

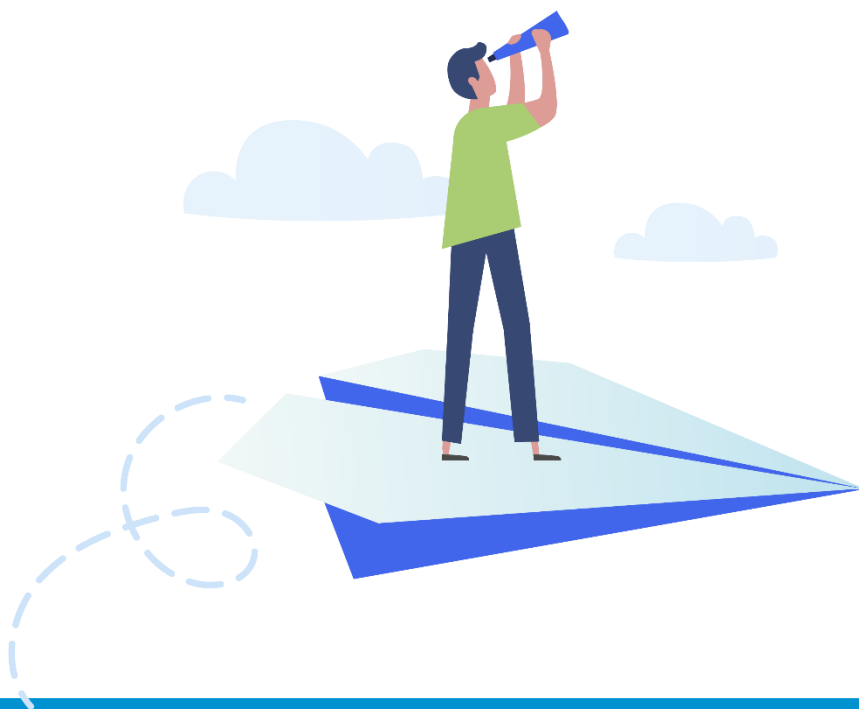


# Vision Anywhere for Windows Quick Reference Guide

For Vision Anywhere Release 4.7

20th February 2024

v1.1



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# Vision Anywhere Quick Reference Guide for Release 4.7

## 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.

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 **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.



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 **Training Tip** - Please be aware, patient details only download on to the device you are logged in to.

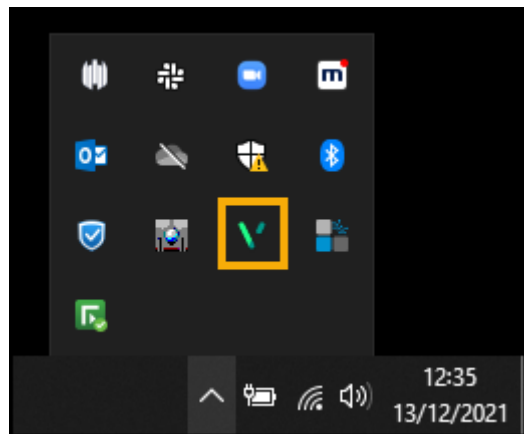
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## Not using Vision Anywhere today?

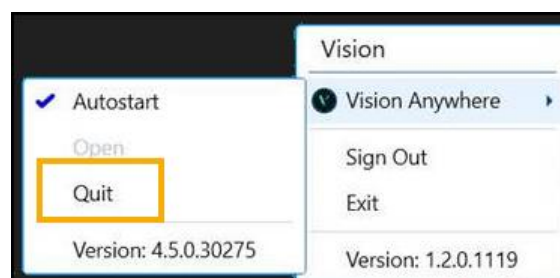
You must log in every day to ensure downloaded patients are kept up to date. After logging in, if you do not want to use **Vision Anywhere** at the moment, you can either:

- 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.

To check if you are logged in, select the **System Tray Arrow**  and right click the **Vision** logo:



- If you are logged in and **Vision Anywhere** is open and running, **Vision Anywhere - Quit** is active:

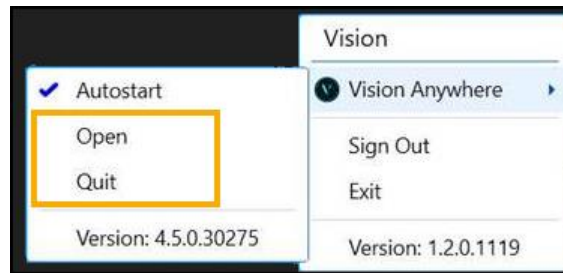



---


 **Note** - Providing you selected an **Appointment Book** when you logged in, **Business Continuity** is running.

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- If you are logged in but **Vision Anywhere** is closed, **Vision Anywhere - Open** and **Quit** are both active:

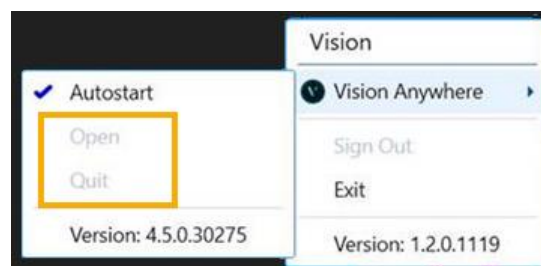



---

 **Note** - Providing you selected an **Appointment Book** when you logged in, **Business Continuity** is running.

---

- If you did not log on to **Vision Anywhere** when prompted, or you have since selected **Exit** from **System Tray - Vision**, neither **Open** or **Quit** are active:




---

 **Important** - **Business Continuity** is not running.

---

## 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.

---



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 Please refer to [Business Continuity](#) in the **Vision Anywhere 4.6 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
<b>All current patient records</b>	No * Unless alternative Wi-Fi available	No	No	No *
<b>Downloaded patient records</b>	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**



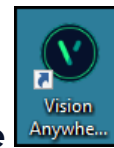
## Logging in to Vision Anywhere

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**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:

A screenshot of a web form titled "Select your Country / Health Board". It features a dropdown menu with "England" selected and a downward arrow. Below the dropdown, a list of options is displayed: "England" (highlighted in light blue), "Northern Ireland", "Scotland", and "Wales".

Select your Country / Health Board	
England	▼
England	
Northern Ireland	
Scotland	
Wales	

3. Select **Continue**.

4. The **Log in** screen displays:




The screenshot shows the 'Vision Single Sign On' login interface. At the top is the Vision logo, a stylized 'V' made of two overlapping shapes (one green, one teal), followed by the text 'vision' and 'A Cegecim Brand'. Below the logo are two input fields: the top one is for the email address and the bottom one is for the password, with an eye icon to toggle visibility. A green 'Sign in' button is positioned below the password field. To the left of the input fields is a box with the text 'Enter your registered email address and your password'. To the right of the email field is a box with 'Signing into Borders - Change'. To the right of the password field is a box with 'Select to view password entered'. Below the 'Sign in' button is a link for 'Help and Guidance'. At the bottom right, there is a box labeled 'Device Id' with an arrow pointing to a device ID string: 'e084dc2b-aec3-467d-9840-0a481cdd9084'. At the bottom left, there is a legal notice: 'Computer Misuse Act 1990 Unauthorised access to this system is an offence'.

Complete as appropriate:

- **Username** - Enter your registered email address.
- **Password** - Enter your password.

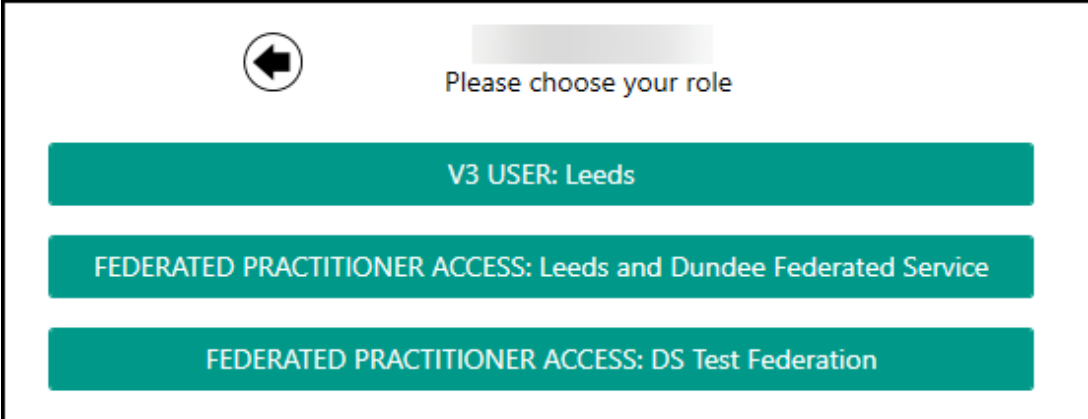
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 **Note** - If you are a **Vision 3** user, your registered email address is the one entered in **Vision 3 - Control Panel - File Maintenance - Staff - Addresses - Communication Numbers**. This is usually done by a system administrator at your practice.

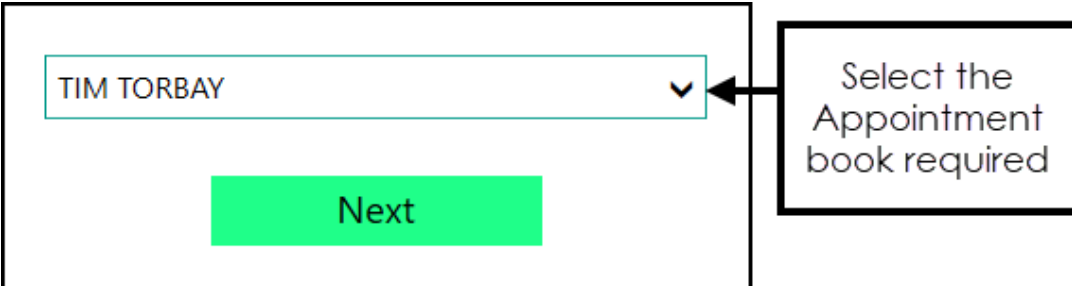
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6. Select **Sign in**.

7. If you have multiple roles set up in **Vision Anywhere**, for example, if you work for more than one practice, or a practice and a federation, you must now select the appropriate role for this session:



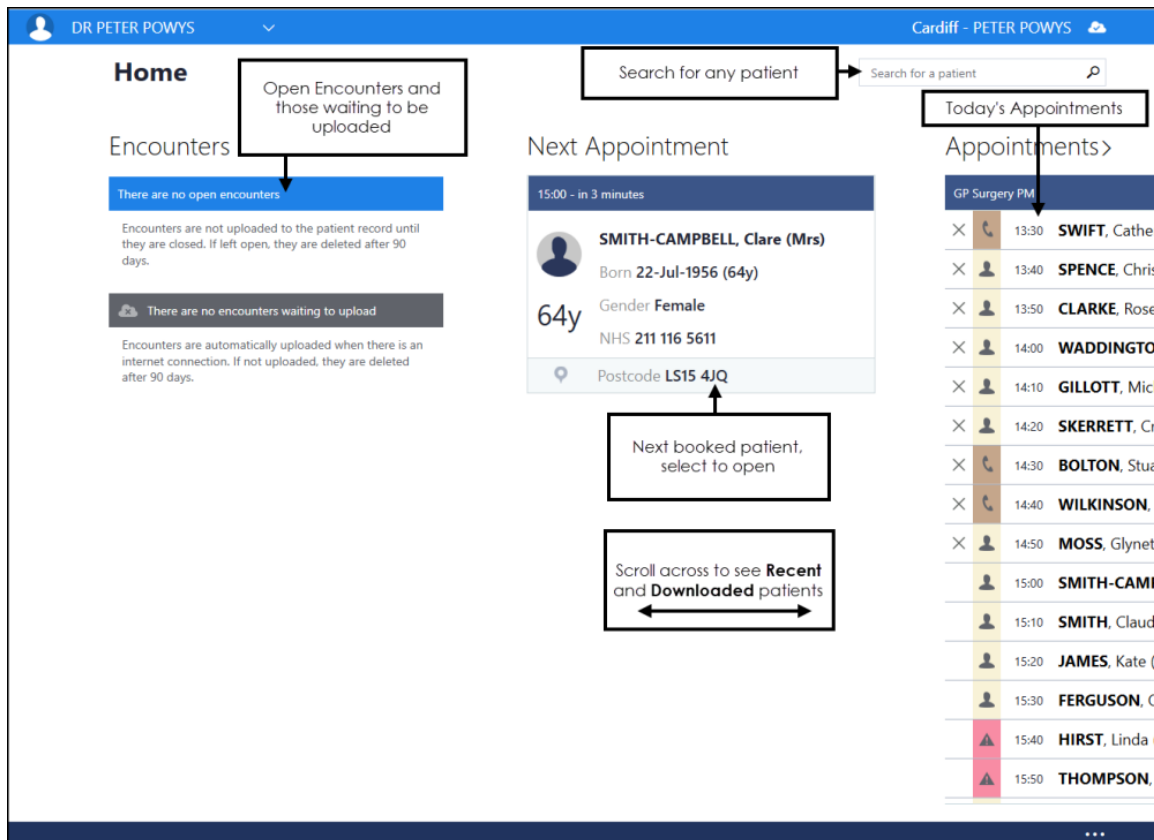
8. Select the appointments book you want to work from, for example, you can select your name to see your appointments list, another member of staff, a shared care setting or simply select **Sign in without an appointment book** from the list:



9. Finally, select **Next** to display the **Vision Anywhere Home** screen.

## 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 14 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 **16** 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.

## 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.

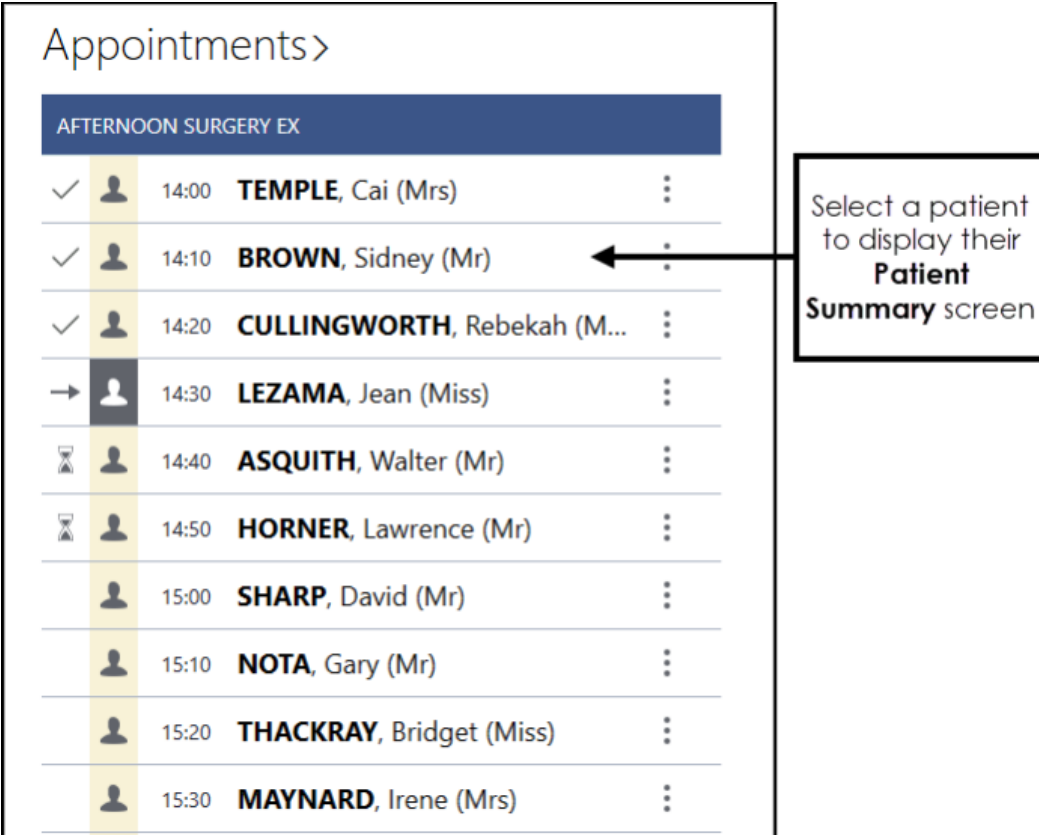
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From the **Next Appointment** section, you can:

- 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 a patient to display their Patient Summary screen

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

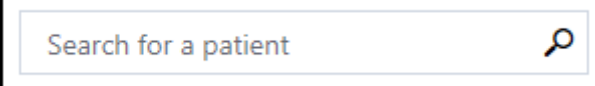
To find a patient:

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

---

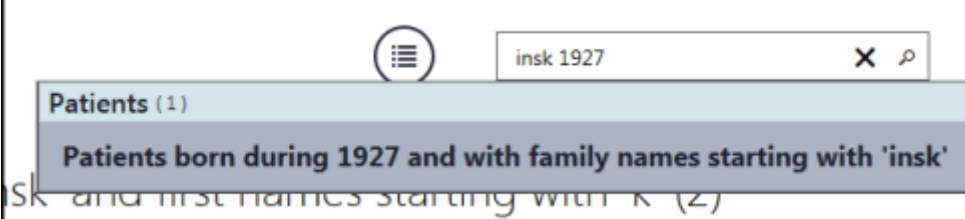
1. From the **Vision Anywhere Home** screen, enter the first few letters of the patient's surname and forename with a space in between in **Search for a Patient**, for example, 'smi cli' to search for Clifford Smith:




A rectangular search input field with a light blue border. Inside, the text "Search for a patient" is displayed in a light blue font. A magnifying glass icon is located on the right side 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" and a 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, there is a partially visible second result: "insk and first names starting with K (2)".

2. Select **Search**  or press **Enter** 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
<b>BROWN, Bob (Mr)</b> Born 21-Nov-1969 (50y) , Male
<b>ASTON-JONES, Vivienne (Mrs)</b> Born 01-Aug-1966 (53y) , Female
<b>COOPER SMITH, Rita (Mrs)</b> Born 01-Aug-1983 (36y) , Female

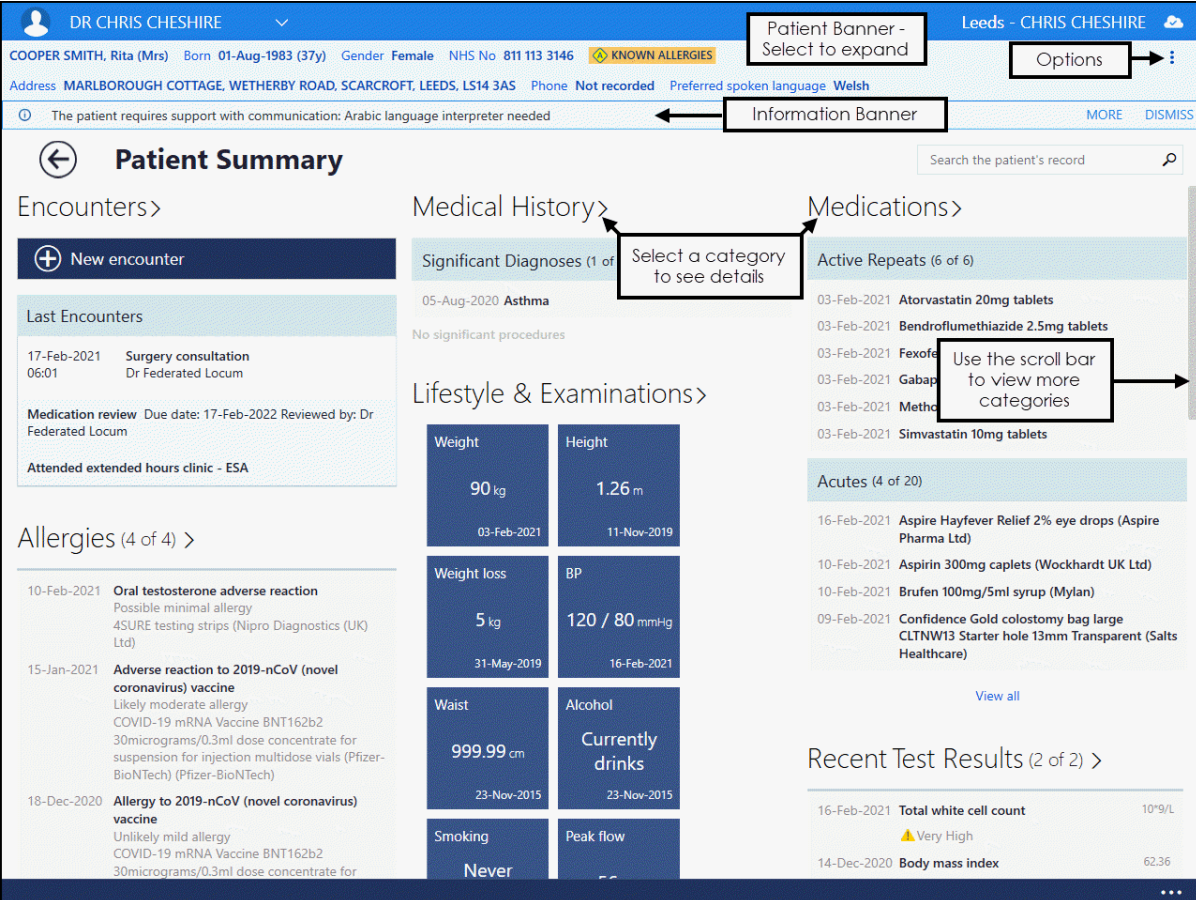
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 **Note** - In the event of the **Vision 3** system being unavailable, patient records cannot be accessed unless previously downloaded. If your practice system is offline, an '*Unexpected error - Remote service is unavailable*' message displays when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

---

## Patient Summary

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



The screenshot shows the Patient Summary interface for Rita (Mrs) COOPER SMITH. Key features highlighted with callouts include:

- Patient Banner - Select to expand:** Located at the top right, it allows users to expand the patient's information.
- Options:** A menu icon at the top right for additional settings.
- Information Banner:** A banner at the top indicating that the patient requires support with communication (Arabic language interpreter needed).
- Medical History - Select a category to see details:** A callout pointing to the 'Significant Diagnoses' section, which currently shows 'Asthma' from 05-Aug-2020.
- Use the scroll bar to view more categories:** A callout pointing to the scroll bar on the 'Medications' list, which includes 'Atorvastatin 20mg tablets', 'Bendroflumethiazide 2.5mg tablets', 'Fexofe', 'Gabap', 'Metho', and 'Simvastatin 10mg tablets'.

The main content area is divided into several sections:

- Encounters:** Includes a 'New encounter' button and a list of 'Last Encounters' such as 'Surgery consultation' on 17-Feb-2021.
- Medical History:** Shows 'Significant Diagnoses' and 'Lifestyle & Examinations' (Weight: 90 kg, Height: 1.26 m, etc.).
- Medications:** Lists 'Active Repeats' and 'Acutes'.
- Allergies:** Lists 'Oral testosterone adverse reaction' and 'Adverse reaction to 2019-nCoV (novel coronavirus) vaccine'.
- Recent Test Results:** Shows 'Total white cell count' (10<sup>9</sup>/L) and 'Body mass index' (62.36).

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

Select heading to see all medical history entries.

## Medications

- **Active Repeats** - Displays active repeat medication from the last 2 years.
- **Acutes** - Displays acute medication from the last 2 years.

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.

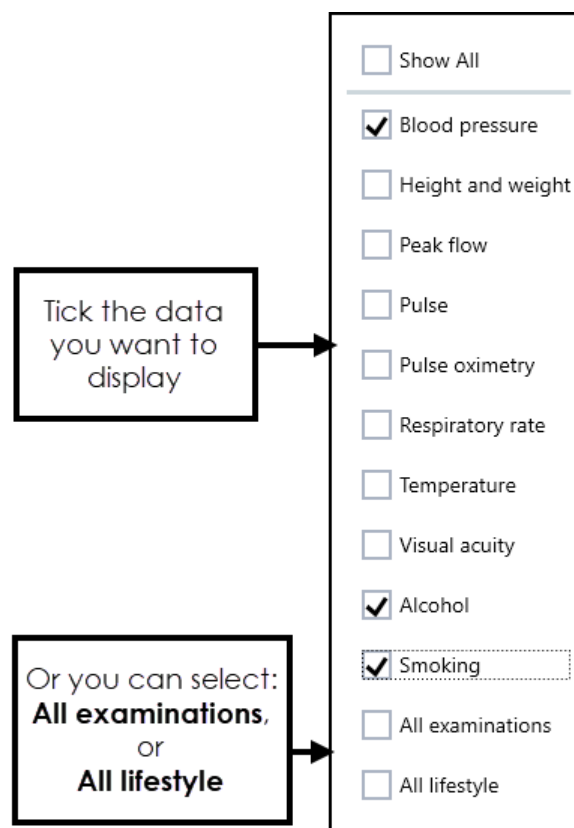
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## Filtering the Patient's Record

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

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

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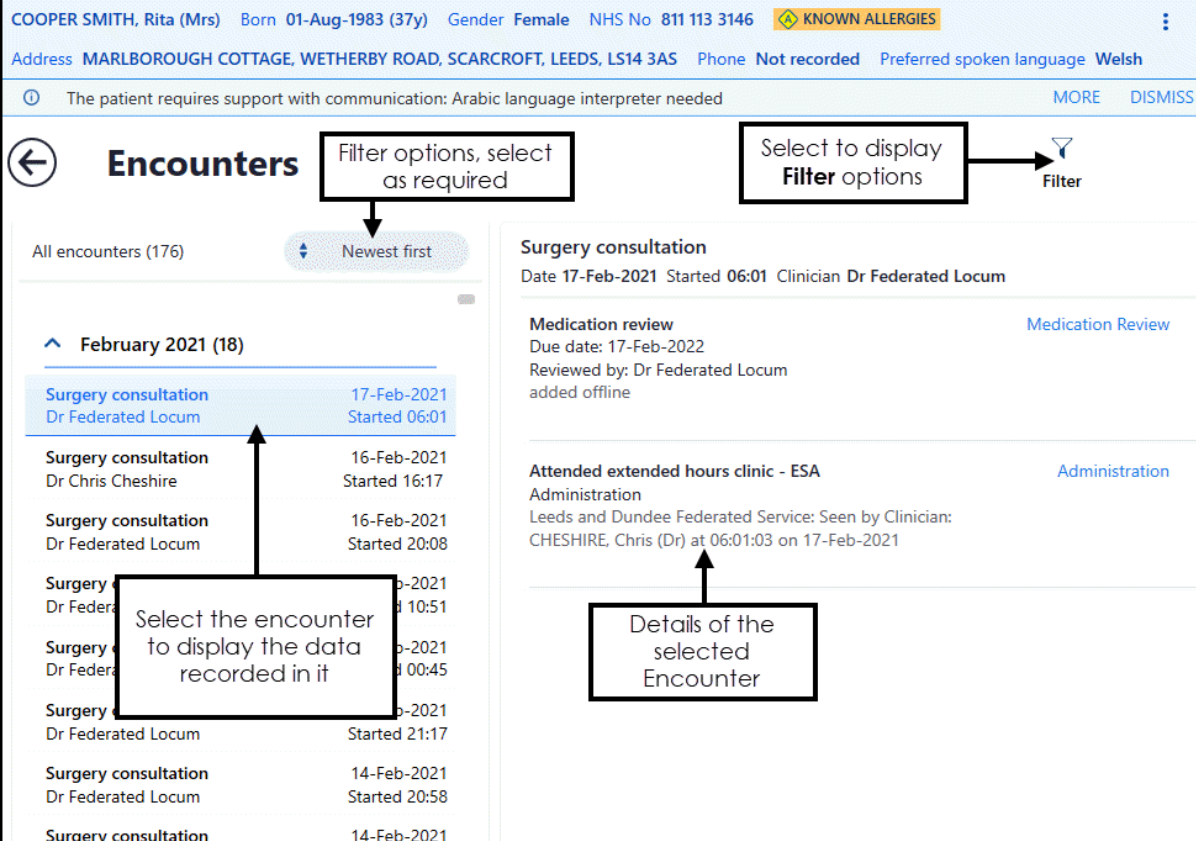
 **Note** - If you are in the **Medical History** view and remove the tick next to **Problems**, you still see the Problem term in the view as the clinical term exists outside of the Problem.

---

## 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:



COOPER SMITH, Rita (Mrs) Born 01-Aug-1983 (37y) Gender Female NHS No 811 113 3146 **KNOWN ALLERGIES**

Address MARLBOROUGH COTTAGE, WETHERBY ROAD, SCARCROFT, LEEDS, LS14 3AS Phone Not recorded Preferred spoken language Welsh

The patient requires support with communication: Arabic language interpreter needed MORE DISMISS

**Encounters** Filter options, select as required Select to display Filter options Filter

All encounters (176) Newest first

February 2021 (18)

Encounter Type	Start Date	Start Time	Clinician
Surgery consultation	17-Feb-2021	Started 06:01	Dr Federated Locum
Surgery consultation	16-Feb-2021	Started 16:17	Dr Chris Cheshire
Surgery consultation	16-Feb-2021	Started 20:08	Dr Federated Locum
Surgery consultation	16-Feb-2021	Started 10:51	Dr Federated Locum
Surgery consultation	16-Feb-2021	Started 00:45	Dr Federated Locum
Surgery consultation	16-Feb-2021	Started 21:17	Dr Federated Locum
Surgery consultation	14-Feb-2021	Started 20:58	Dr Federated Locum
Surgery consultation	14-Feb-2021	Started 06:01	Dr Federated Locum

**Surgery consultation**  
Date 17-Feb-2021 Started 06:01 Clinician Dr Federated Locum

**Medication review** Medication Review  
Due date: 17-Feb-2022  
Reviewed by: Dr Federated Locum  
added offline

**Attended extended hours clinic - ESA** Administration  
Leeds and Dundee Federated Service: Seen by Clinician:  
CHESHIRE, Chris (Dr) at 06:01:03 on 17-Feb-2021

Select the encounter to display the data recorded in it

Details of the selected Encounter

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**

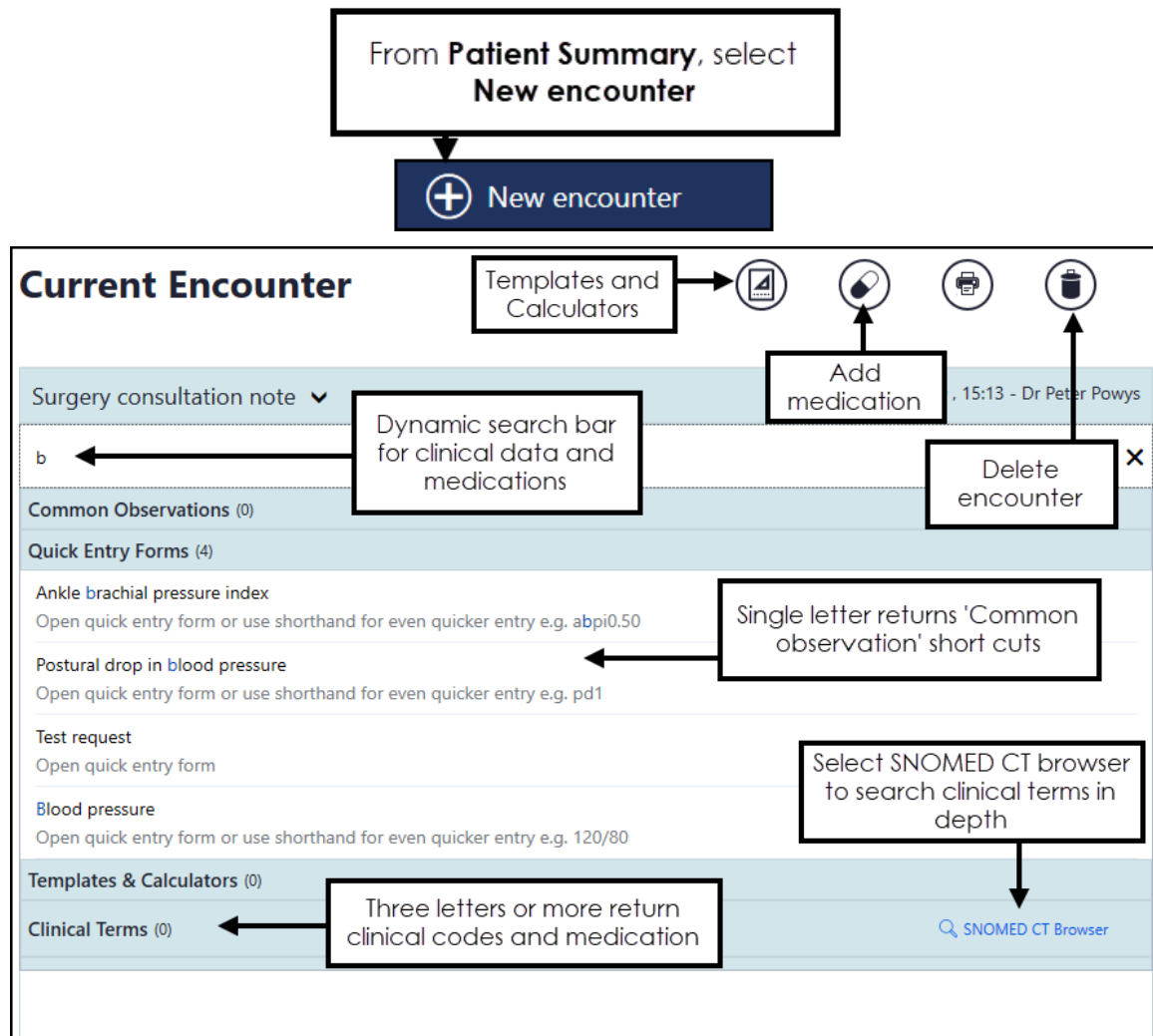
AFTERNOON SURGERY EX

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

See [Finding a Patient](#) on page 16 for details.

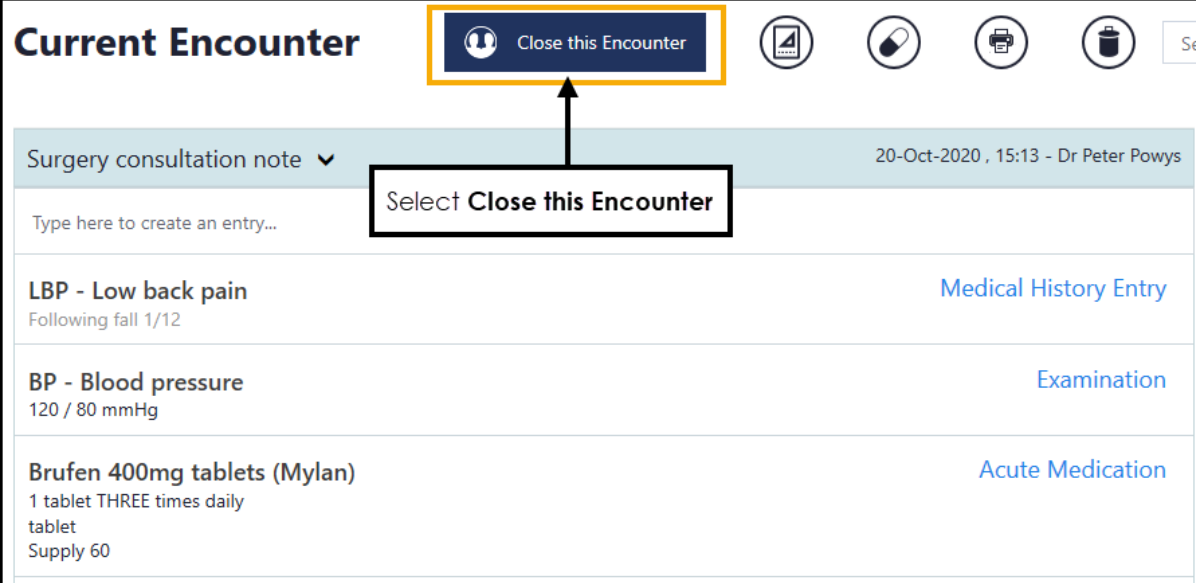
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## Step 2 - Start an Encounter and add data



➔ See **Encounters** on page **18** and **Adding Clinical Data** on page **25** 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.

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 See [Why Should I Close Encounters?](#) on page **36** for details.

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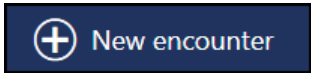


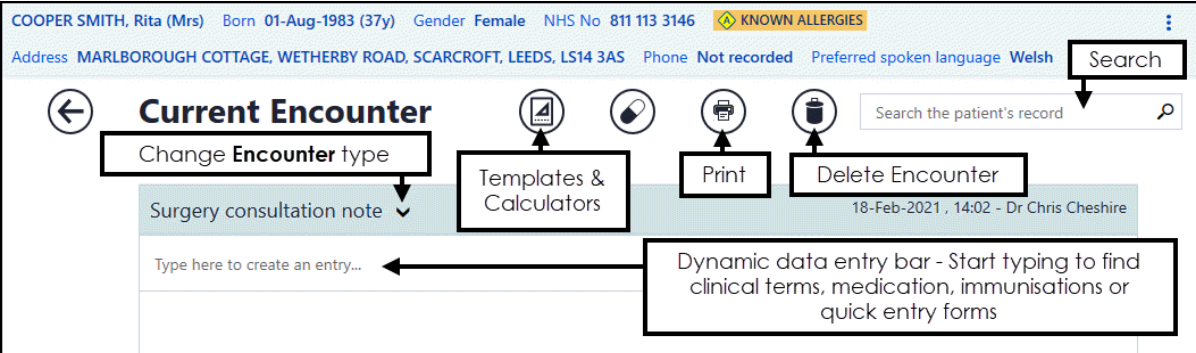
## Adding Clinical Data

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

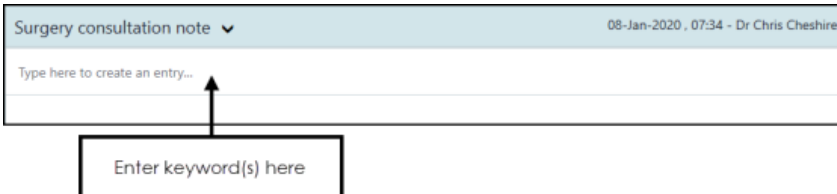
**i Important** - A patient record is not locked when you open an Encounter, other users can access and add to the same patient record at the same time.

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.

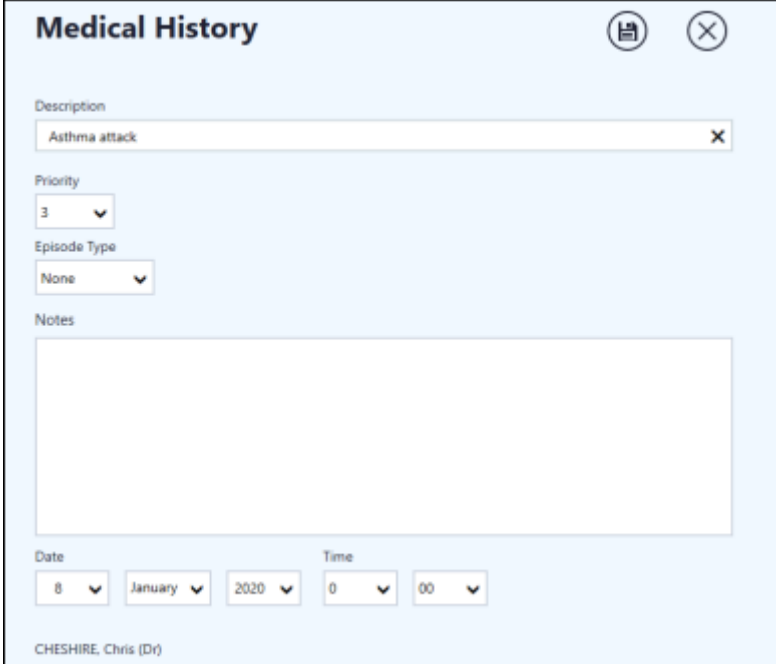
A single letter triggers a common observation quick entry, three letters or more returns a pick list of clinical terms

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'.
- Priority:** A dropdown menu set to '3'.
- Episode Type:** A dropdown menu set to 'None'.
- Notes:** A large empty text area.
- Date:** Three dropdown menus for day, month, and year, set to '8', 'January', and '2020' respectively.
- Time:** Two dropdown menus for hour and minute, set to '0' and '00' respectively.

At the bottom left of the form, the text 'CHESHIRE, Chris (Dr)' is visible. At the top right, there are icons for a floppy disk (Save) and a close button (X).

- **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.

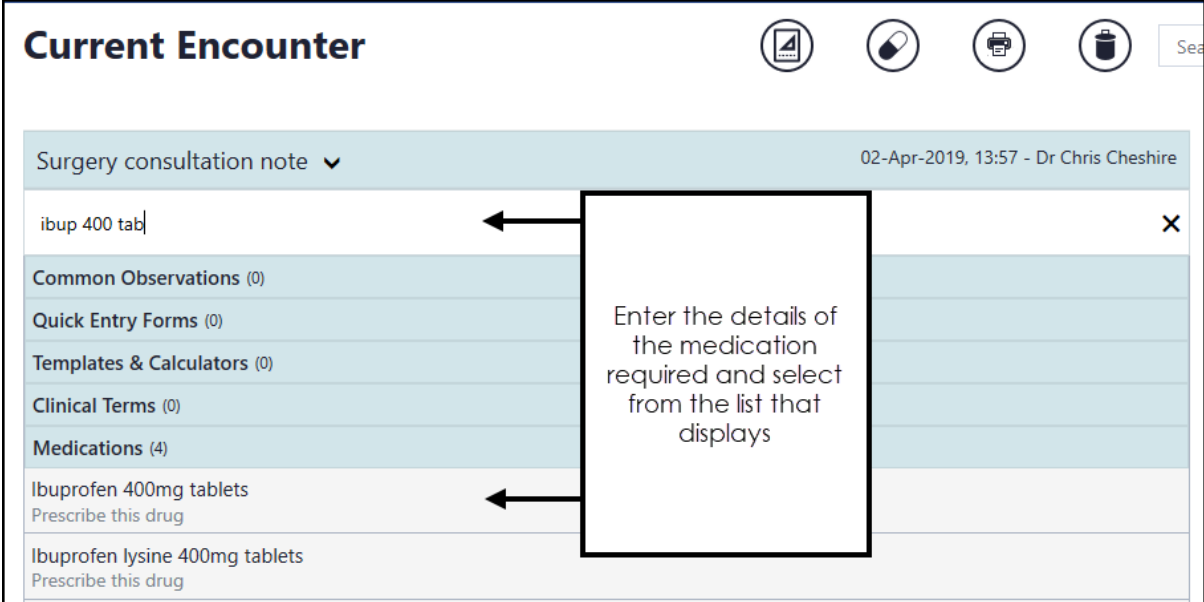
6. Select **Save** .

## 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 is a list of medication options under the heading 'Medications (4)'. The first two options are 'Ibuprofen 400mg tablets' and 'Ibuprofen lysine 400mg tablets', both with the subtext 'Prescribe this drug'. A callout box with a black border and white background is positioned over the search bar and the first two medication options. The callout box contains the text: 'Enter the details of the medication required and select from the list that displays'. Two black arrows point from the callout box to the search bar and the first medication option.

Or









1. 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.

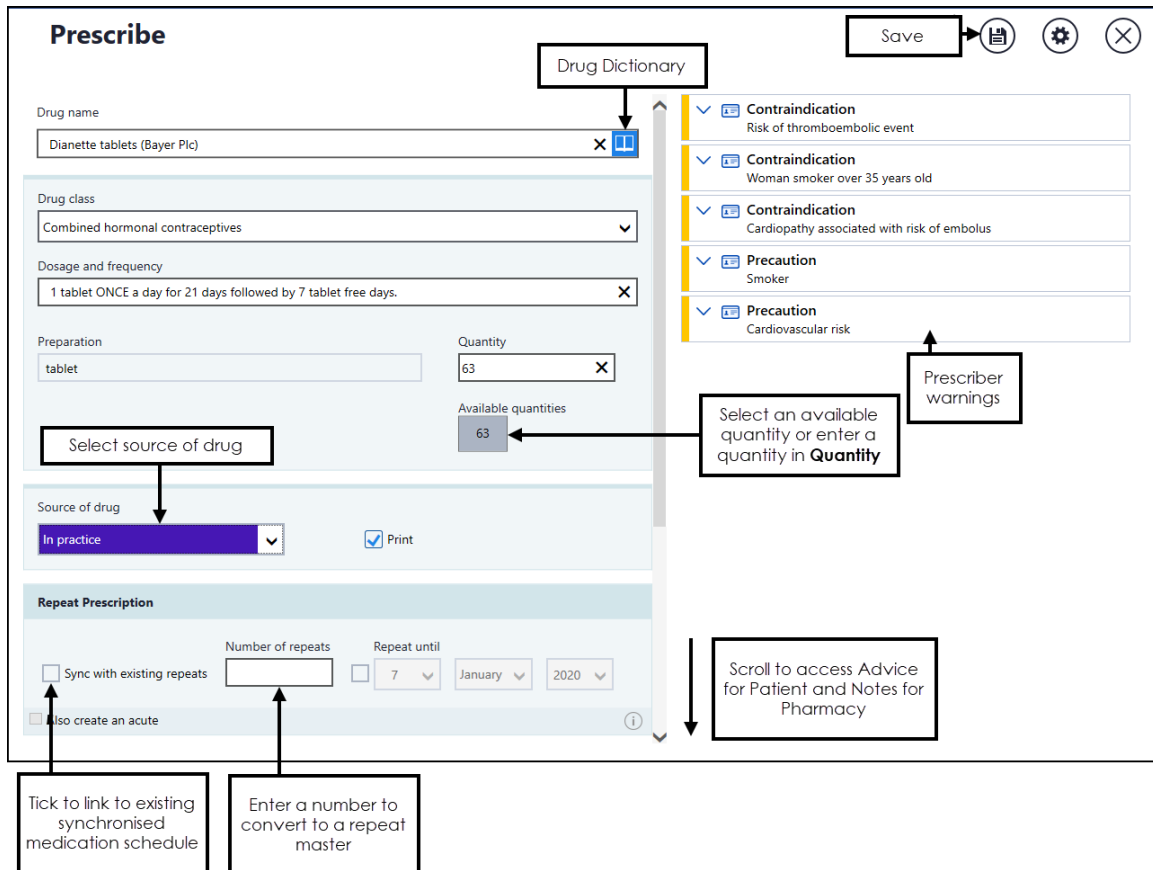


**Note** - Enter a minimum of three characters to trigger the list.


The following symbols next to the drug indicate:

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


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



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 Gemsript 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.

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 **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.

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


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


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- **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.
  - **Authoriser's name** - Defaults to:
    - The clinician logged on, or
    - The **Usual GP** if a non-clinician is logged in, select to update if required.
4. **Decision Support** and **Prescriber Warnings** display on the right of the screen and should be checked, select the warning to view the details:

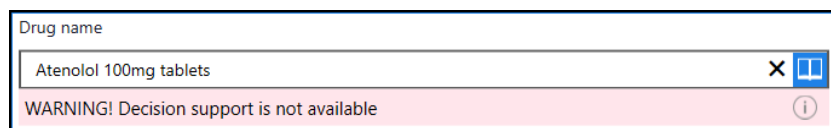
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 **Important** - Please be aware, **Vision Anywhere** only displays **Medication** from the last 2 years.

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 **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:

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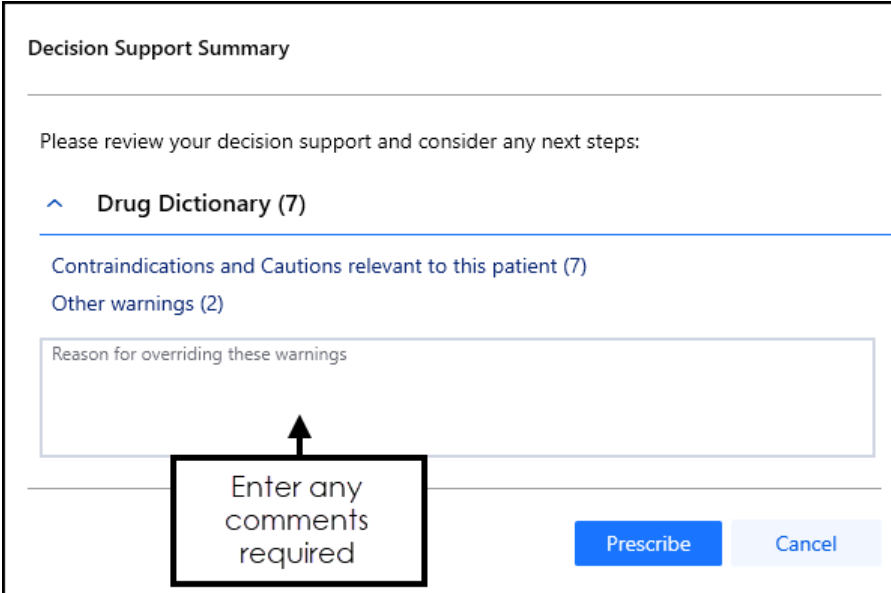
Prescriber warnings depend on your **Prescribing Preferences** settings.

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

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



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

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Enter any comments required in the **Reason for overriding these warnings** section.

7. Select **Prescribe**.

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


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 See [Printing Prescriptions](#) on page **33** for details.

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

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 **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.

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## 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) >**

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

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

Select the **Allergies** heading to display the list:

← **Allergies**

Showing all entries (2)

28-Oct-2020	<b>Allergy to antibiotic</b> Amoxicillin 250mg capsules Likely severe allergy	Dr Peter Powys	Drug allergy
02-Mar-1989	<b>No significant medical history</b> 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

Help
Refresh
Date Range
Filter categories



## Printing Prescriptions


To print acute(s) or issued repeat medication:

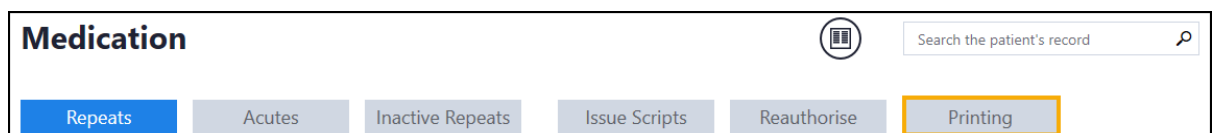
1. From either:

- 
**Current Encounter** - Select **Print** from the top of the current encounter view, or simply press **F9** on your keyboard:

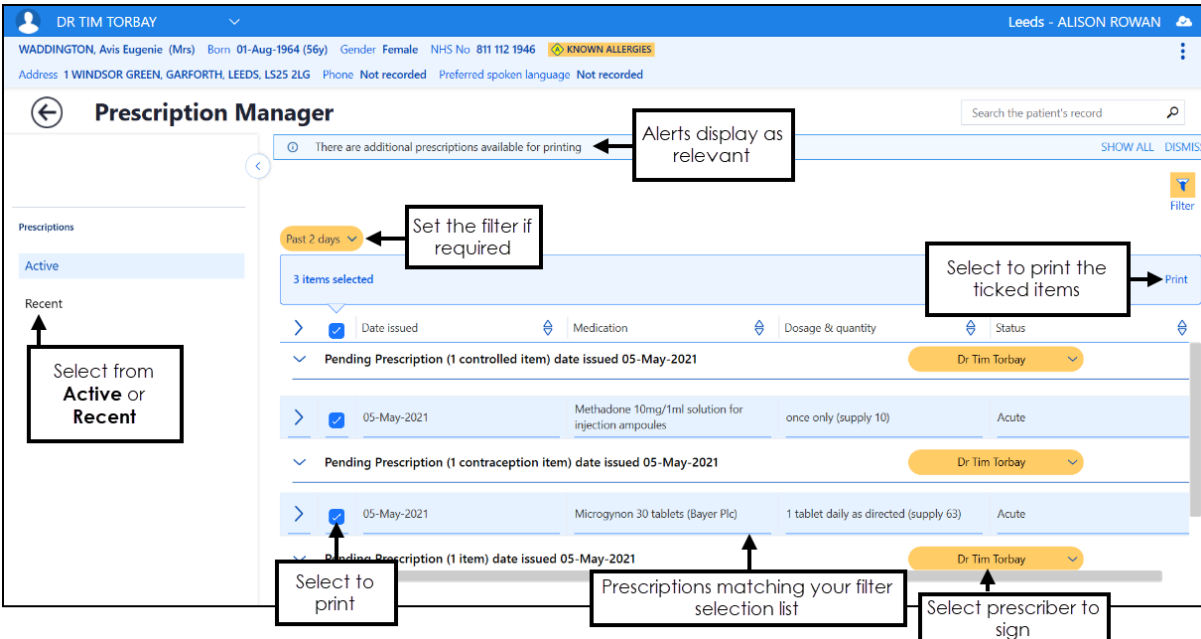


- Medications** - From the **Patient Summary** screen, select **Medication** and then either select **Printing**, or press **F9** on your keyboard:

 **Note** - You do not need an open an **Encounter** to print prescriptions.



2. The **Prescription Manager** screen displays:

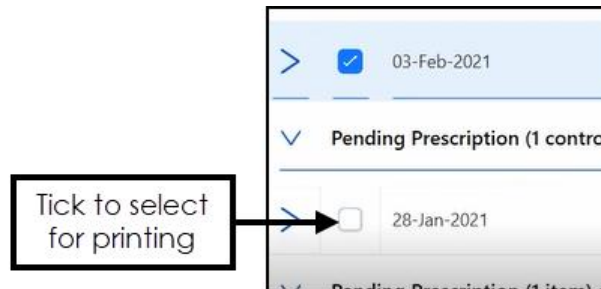


3. Items prescribed today are automatically selected, remove the tick from any items you do not want to print.

- If there are other items available to print, the 'There are additional prescriptions available for printing' banner displays:



Select **SHOW ALL** or use **Filter** Past 2 days to display and then tick any other items to print:




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 **Note** - If you are printing items with different issue dates, they are printed on different prescriptions.

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- Check the clinician to sign is correct and update if required.
- Select **Print**, or simply press **F9** on your keyboard.

The screen refreshes, displaying either any unprinted items you opted not to print, or the **Nothing to Display** screen.

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

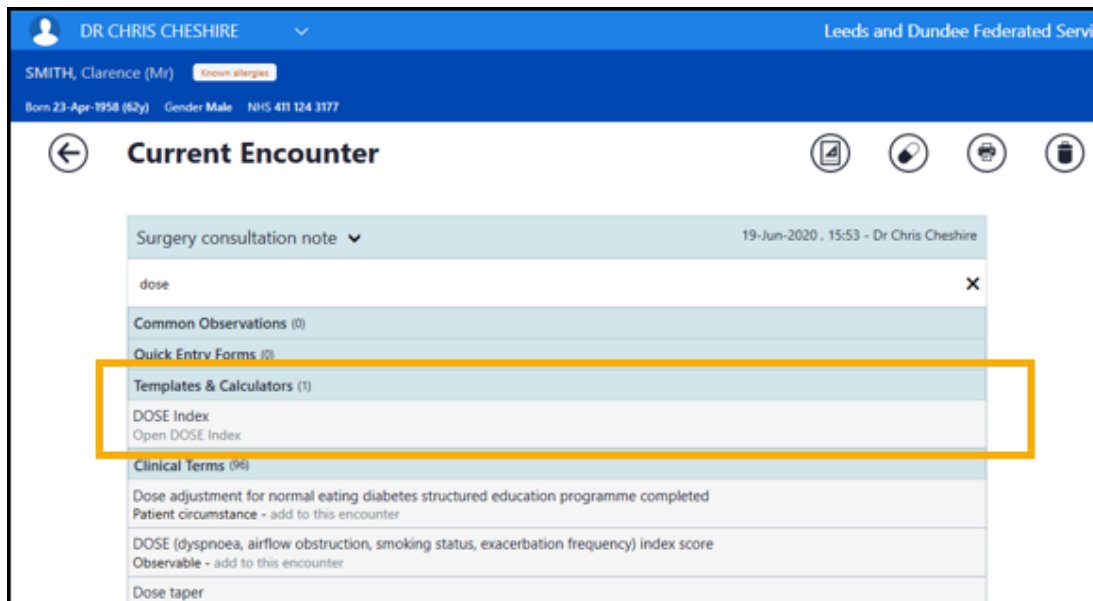
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## Templates and Calculators

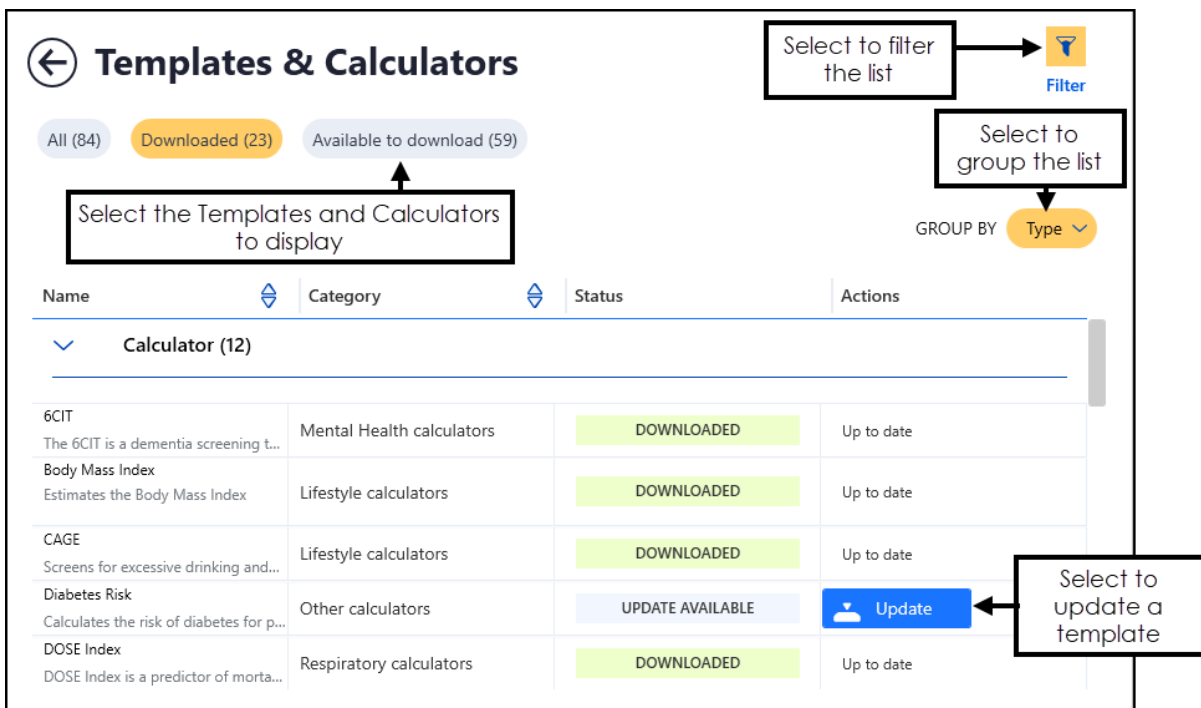
There are a number of data entry templates and clinical calculators available for you to download and use in **Vision Anywhere**.

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:** Points to the 'Filter' icon (funnel) in the top right.
- Select to group the list:** Points to the 'GROUP BY' dropdown menu, which is currently set to 'Type'.
- Select the Templates and Calculators to display:** Points to the filter tabs at the top: 'All (84)', 'Downloaded (23)', and 'Available to download (59)'. The 'Downloaded (23)' tab is selected.
- Select to update a template:** Points to the 'Update' button in the 'Actions' column of the table.


Name	Category	Status	Actions
<b>Calculator (12)</b>			
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.

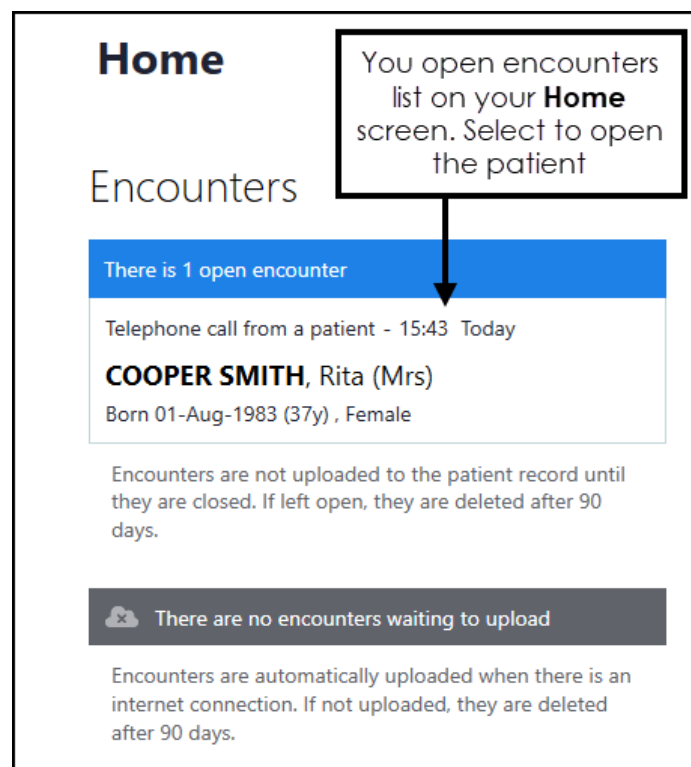
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 **Important** - Open encounters are not accessible from any other device or user account.

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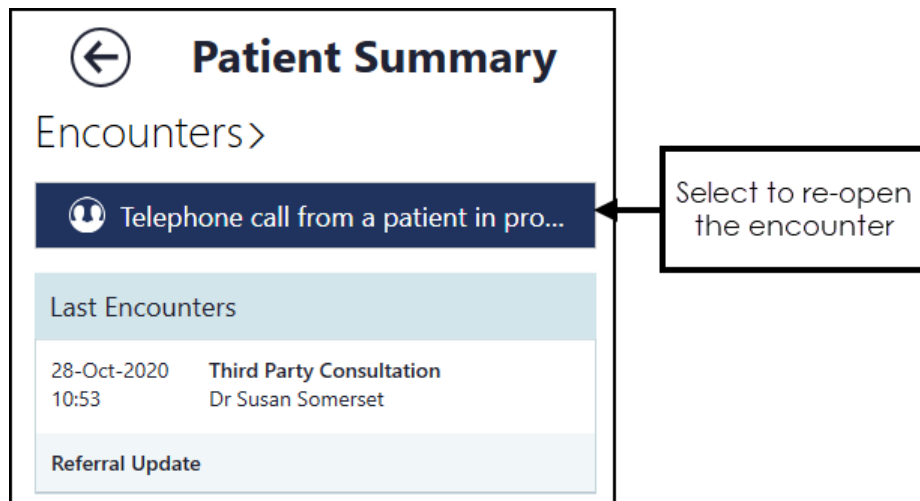
If you have forgotten to close encounters, you can easily check back and close them. To close an encounter that was left open:

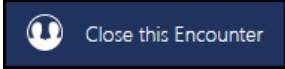
1. Login to **Vision Anywhere**.
2. Open encounters display on the **Vision Anywhere Home** screen:



3. Select an encounter to open the patient record.

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

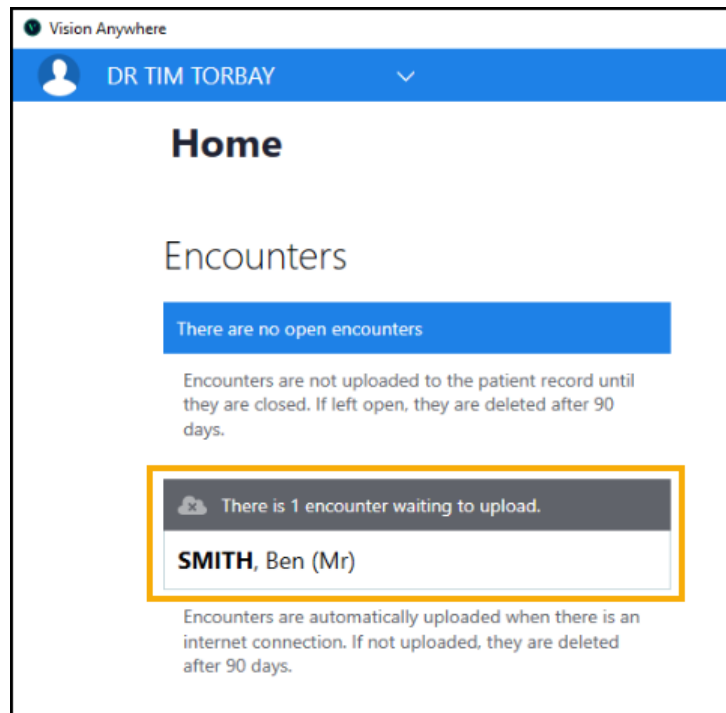


5. The details of the encounter display. Select **Close this Encounter**  
 to save the clinical data back to the patient record.
6. Repeat this process for any other open encounters on the list.

## 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.

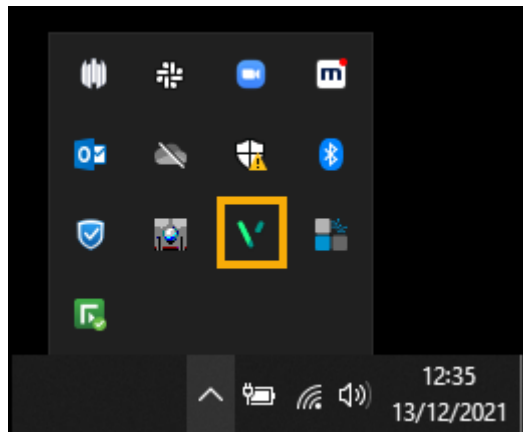
If you see encounters in **Encounters waiting to upload** that do not automatically upload, please call the **Cegedim Health Solutions** Service Desk to resolve this:



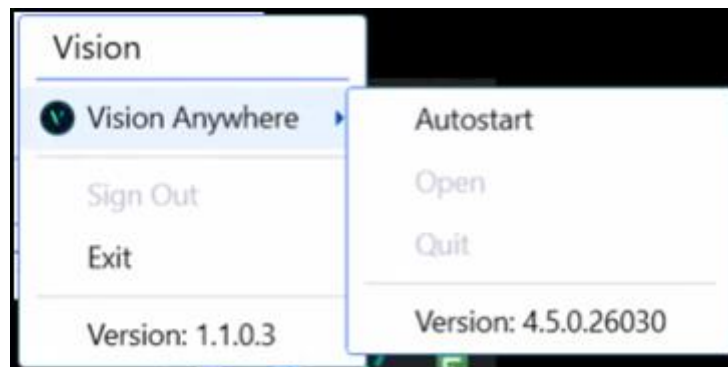
## Logging Out of Vision Anywhere

As with all applications, it is important that you log out of **Vision Anywhere** properly:

- To close **Vision Anywhere** but to leave it running in the background for Business Continuity purposes, select **Close**  from the top right corner of **Vision Anywhere**.
- To close all **Cegedim Primary Care Solutions**:
  1. Select the **System Tray Arrow**  and right click the **Vision** logo:



2. The **Vision** menu displays:



Select either:

- **Sign Out** to close all **Cegedim Primary Care Solutions**, or.
- **Vision Anywhere - Quit** to log out of **Vision Anywhere** only.