

Features of the main patient information screen

The Patients name will be highlighted in red if they have an outstanding sale balance.

Date of Birth will be highlighted red if the patient is under 16

Main patient search facility.
Search by ID number, Date of Birth or Name.
Name must be entered in the following format
Surname, First Name

The screenshot shows a patient information form with the following fields and sections:

- Identifier:** 1
- Forename:** DO NOT USE (highlighted in red)
- Surname:** (highlighted in red)
- Salutation:** (empty)
- Gender:** Female
- Date of Birth:** 01/Jan/1900
- Day Telephone:** (empty)
- Eve. Telephone:** (empty)
- Mobile:** 07769276431
- Email:** (empty)
- Contact by SMS?:** No
- Contact by Email?:** No
- NHS ST Reason:** Over 60
- Voucher Eligible:** Yes
- Address Lines:** Local, sdasdasd, sdasda, asd, dasd
- Postcode:** > XXXXX
- GP:** N/A
- Corporate:** N/A
- Cancellation Reason:** Not Cancelled
- Cancellation Date:** 01/01/2000
- Buttons:** Show Portrait, Update Products, Advanced Search, Cross-Branch Search
- Analysis Codes:** (Large grey box)
- FTA Count:** 0
- Appt Booked:** (checkbox)
- Table:**

Appt Type	Last	Due
Sight Test	20 Oct 2014 -	24 Oct 2014
CL Visit	15 Nov 2013 - AG	25 Nov 2015
- Bottom Section:** Save, New, ID, DOB, Male/Female, Refresh Filter, Appts, Walk-in, Rx, Dispense, C Lens, Send Note, Clinical, CL Mgmt, Orders, Copy Patient, Family Filter, Delete, Log Out

Double clicking on the actions outstanding reminder will open the action list

This box needs to be ticked for the postcode search facility to be used

Double clicking on the Analysis Codes box will take you to the further details tab where the selected analysis codes can be edited

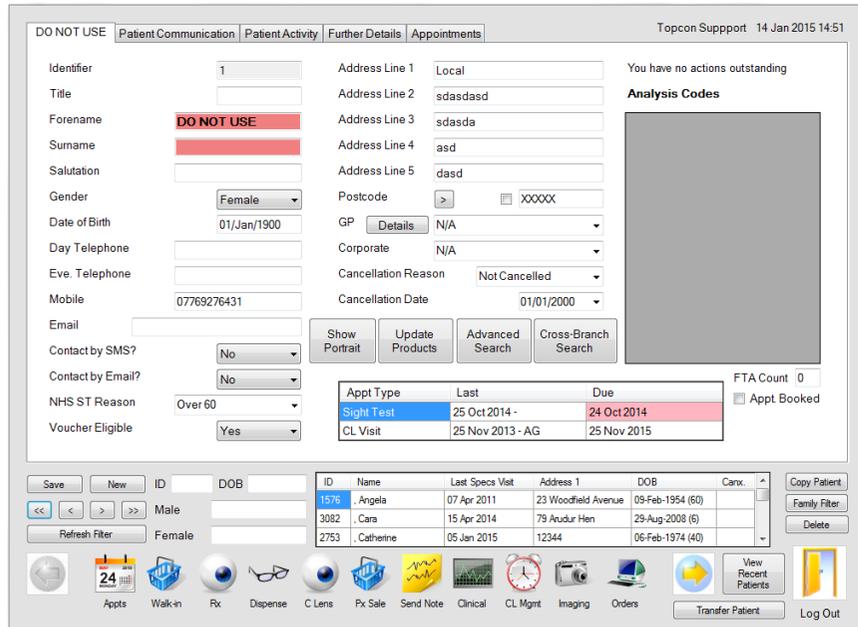
Copy Patient will copy the Surname, all contact details, address and GP to a new patient record. To aid the addition of family members to the data base

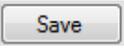
Advanced search allows you to search for patients by address, postcode, telephone, email and notes.

This allows for you to search for patients across multiple practice data

Family filter will use the selected patient record to search for other patient records with same surname and first line of address.

Creating a new patient.



- Click 
- Enter the patient details
- Click 
- If it is possible that the patient may already have a record on the system then a Duplicate patient record splash screen will appear.

n.b. If you are adding more than one family member on the system then you can use the  button to duplicate all details apart from the first name into a new record.

Searching for a patient record.

There are multiple ways to search for a patient.

The main search facility is located on the bottom left of the main screen

ID	DOB	ID	Name	Last Specs Visit	Address 1	DOB	Canx.
Male		3512	.			31-Oct-1988 (26)	
Female		3513	.		8 Spring gardens	01-Jan-1900 (115)	
		1576	.Angela	07 Apr 2011	23 Woodfield Avenue	09-Feb-1954 (60)	

If you know the patient ID or date of birth then you can enter them into the relevant top two search boxes

If you would like to search by name then type the patients name into the relevant box in the following format

Surname, First name

ID	DOB	ID	Name	Last Specs Visit	Address 1	DOB	Canx.
Male		755	Smith, Andrianna	31 Mar 2009	15 Junction Terrace	18-Jul-1989 (25)	
Female	Smith, An	3392	Smith, Anvita	25 Jan 2013	57 Mountjoy Avenue	01-May-1974 (40)	

A list of possible patient records will appear in the right box, double click on the correct patient entry to open their record.

There is an advanced search button which provides more search criteria or a cross-branch search.

