issued by Hand' eMED3s can be created.
- **Download new templates or calculators**
- **Referral Letters** - Your templates are not accessible.
- **Correspondence**

Logging in to Vision Anywhere

i Important - If you are a **Vision 3** user, you must have security access to both **Consultation Manager** and **Appointments** in order to log in to **Vision Anywhere**, see [Available Vision Functions and default Access](#) in the **Management Tools Help Centre** for details.

To log in to **Vision Anywhere**:




1. From your **Windows Desktop**, select **Vision Anywhere**.
2. The first time you log into **Vision Anywhere**, you must select your country. Simply select from the list available:

The image is a screenshot of a web form titled 'Select your Country / Health Board'. It shows a dropdown menu with 'England' selected. Below the dropdown, a list of options is displayed: 'England', 'Northern Ireland', 'Scotland', and 'Wales'. The 'England' option is highlighted with a light blue background.

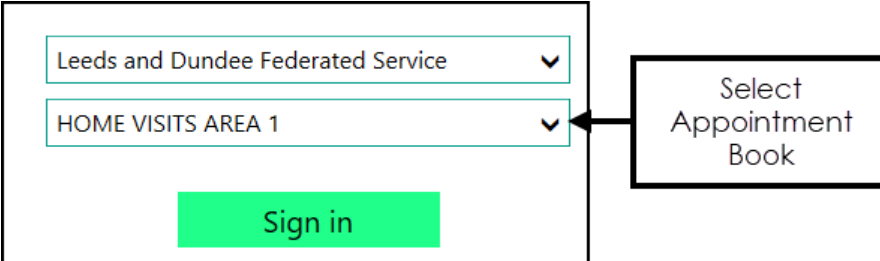
3. Select **Continue**.
4. Select **Username** and enter your registered email address.

5. Select **Password** and enter your password:



 **Note** - If you are a **Vision 3** user, your registered email address is the one entered in **Vision 3 - Control Panel - File Maintenance - Staff - Addresses - Communication Numbers**. This is usually done by a system administrator at your practice.

6. Select **Sign in**.
7. Select the appointments book you want to work from, for example, you can select your name to see your appointments list, another member of staff or simply select **Sign in without an appointment book** from the list:

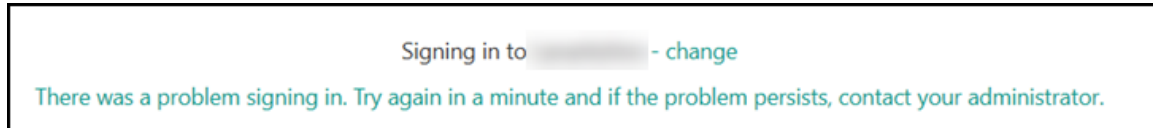


8. Finally, select **Sign in** to display the **Vision Anywhere Home** screen.


When you select **Sign in, Vision Anywhere** completes two connectivity checks:

- Internet connectivity check
- Services connectivity check

If either of these checks fails, the following message displays:



To log in offline:

1. Disconnect your device from the internet, either:
 - Select the WiFi symbol in your system tray , select your WiFi connection and select disconnect, or
 - Unplug your ethernet cable.
2. Wait for 30 seconds while your device recognises there is no internet access and then log in to **Vision Anywhere** again.

You are now logged on to **Vision Anywhere** off line. You can access the patients stored locally.

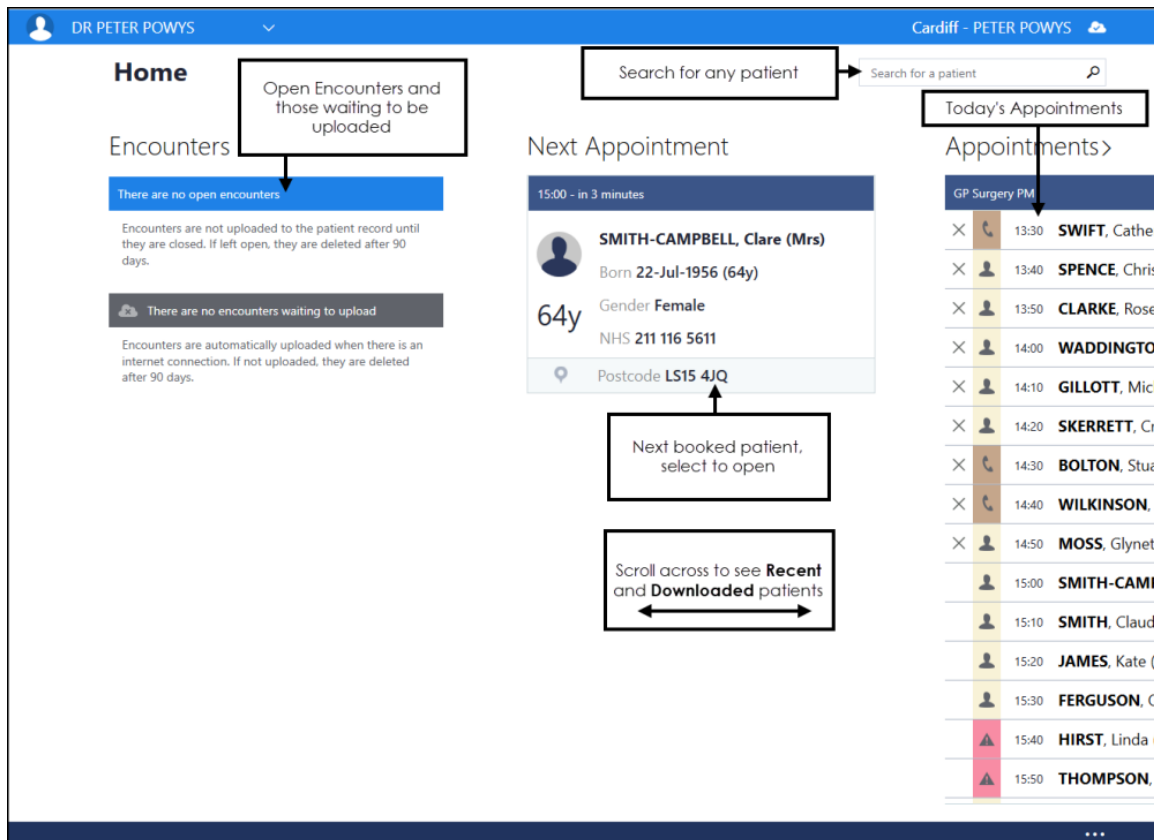
Once services are available again, you can reconnect your device to the internet.



Remember - Any open **Encounters** or **Encounters** saved on your device automatically delete after 90 days.

Navigating the Home Screen

After logging into **Vision Anywhere**, the **Home** screen displays:



The **Home** screen displays the following:

Encounters:

- **Open patient encounters** - Encounters that have not been closed and are therefore not uploaded.
- **Closed patient encounters** - Any encounters that are closed and are waiting to be synchronised at the next log on, when an internet connection is established.

Next Appointment:

- The next appointment you have scheduled, this is determined by the time on your device.



See [Appointments List](#) on page **13** for details.

Appointments:

- Displays today's booked appointments.
- Past appointments (last 7 days).
- Future appointments (7 days ahead).

Downloaded Patients:

- Patients currently stored on your device for offline access.

Search for a Patient:

- Find any of your registered patients.
- Select a patient name to open the patient record.



See [Finding a Patient](#) on page **15** for details.

Show Patient Contact Details:

- View patient demographic information.

Other Options:

If you select the arrow next to your name the following menu options display:

- **Settings** - Select to access preferences for decision support, printing and encounter settings.
- **Sign out** - Select to sign out of **Vision Anywhere**.

Appointments List


The **Vision Anywhere Home** screen automatically displays your next booked appointment and a list of appointments booked for today from your selected book.

Next Appointment


Your next appointment displays with the booked time and a count down, along with patient demographic information:


Next Appointment

11:10 - in 3 minutes


 **JOWETT, Joyce (Ms)**
Born 01-Aug-1962 (58y)

58y Gender Female
NHS 811 114 8968

 Postcode LS7 2HD

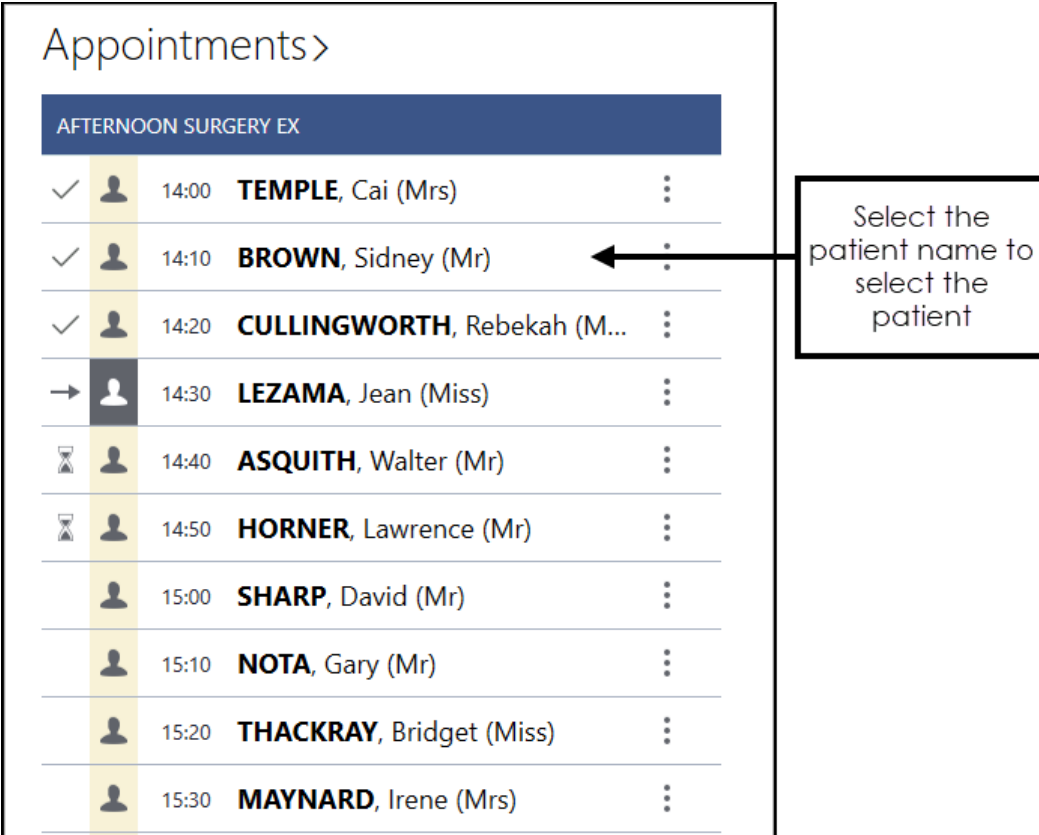
 **Note** - The next appointment is determined by the time on your device.

From the **Next Appointment** section, you can:

- Select the patient's name to open their record.
- Select **Map**  to display the patient's address in map form.

Appointments

The **Appointments** list initially displays your current or next appointment session:



Appointments >





AFTERNOON SURGERY EX

✓		14:00	TEMPLE , Cai (Mrs)	⋮
✓		14:10	BROWN , Sidney (Mr)	⋮
✓		14:20	CULLINGWORTH , Rebekah (M...	⋮
→		14:30	LEZAMA , Jean (Miss)	⋮
		14:40	ASQUITH , Walter (Mr)	⋮
		14:50	HORNER , Lawrence (Mr)	⋮
		15:00	SHARP , David (Mr)	⋮
		15:10	NOTA , Gary (Mr)	⋮
		15:20	THACKRAY , Bridget (Miss)	⋮
		15:30	MAYNARD , Irene (Mrs)	⋮

Select the patient name to select the patient

To select a patient from the list, simply select their name.


The following symbols display to the right of the patient name:

- 
Patient Record downloaded - Select to access patient demographic details, DNA information and patient notes, for example, Needs wheelchair access.
- 
Patient not yet downloaded - Indicates the patient record has not been downloaded.
- 
Appointment comments - Select to display appointment comments, for example, reason for appointment.
- 
Special Booking - Indicates the booking is for a non-registered patient.

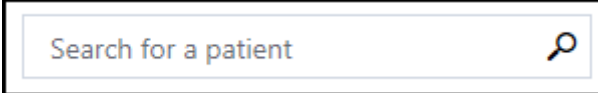
Select **Appointments**  to see the previous and next 7 days of your appointments book.

Once you sign in, providing you have an active internet connection, patient records for all of today's appointments in your selected book automatically download to your device.

Finding a Patient

 **Note** - To select a patient outside of your booked appointments list, you must be connected to the internet.

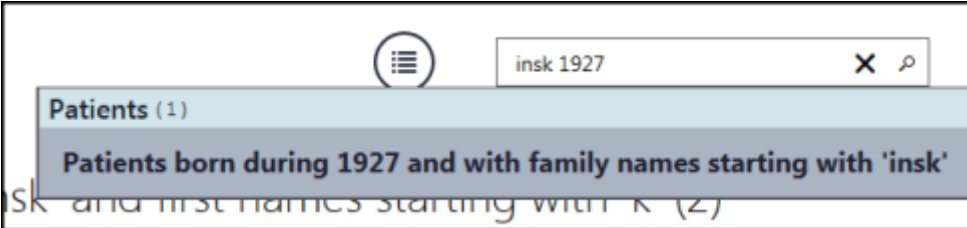
1. From the **Vision Anywhere Home** screen, enter the first few letters of the patient's surname and forename with a space in between in **Search for a Patient**, for example, 'smi cli' to search for Clifford Smith:




A rectangular search input field with a light gray border. Inside, the text "Search for a patient" is displayed in a light gray font. A magnifying glass icon is positioned at the right end of the field.

You can also search for patients by:

- Date of Birth
- Postcode
- NHS/CHI Number
- Combination of surname and year of birth:




A screenshot of a search interface. At the top, there is a search bar containing the text "insk 1927" with a clear (X) and search (magnifying glass) icon. Below the search bar, a dropdown menu is open, showing a list of results. The first result is highlighted in blue and reads "Patients (1)" followed by "Patients born during 1927 and with family names starting with 'insk'". Below this, a second result is partially visible, showing "insk and first names starting with K (2)".

2. Select **Search**  or press **Return** on your keyboard.
3. Patient tiles display the matching patients, select the required patient to view their record and start an Encounter.

Recent Patients

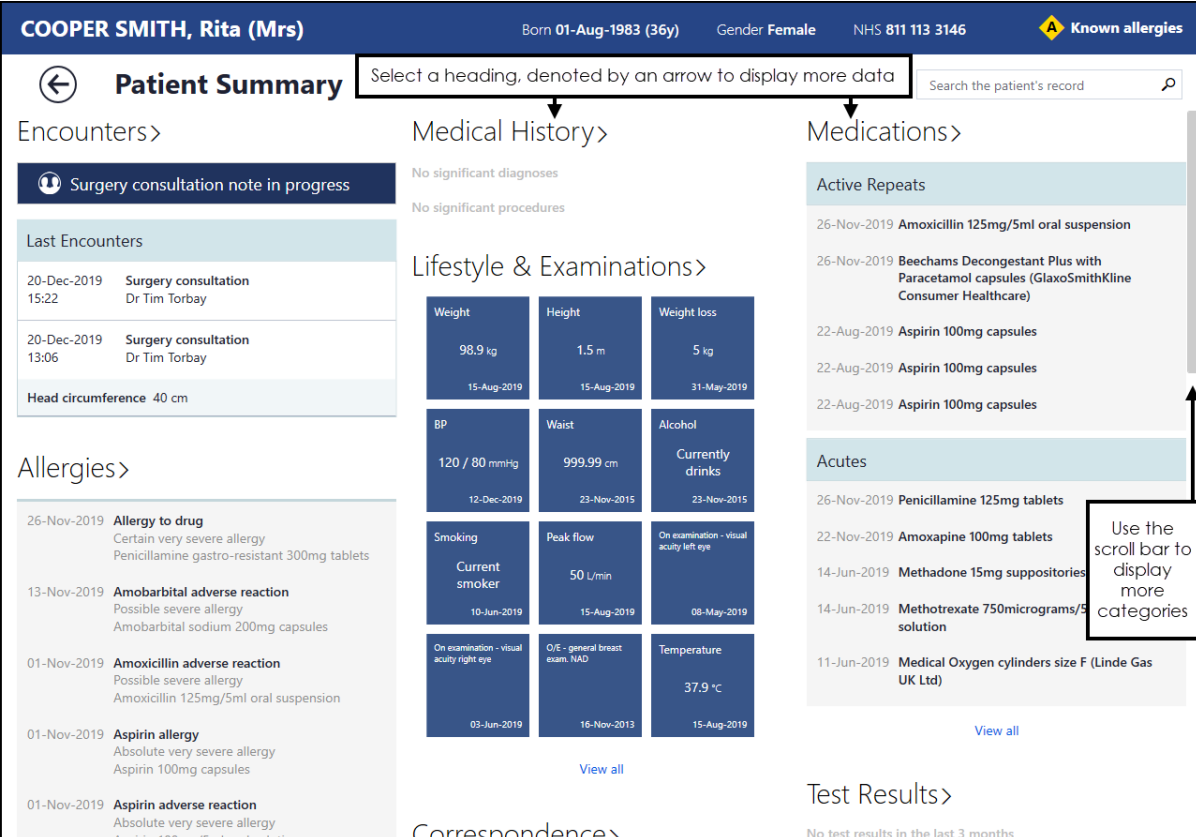
From your **Home** screen, **Recent Patients** displays your five most recently opened patients, these are retained across your sessions:

Recent Patients
BROWN, Bob (Mr) Born 21-Nov-1969 (50y) , Male
ASTON-JONES, Vivienne (Mrs) Born 01-Aug-1966 (53y) , Female
COOPER SMITH, Rita (Mrs) Born 01-Aug-1983 (36y) , Female

 **Note** - In the event of the **Vision 3** system being unavailable, patient records cannot be accessed unless previously downloaded. If your practice system is offline, an '*Unexpected error - Remote service is unavailable*' message displays when you try to access a patient.

Patient Summary

The **Patient Summary** screen gives a snapshot of all the essential clinical information you need:



COOPER SMITH, Rita (Mrs) Born 01-Aug-1983 (36y) Gender Female NHS 811 113 3146 **Known allergies**

← **Patient Summary** Select a heading, denoted by an arrow to display more data Search the patient's record

Encounters >

Medical History >

Medications >

Encounters

Surgery consultation note in progress

Last Encounters

20-Dec-2019 15:22	Surgery consultation Dr Tim Torbay
20-Dec-2019 13:06	Surgery consultation Dr Tim Torbay

Head circumference 40 cm

Allergies >

26-Nov-2019	Allergy to drug Certain very severe allergy Penicillamine gastro-resistant 300mg tablets
13-Nov-2019	Amobarbital adverse reaction Possible severe allergy Amobarbital sodium 200mg capsules
01-Nov-2019	Amoxicillin adverse reaction Possible severe allergy Amoxicillin 125mg/5ml oral suspension
01-Nov-2019	Aspirin allergy Absolute very severe allergy Aspirin 100mg capsules
01-Nov-2019	Aspirin adverse reaction Absolute very severe allergy

Medical History

No significant diagnoses
No significant procedures

Lifestyle & Examinations >

Weight 98.9 kg 15-Aug-2019	Height 1.5 m 15-Aug-2019	Weight loss 5 kg 31-May-2019
BP 120 / 80 mmHg 12-Dec-2019	Waist 999.99 cm 23-Nov-2015	Alcohol Currently drinks 23-Nov-2015
Smoking Current smoker 10-Jun-2019	Peak flow 50 L/min 15-Aug-2019	On examination - visual acuity left eye 08-May-2019
On examination - visual acuity right eye 03-Jun-2019	O/E - general breast exam. NAD 16-Nov-2013	Temperature 37.9 °C 15-Aug-2019

Medications

Active Repeats

- 26-Nov-2019 Amoxicillin 125mg/5ml oral suspension
- 26-Nov-2019 Beechams Decongestant Plus with Paracetamol capsules (GlaxoSmithKline Consumer Healthcare)
- 22-Aug-2019 Aspirin 100mg capsules
- 22-Aug-2019 Aspirin 100mg capsules
- 22-Aug-2019 Aspirin 100mg capsules

Acutes

- 26-Nov-2019 Penicillamine 125mg tablets
- 22-Nov-2019 Amoxapine 100mg tablets
- 14-Jun-2019 Methadone 15mg suppositories
- 14-Jun-2019 Methotrexate 750micrograms/5 solution
- 11-Jun-2019 Medical Oxygen cylinders size F (Linde Gas UK Ltd)

Use the scroll bar to display more categories

Test Results >

No test results in the last 3 months

You can scroll or swipe down the screen to see all the headings, these include:

Encounters

- **New Encounter** - Select to create a new encounter and add data for the selected patient.
- **Last Encounter** - Displays the date, type, data recorded and clinician for the selected patient's last encounter.
- **Encounters in progress** - Displays open/unsynchronised encounters for the selected patient.

Select heading to see all previous encounters/consultations.

Medical History

- **Significant Diagnoses** - Priority 1 & 2 medical diagnoses and **Problem** headers.
- **Significant Operations** - Priority 1 medical histories in Read chapter 7.

Select heading to see all medical history entries.

Medications

- **Active Repeats** - All active repeat medication.
- **Acutes** - Last two years of acute medication.

Select heading to see all medication entries.

Allergies

Displays drug and non-drug allergies. If the patient has allergies recorded, the **Known Allergies** alert displays in the patient information banner at the top of the screen:



Select heading to see all entries.

Lifestyle and Examinations

- Displays a collection of files providing an 'at a glance' view of the latest lifestyle and examination results.

Select heading to see all lifestyle and examinations entries.

Recent Test Results

- Displays test results received in the last 3 months.

Select heading to see all test results entries.




Training Tip - If you select a heading, use the **Back**

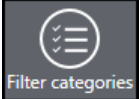


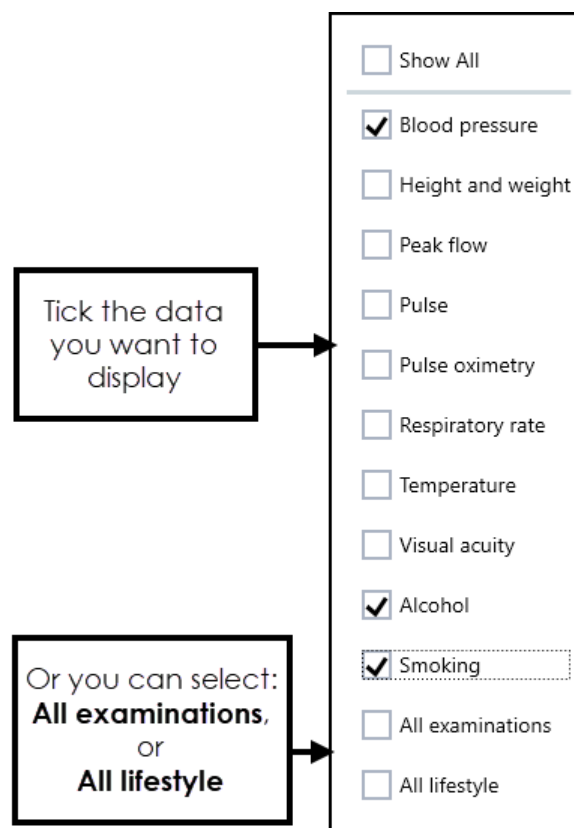
Arrow to return to the **Patient Summary** screen.

Filtering the Patient's Record

You can filter the data in **Vision Anywhere** to display specific items, for example, blood pressure and smoking, or apply date filters:

1. From the **Patient Summary** screen, select the category of data required, for example **Lifestyle & Examinations**.
2. Select either **Show more commands**  in the lower right corner of the screen or right click anywhere on the screen.

3. A toolbar displays, select **Filter Categories** .
4. A filter pane displays, tick the items you want to display:




Tick the data you want to display

Or you can select:
All examinations,
or
All lifestyle

- Show All
- Blood pressure
- Height and weight
- Peak flow
- Pulse
- Pulse oximetry
- Respiratory rate
- Temperature
- Visual acuity
- Alcohol
- Smoking
- All examinations
- All lifestyle

 **Note** - The options change depending on which category of data you are viewing.

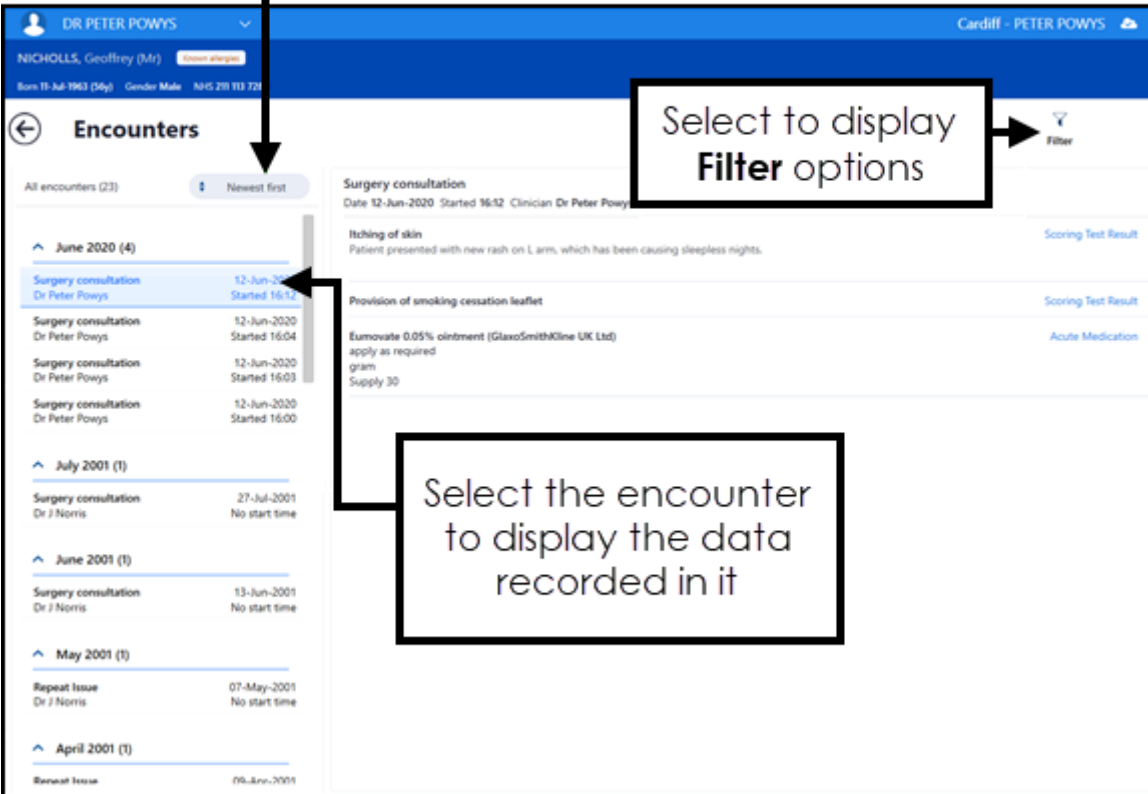
 **Note** - If you are in the **Medical History** view and remove the tick next to **Problems**, you still see the Problem term in the view as the clinical term exists outside of the Problem.

Filtering Encounters

To apply a filter to the **Encounters** list:

1. From the **Patient Summary**, select **Encounters**.
2. The **Encounters** screen displays. The list is in date order with the most recent encounter selected:

Filter options, select as required



Select to display
Filter options

Select the encounter
to display the data
recorded in it

Select **Filter**  and from the filter options, select the encounters you require. You can filter by:

- **Clinician**
- **Encounter Type**
- **Date Range**

The filter applied, displays in orange . To remove the filter, select it and remove the tick(s) applied.

3 Quick Steps to Adding a Consultation

Step 1 - Select a Patient

Select a patient from
Next Appointment, Appointments or Search for a patient

Next Appointment

Appointments >

14:50 - in 8 minutes

WALDRON, Aubrey (Miss)

Born **01-Aug-1992 (24y)**

Gender **Female**

NHS **811 115 9668**

24y

Postcode **LS25 2NG**

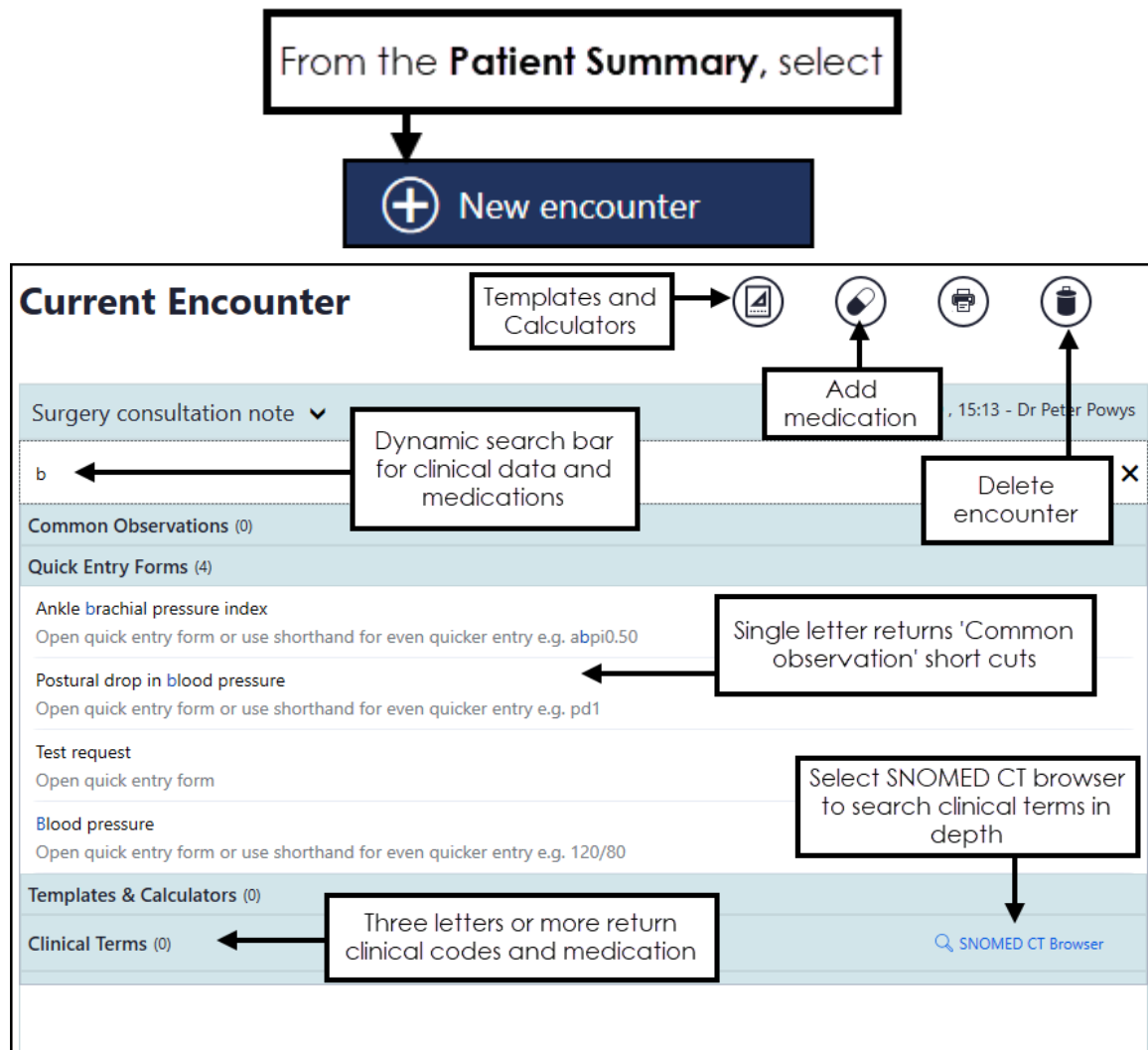
AFTERNOON SURGERY EX

×	👤	14:00	KINSEY, John (Mr)	⋮
×	👤	14:10	PALMER, Frances (Miss)	⋮
×	👤	14:20	HAIGH, Marvin (Mr)	⋮
×	👤	14:30	WELLS, Anjuben (Mrs)	⋮
×	👤	14:40	BALCOMBE, Vernon (Mr)	⋮
	👤	14:50	WALDRON, Aubrey (Miss)	⋮

See [Finding a Patient](#) on page 15 for details.

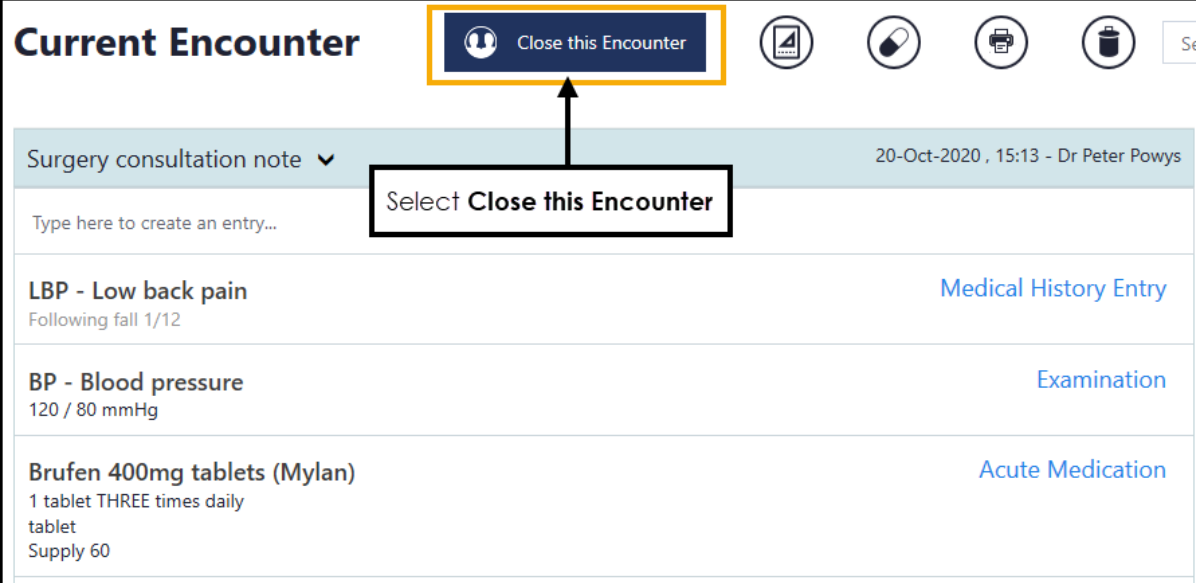
21

Step 2 - Start an Encounter and add data



➔ See [Encounters](#) on page 17 and [Adding Clinical Data](#) on page 24 for details.

Step 3 - Close the Encounter



The screenshot shows a medical encounter interface. At the top left, the text "Current Encounter" is displayed. To its right, a dark blue button with a white person icon and the text "Close this Encounter" is highlighted with a yellow border. Below this button, a white callout box with a black border contains the text "Select **Close this Encounter**". The interface also features a header bar with "Surgery consultation note" and a dropdown arrow, and a date/time/location string "20-Oct-2020, 15:13 - Dr Peter Powys". The main content area lists medical entries: "LBP - Low back pain" with a "Medical History Entry" link, "BP - Blood pressure" with an "Examination" link, and "Brufen 400mg tablets (Mylan)" with an "Acute Medication" link.

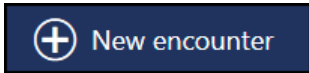
 See [Why Should I Close Encounters?](#) on page **34** for details.

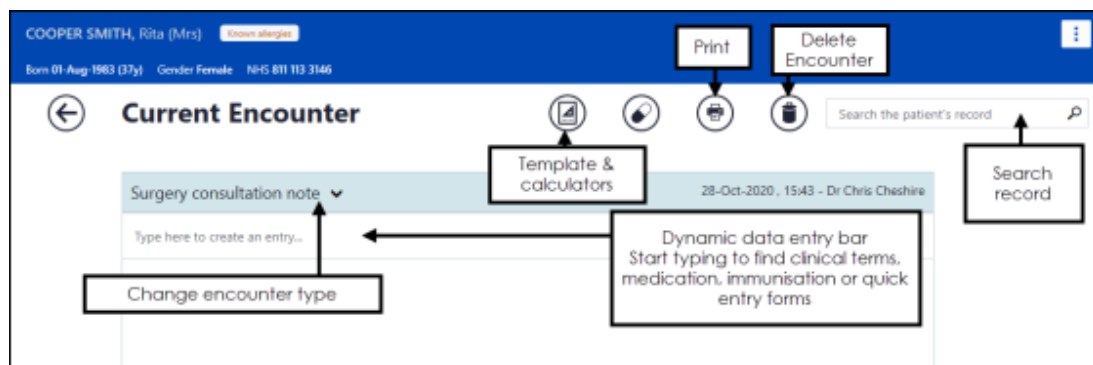
Adding Clinical Data

To add any type of clinical data to a patient record in **Vision Anywhere**:

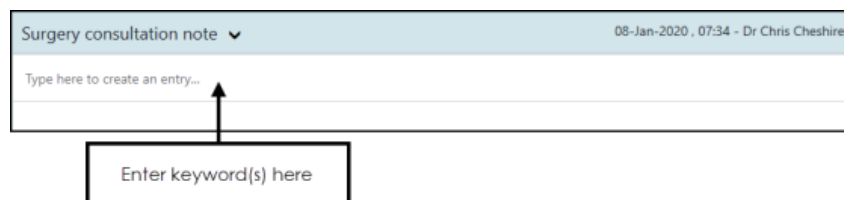
i Important - A patient record is not locked when you open an Encounter, other users can access and add to the same patient record at the same time.

1. From **Vision Anywhere**, select the patient required and view their **Patient Summary**.

2. Select **New Encounter**  and the **Current Encounter** screen displays:



3. Enter a keyword in the dynamic search bar:



The keyword can be to:

- Record a drug, immunisation or clinical term
- Trigger a template or calculator.

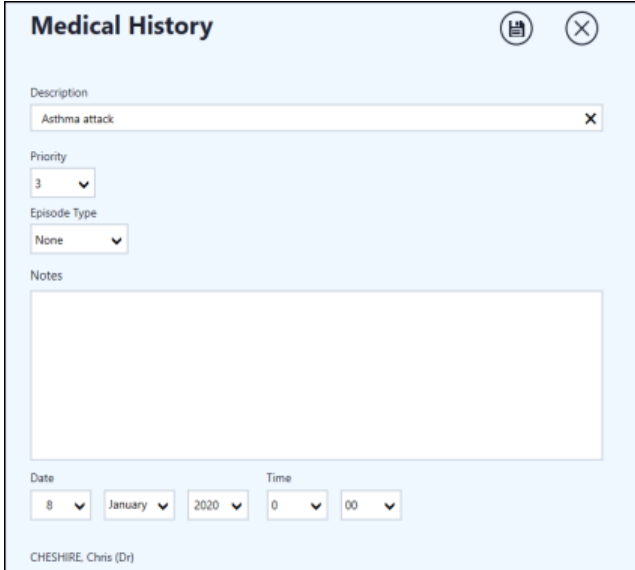
A single letter triggers a common observation quick entry, three letters or more returns a pick list of clinical terms

There are some short cuts, for example, to quickly record a blood pressure, enter 120/80 and select **Blood pressure reading**.

4. Select the term required from the list and the relevant data entry form displays.

💡 Training Tip - SNOMED CT Preferred Terms are highlighted with a **PT indicator** .

5. Complete the form as appropriate:



The screenshot shows a 'Medical History' form with the following fields:

- Description:** A text input field containing 'Asthma attack' with a clear (X) button.
- Priority:** A dropdown menu with '3' selected.
- Episode Type:** A dropdown menu with 'None' selected.
- Notes:** A large empty text area.
- Date:** Three dropdown menus for day (8), month (January), and year (2020).
- Time:** Two dropdown menus for hour (0) and minute (00).
- Footer:** 'CHESHIRE, Chris (Dr)'

- **Description** - Defaults to the term selected. You can change by searching an alternative term if required.
- **Priority** - Defaults to 3, but you can select from 0-9.
- **Episode type** - Defaults to **None**, select from the available list if required.
- **Notes** - Enter any free text as required.

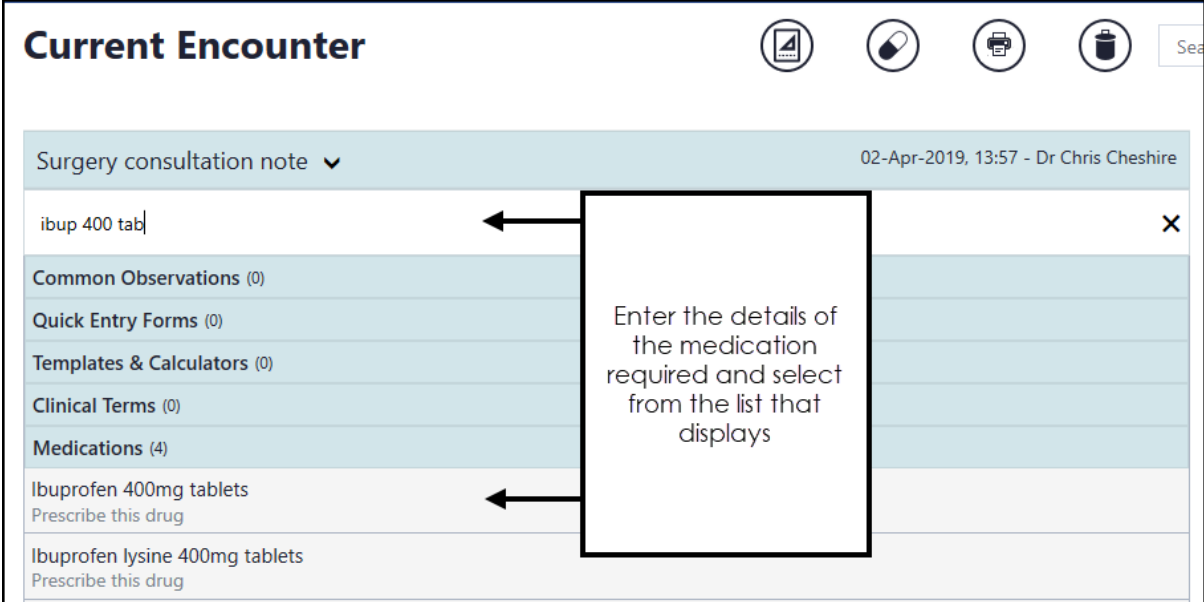
6. Select **Save** .

Recording Medication

i Important - A patient record is not locked when you open an Encounter, other users can access and add to the same patient record at the same time.

To record medication, either:

1. From **Current Encounter** with an encounter type selected, enter the details of the medication required. A combination of drug name, strength and form can be used to refine your search, for example, **ibup 400 tab** to find Ibuprofen 400mg tablets:









The screenshot shows the 'Current Encounter' interface. At the top, there are icons for a chart, a pill, a printer, and a trash can. Below the title, there is a dropdown menu for 'Surgery consultation note' and a timestamp '02-Apr-2019, 13:57 - Dr Chris Cheshire'. A search bar contains the text 'ibup 400 tab'. Below the search bar, there are several categories: 'Common Observations (0)', 'Quick Entry Forms (0)', 'Templates & Calculators (0)', 'Clinical Terms (0)', and 'Medications (4)'. Under 'Medications (4)', two items are listed: 'Ibuprofen 400mg tablets' and 'Ibuprofen lysine 400mg tablets', both with the option 'Prescribe this drug'. A callout box with a black border and white background is positioned over the search results, containing the text 'Enter the details of the medication required and select from the list that displays'. Two arrows point from the callout box to the search bar and the first medication item.

Or



- From **Current Encounter**, select **Add Medication** and the **Prescribe** screen displays. Enter the details of the medication required, a combination of drug name, strength and form can be used to refine your search, for example, **ibup 400 tab** to find Ibuprofen 400mg tablets.

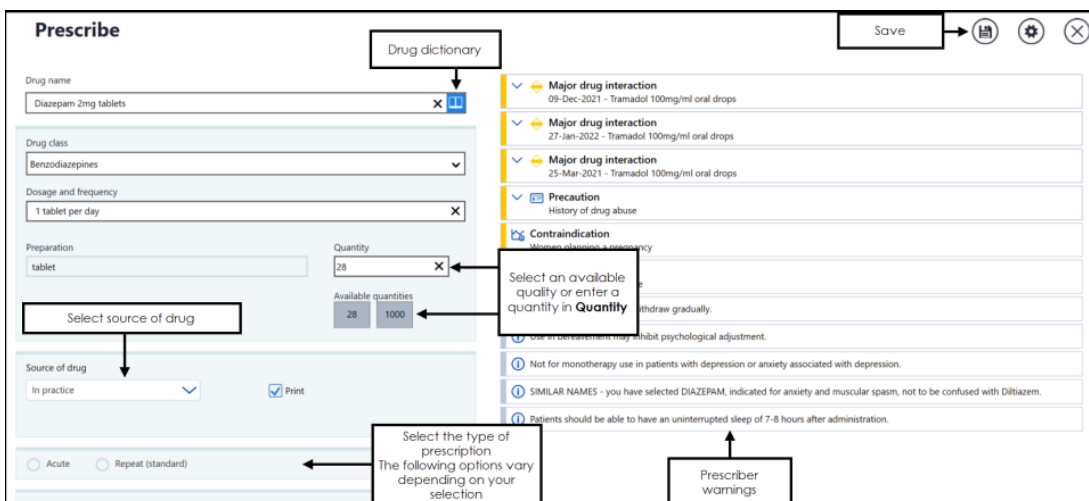
The following symbols next to the drug indicate:

-  - **ACBS item**
-  - **Black Triangle item**
-  - **Brand/Generic Branded**
-  - **Controlled drug**
-  - **Discontinued drug**
-  - **Toxicity alert**



Note - Enter a minimum of three characters to trigger the list.

- Select the medication required from the list and the **Prescribe** screen displays:




The screenshot shows the 'Prescribe' interface with the following annotations:

- Drug dictionary**: Points to the 'Drug dictionary' icon next to the 'Drug name' field.
- Select source of drug**: Points to the 'Source of drug' dropdown menu.
- Select an available quantity or enter a quantity in Quantity**: Points to the 'Quantity' input field and the 'Available quantities' list.
- Select the type of prescription**: Points to the 'Acute' and 'Repeat (standard)' radio buttons.
- Prescriber warnings**: Points to the 'Prescriber warnings' section at the bottom.

Complete as required:

- Drug class** - If required, update the Drug Class. You can search for an item by class using **Drug Dictionary** next to **Drug name**.

- **Dosage and frequency** - The defaults populate from the Gemscript drug dictionary. Practice default dosages are not currently available.
 - **Preparation** - Completed in conjunction with the selected item.
 - **Quantity** - Select from the available quantities or enter directly.
-


 **Note** - When adding a prescription for a controlled drug item, a warning displays in orange if you enter more than 30 days supply into **Quantity**. This utilises the calculated daily dose.

- **Source of drug** - Defaults to **In practice**, select from the available list to update if required.
-


 **Note - Print** is unticked if the **Source of drug** is elsewhere.


- **Print** - Remove the tick to record a handwritten prescription.
- **Repeat (standard)** – Select if you would like the item to be added as a repeat:
 - **Sync with existing repeats** - Optional, tick to link the medication issue frequency and repeat until date, with the existing schedule.
 - **Number of repeats** - Enter the number of repeats required.
 - **Repeat Until** - Optional, select a date to repeat this medication until.
 - **Also create an acute** - Optional, tick to create a separate acute prescription for this medication.
- **Advice for the patient** - Enter any advice for your patient, this prints on the right hand side of the prescription and is copied to an acute item if created.
- **Notes for the pharmacy/pharmacist** - Enter any notes for the pharmacist, this prints on the left hand side of the prescription and is copied to an acute item if created.

4. **Decision Support** and **Prescriber Warnings** display on the right of the screen and should be checked, select the warning to view the details:


 **Note** - You must be a **Vision 3** practice and have an internet connection for prescriber warnings to display. If you do not have an internet connection a 'WARNING! Decision support is not available' message displays:


Drug name

Atenolol 100mg tablets
✕ 

WARNING! Decision support is not available



Prescriber warnings depend on your **Prescribing Preferences** settings.

 **Note** - If you are an existing **Vision 3** user your prescriber preferences do not automatically import and need to be configured in **Settings**.

5. Select **Save**  to add the item to the patient record.
6. If appropriate the **Decision Support Summary** screen displays:

Decision Support Summary

Please review your decision support and consider any next steps:

 **Drug Dictionary (7)**

Contraindications and Cautions relevant to this patient (7)


Other warnings (2)

Reason for overriding these warnings

Enter any
comments
required

Prescribe

Cancel


 **Note** - There is no time frame for Decision Support, all medical history is included.

7. Enter any comments required in the **Reason for overriding these warnings** section.
8. Select **Prescribe**.


The item(s) are now part of your current encounter, select the **Current Encounter** screen to print.

 See **Prescription Printing** on page **31** for details.

 **Note** - Non-FP10 medication cannot currently be prescribed from **Vision Anywhere**.

 **Important** - Where an allergy, intolerance or adverse reaction with a Severity of Potentially fatal is added for a medication, you are prevented from prescribing it.

Viewing a Patient's Allergies

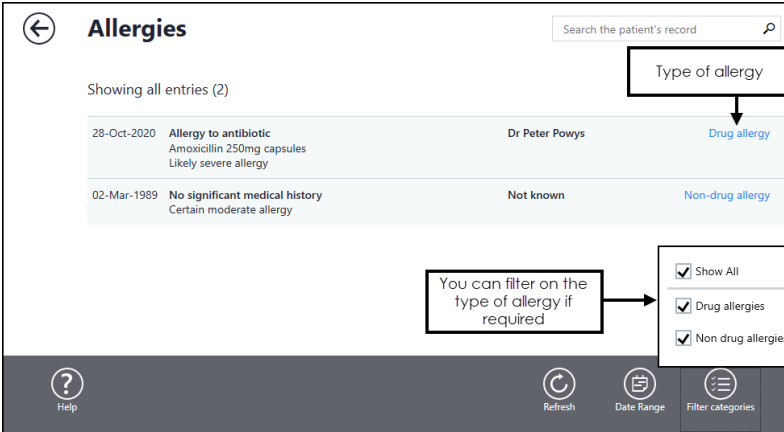
If a patient has allergies recorded the **Known Allergies**  alert displays on their **Patient Banner** and they are listed under **Allergies (n of x)**, where *n* is the number being displayed and *x* is the total number of allergies:

Allergies (2 of 2) >

28-Oct-2020 **Allergy to antibiotic**
Likely severe allergy
Amoxicillin 250mg capsules

02-Mar-1989 **No significant medical history**
Certain moderate allergy

Select **Allergies** to display the list:



Allergies

Showing all entries (2)

28-Oct-2020	Allergy to antibiotic Amoxicillin 250mg capsules Likely severe allergy	Dr Peter Powys	Drug allergy
02-Mar-1989	No significant medical history Certain moderate allergy	Not known	Non-drug allergy


You can filter on the type of allergy if required

- Show All
- Drug allergies
- Non drug allergies

Prescription Printing

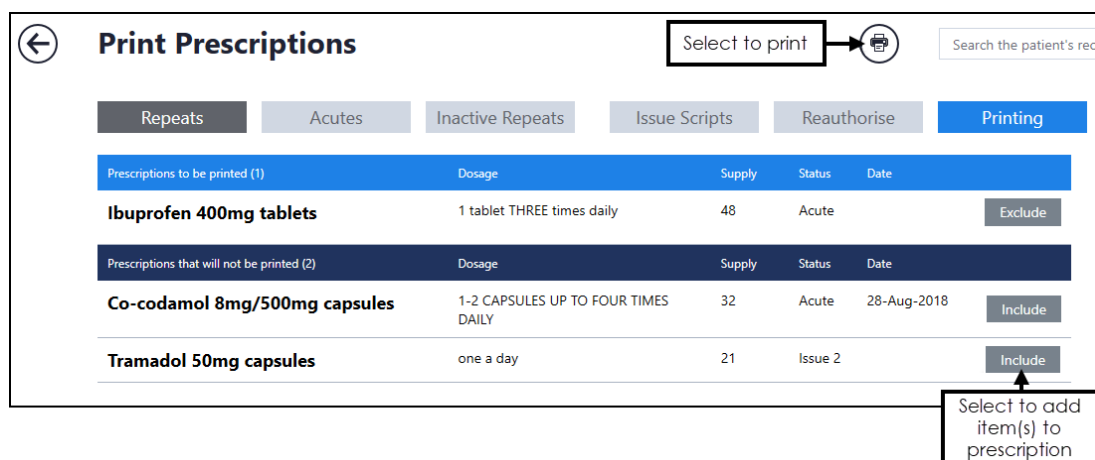
After adding acute(s) or issuing repeat medication, these can be printed from either the main **Medication** screen or the current **Encounter**.



...from Current Encounter

1. After prescribing acute medication(s), select **Print**  from the top of the Current Encounter screen:



2. The **Print Prescriptions** screen displays. Acute medication from the current encounter available for printing displays under **Prescription to be printed**. To remove an item select **Exclude** to the right of the drug name:



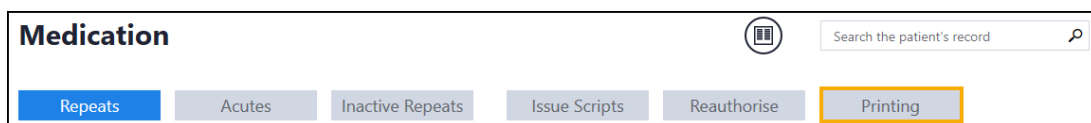
3. Any unprinted items such as repeat issues or acutes from other encounters, display under the **Prescriptions that will not be printed section**. To add these onto the prescription, select **Include** to the right of each drug.
4. Select **Print**  to print the prescriptions, the **Printing Prescriptions** message briefly displays.
5. Select the **Back Arrow**  to return to the current encounter.
6. Complete the consultation and close the encounter.

Note - If you have added a repeat master you need to close the encounter and then make an issue from the **Medications** view before you can print this. Alternatively, tick ' **Also make an acute** ' to print an acute from the current consultation.

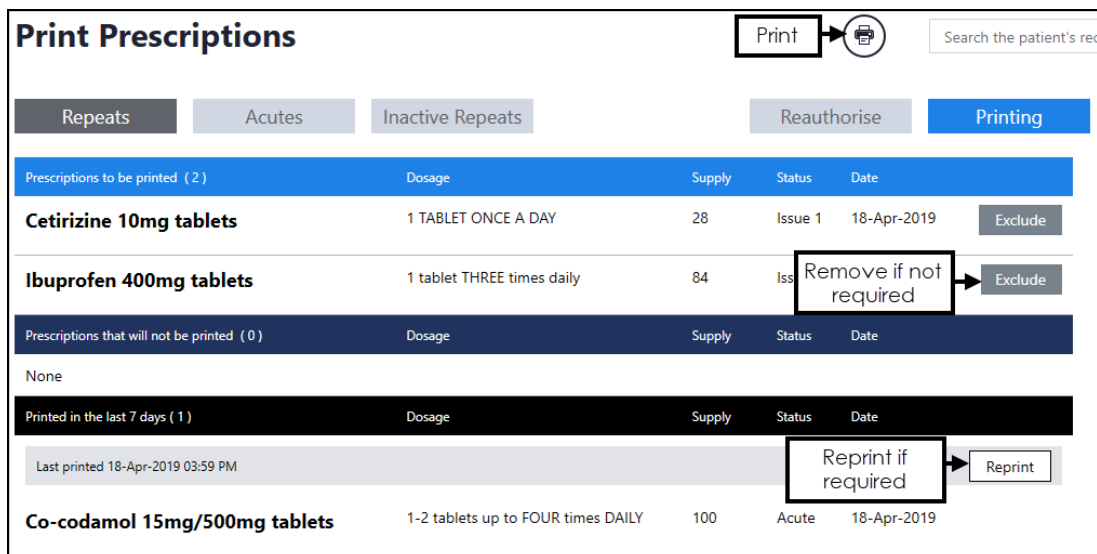
...from Medications View



This option can be used after issuing repeats or to print any unprinted medication.


1. Select the **Medication** view from the **Patient Summary** screen. If required, issue repeat medication.



2. Select **Printing** and the **Print Prescriptions** view displays.
3. All unprinted medication is selected for printing and displays under **Prescriptions to be printed**. If required, select **Exclude** on the right of each drug to remove from the prescription:



4. Select **Print**  to proceed, the **Printing Prescriptions** message briefly displays as the prescriptions print.
5. Select the **Back Arrow**  to return to the **Patient Summary**.

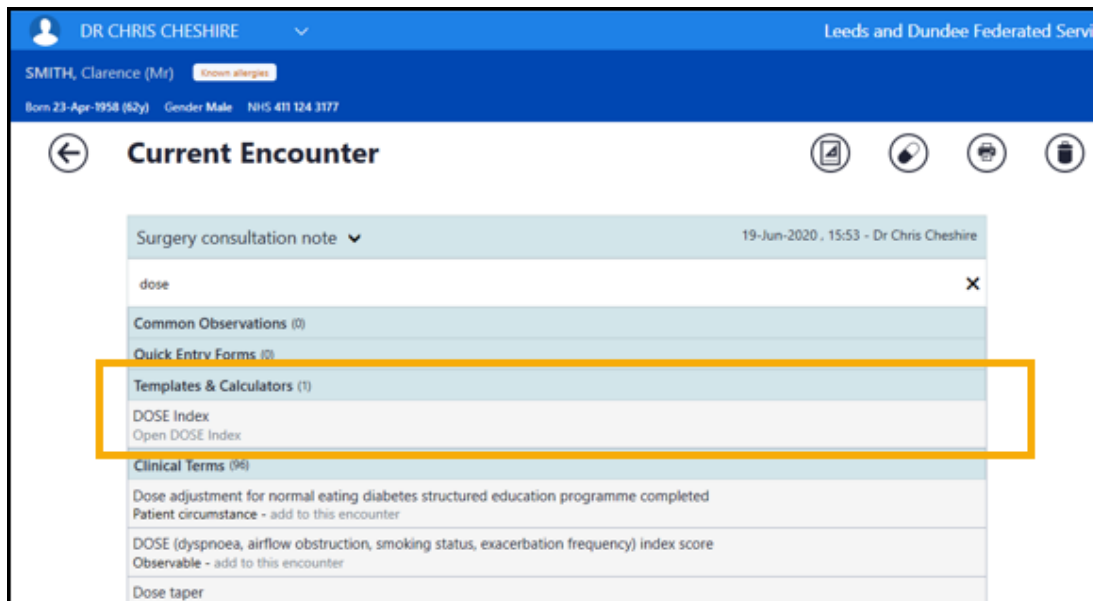
 **Note** - After an item is printed, even if the encounter is still open, a prescription cannot be edited or deleted.

Templates and Calculators

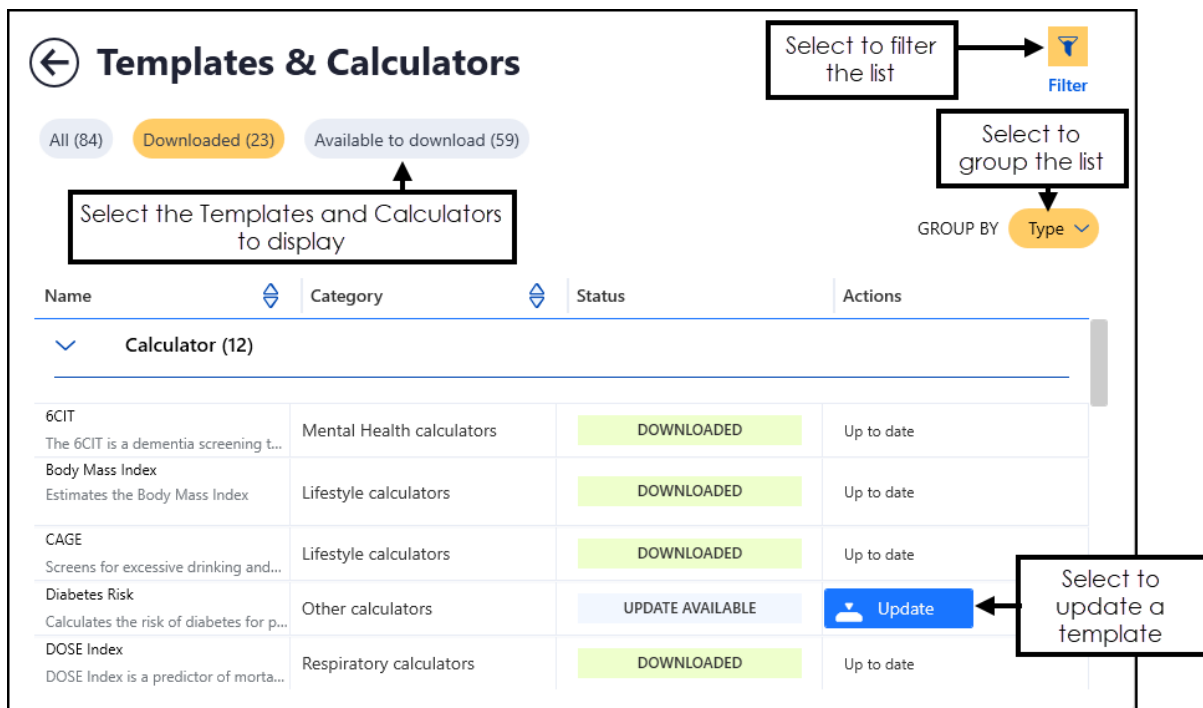
There are a number of data entry templates and clinical calculators available for you to download and use in **Vision Anywhere**.

Once downloaded, with a patient selected and from within an encounter you can either:

- Enter the name of the template you are looking for in the dynamic search bar and select it from the smart list returned:



- Select **Templates and Calculators** to view the full list:



The screenshot shows the 'Templates & Calculators' page. Annotations include:


- 'Select to filter the list' pointing to the 'Filter' button.
- 'Select to group the list' pointing to the 'GROUP BY' dropdown menu.
- 'Select the Templates and Calculators to display' pointing to the filter tabs (All (84), Downloaded (23), Available to download (59)).
- 'Select to update a template' pointing to the 'Update' button in the 'Diabetes Risk' row.

Name	Category	Status	Actions
Calculator (12)			
6CIT The 6CIT is a dementia screening t...	Mental Health calculators	DOWNLOADED	Up to date
Body Mass Index Estimates the Body Mass Index	Lifestyle calculators	DOWNLOADED	Up to date
CAGE Screens for excessive drinking and...	Lifestyle calculators	DOWNLOADED	Up to date
Diabetes Risk Calculates the risk of diabetes for p...	Other calculators	UPDATE AVAILABLE	Update
DOSE Index DOSE Index is a predictor of morta...	Respiratory calculators	DOWNLOADED	Up to date

Why Should I Close Encounters?

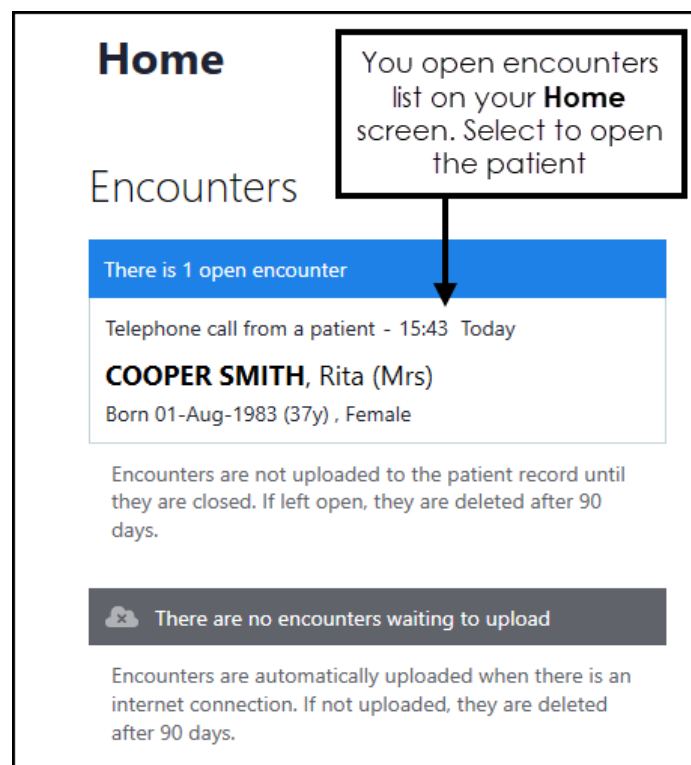
Closing consultations ensures that clinical data from **Vision Anywhere** successfully writes back to the patient record, ensuring patient record continuity. It is therefore really important that you close encounters when you finish adding data.

You may need to leave an encounter open, for example, if you need to come back to the patient record to add further data. However, when encounters are left open, they save to the device/workstation for 90 days only and can be accessed by logging into **Vision Anywhere** on that device as the user who created the encounter.

 **Important** - Open encounters are not accessible from any other device or user account.

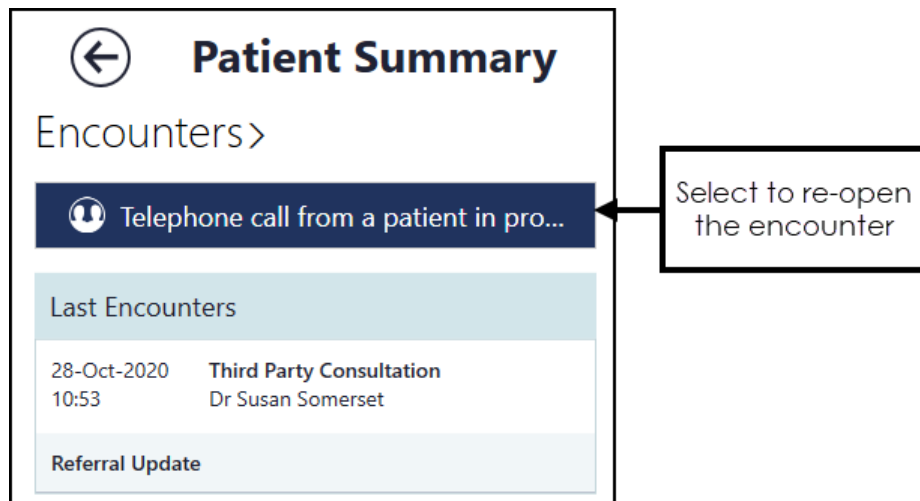
If you have forgotten to close encounters, you can easily check back and close them. To close an encounter that was left open:

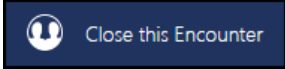
1. Login to **Vision Anywhere**.
2. Open encounters display on the **Vision Anywhere Home** screen:



3. Select an encounter to open the patient record.

4. The **Patient Summary** screen displays, select the encounter in progress:

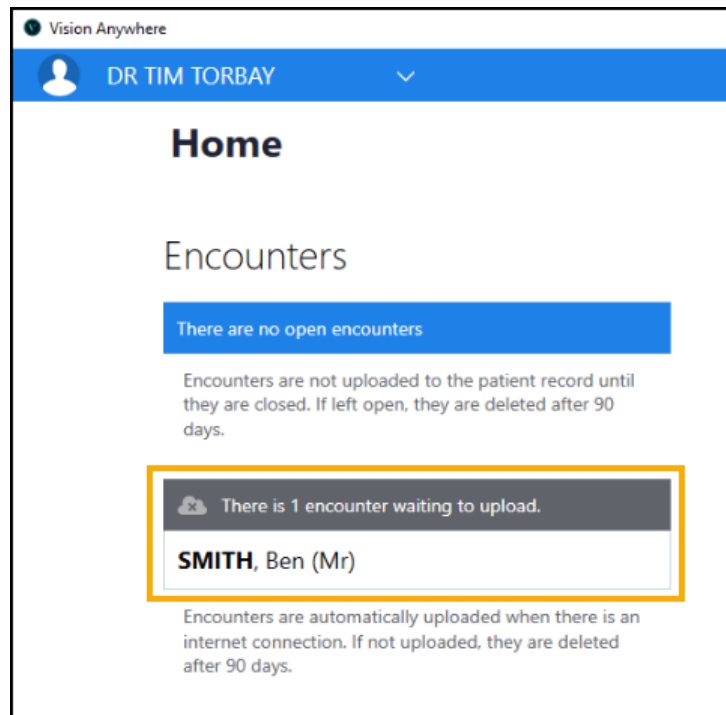


5. The details of the encounter display. Select **Close this Encounter**
 to save the clinical data back to the patient record.
6. Repeat this process for any other open encounters on the list.

Encounters Waiting to Upload

Unsynchronised encounters are those that are closed but have failed to writeback to the patient record. These display in the **Encounters Waiting to Upload** area on the **Vision Anywhere Home** screen. These, normally, resolve automatically when you launch the **Vision Anywhere** whilst connected to the internet.

If you see encounters in **Encounters waiting to upload** that do not automatically upload, please call the Cegecim Health Solutions Service Desk to resolve this:



Signing Out of Vision Anywhere

To close down **Vision Anywhere**:

1. From **Vision Anywhere**, select the arrow next to your name.
2. Select **Sign out**:

