

matics

IMPORTANT

- > New users <u>must</u> have training before using SystmOne.
- Staff **should not use** any other users log in details. (This will result in a breach of confidentiality.)
- > You will see the blue bar downloading at the bottom of the screen please always let this complete.
- If you have forgotten your SystmOne username/password or you have been locked out of the SystmOne, Please contact our Service Desk team on 0116 295 3500 (select the option for general assistance). A member of our team will then call you back to assist you.
- If you are unable to log in to SystmOne please check your internet connection. You can also close Mobile working and re-open to try again, if the problem persists, please call our Service Desk team.

How to remove a Resident from SystmOne Mobile Working

Please note: When a patient leaves your care home or if they are deceased, you should end the care within 24 hours. This will not affect the GP Practice or any other care home. If the patient has moved to another home, the new care home will be able to view the record. End any relationships that you have added onto the record, if they are no longer relevant e.g. Caseworker

1. Open the Resident's record

SystemOne Care Homes Susan Hind at The Processic Care Home - Parient Search			
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fani Lower 112 233 5253 05 Aug 1997 (31 y) 55 5000 56 Terrows 12 Reference ALD GL. 14 8132 381727			

2. Select 'End Care' from the toolbar







3. Select 'End Care'

ITH, Nigel (Mr) ess: 2 School Lane, Bingham, Nottin 0115 581 3587	gham, NG13 8FE	Born 13 Apr 1973 (45y)	Gender Male	Nha No. 130 488 4031		
A Tarke	End Patient Care					
Gusstorrares	Ending a patient's care will prevent you from retrieving them in the future. You will have to re-register the patient if you wish to retrieve the record again. You will beyone, to able to add reav ordines to the national record register.					
Templates		End Care	ann aroy aro san			
, Relationships						
Communications						
Puthology Reports						
Attactments						
Safeguarding Information						
1 Numeric Readings						
Sharing						
Referrals						
End Care						

4. Select 'Save Changes'



5. Select '**Save**' to save the changes, if you do not select save the changes made will not be updated.



