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.

Patient Records Home Screen Navigation

Once you have searched for your resident, and clicked into their record you will see the screen below, by default the record opens to the Patient home screen.

Same A	This record cont	ains child This patient ha	as risks on their				
	safeguarding inf	ormation. record.					
Discard		Reminders					
A Home	3	Shielding patient- high risk of Covid19					
Patient Record	Did not attend for EPCH WESTCOTES appointment with Hub Westcotes.	This patient is newly registered here, make sure that patient data	This patient is newly registered here, make sure that patient data				
≜≜ , Relationships	cannot attend an appointment in the future they should inform staff so that it can be cancelled ASAP.	already on the system has been checked for conformity to policy.	already on the system has been checked for conformity to policy.				
Templates							
Views	This patient is newly registered here, make sure that patient data already on the system has been checked for conformity to policy.						
Repeat Templates							
Prescribing	This	This patient has special notes on their record					
💭 Tasks		Allergies and sensitivities					
	ACICLOVIR	FLUCLOXACILLIN	Adverse reaction to local				

- 1. In the top left hand corner you will you see your **residents name, address** and **contact number**.
- 2. To the right you will see your residents date of birth, gender and NHS number, under this you will see some small icons, these are called Patient status alerts they have been added to the record by the practice to help them identify certain patients e.g. at risk covid, asthmatic, smokers.
- **3.** At the top of the page you will see a section called **Reminders**, these have been set by the practice and anyone who has access to SystmOne will be able to view this.

Reminders are commonly next of kin details, key safe details or information regarding the patient. You will also see any **special notes** below this section.



Patient Record Home Screen



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XTERTATIENTACE, Ebs-cloncitise (Ms) Born 04 Aug 1978 (42y) Gender Female Alte Ao 3 Address: Leisesteri, Life Addr Leisester, Life Addr Alte Ao 3 Address: Leisesterike Teal: This patient has special notes on their record Image: Special notes on their record Image: Reserve that Patient Altergies and sensitivities Adverse: reaction to local Image: Reserve that Active: Administration Full colored reaction to local Adverse: reaction to local Image: Reserve that Active: Administration Full colored reaction to local Adverse: reaction to local Image: Reserve that Active: Administration Full colored reaction to local Adverse: reaction to local Image: Reserve that Active: Administration Full colored reaction to local Adverse: reaction to local Image: Reserve that Active: Administration Full colored reaction to local Adverse: reaction to local Image: Reserve that Active: Administration Full colored reaction to local Adverse: reaction to local Image: Reserve that Active: Administration Full colored reaction to local Adverse: reaction to local Image: Reserve that Active: Administration Full colored reaction to local Adverse: reaction to local Image: Reserve that Active: Administration Full col	iystmOne Care Home: Ayesha Sattar at Everdale Grange Care Hon	ne - Patient Record				- 0
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Image: Index Image: Index <th>Save</th> <th>This patient is newly registered here, make sure that patient data already on the system has been checked for conformity to policy.</th> <th></th> <th></th> <th></th> <th></th>	Save	This patient is newly registered here, make sure that patient data already on the system has been checked for conformity to policy.				
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Relationships Image: Templates Ima	Patient Record		Allergies and sensitivities			
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	Communications					

4. The next section is Allergies and sensitivities; you as the Care Home will know the most up to date information regarding your resident, if there is anything you are aware of please do inform the practice so this can be added to the record.

If you are not aware of an Allergy or sensitivity and you see it on the record please update your care plan.

- **5.** The last section on this screen, you will see **Previous consultation**, this section shows you any recent activity that has taken place within the record e.g. medication prescribed, Doctors consultation or a visit from a nurse.
- 6. You may use the tabs on the left hand side to navigate within the record to the section you require.

End of Guide_____



Patient Record Home Screen