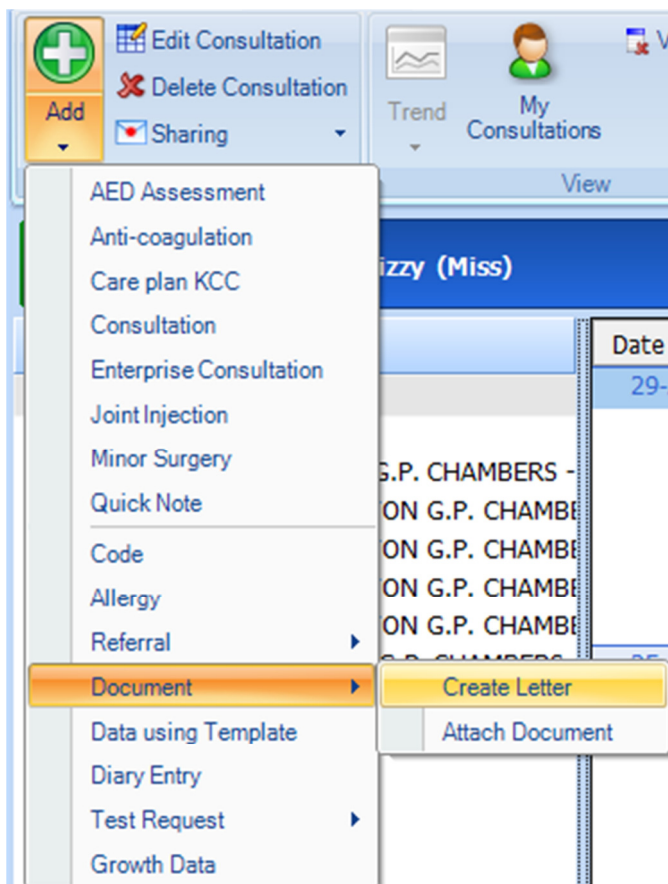


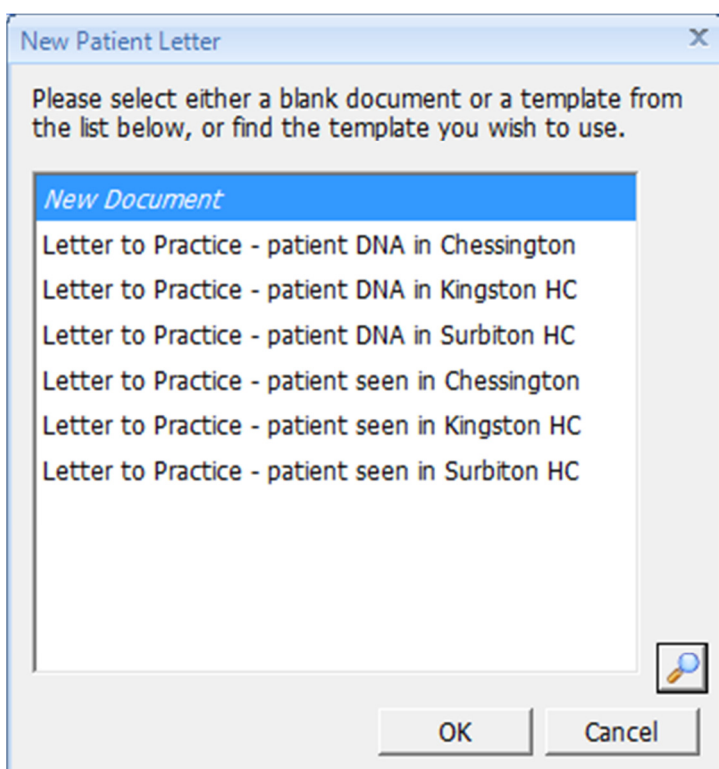
HOW TO SELECT WHICH CONSULTATIONS TO PUT IN A DOCUMENT

When creating a referral letter or discharge, we often need to include previous consultations in the letter.

First of all, you need to create your letter by clicking the **Add** dropdown button, scrolling down to **Document**, then selecting Create Letter.

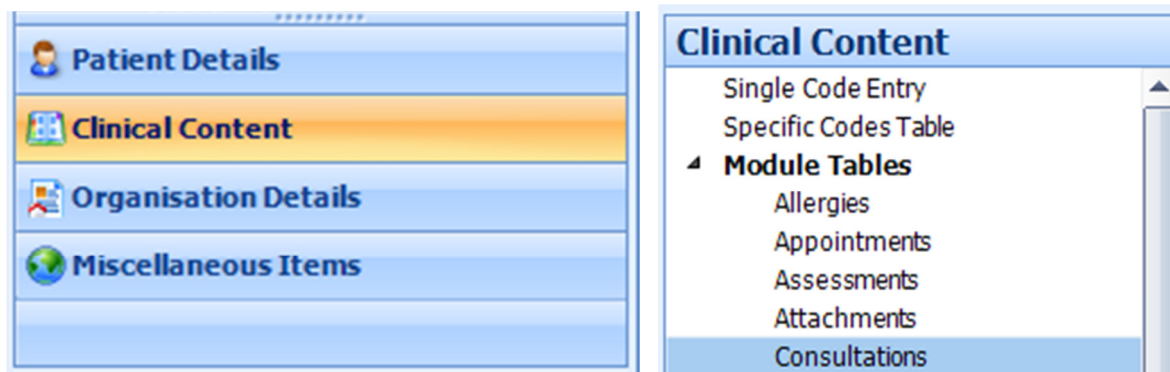


The **New Patient Letter** pop-up box will appear, offering you to create a New Document (from scratch), a list of frequently used document templates, and a search button (🔍) if the template you want to use is not shown.

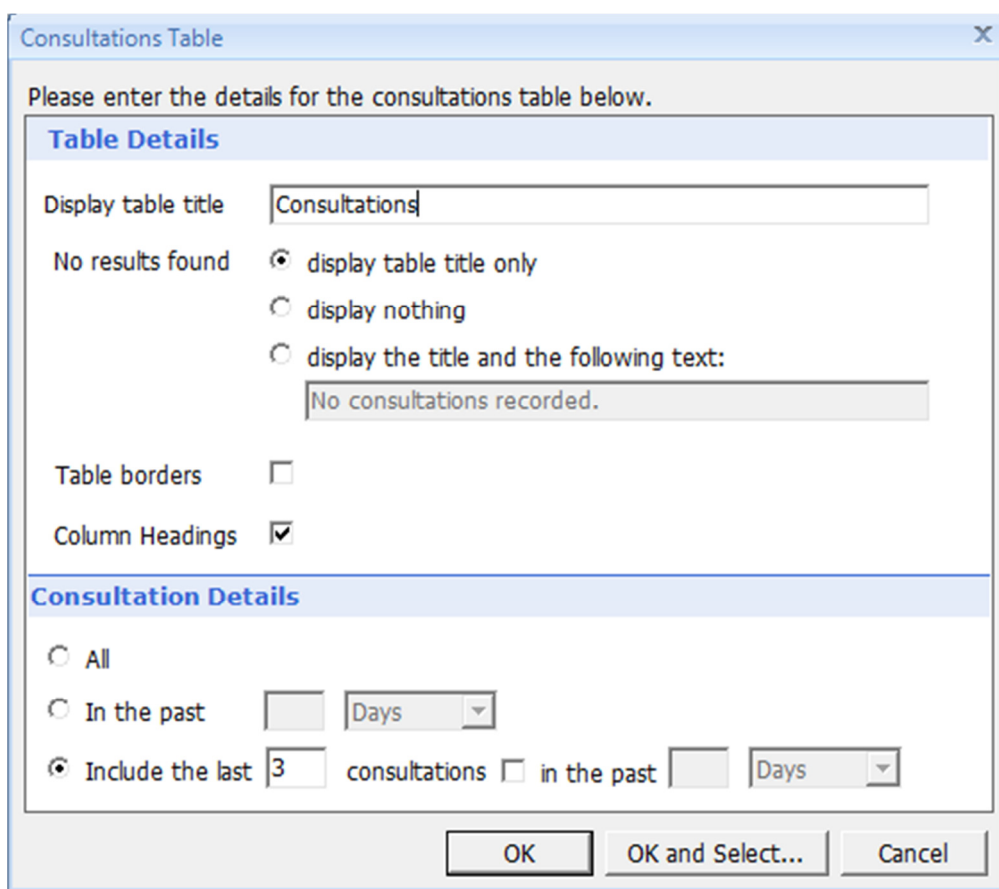


Once you have opened your chosen template, you can add previous consultations by selecting **Clinical Content** from the left hand menu, then double clicking the **Consultations** option.

(Please make sure you delete any consultations that have been pulled through on the template)

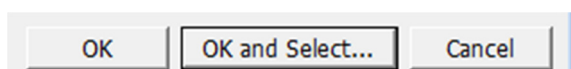


When you do this, the following **Consultations Table** pops up.

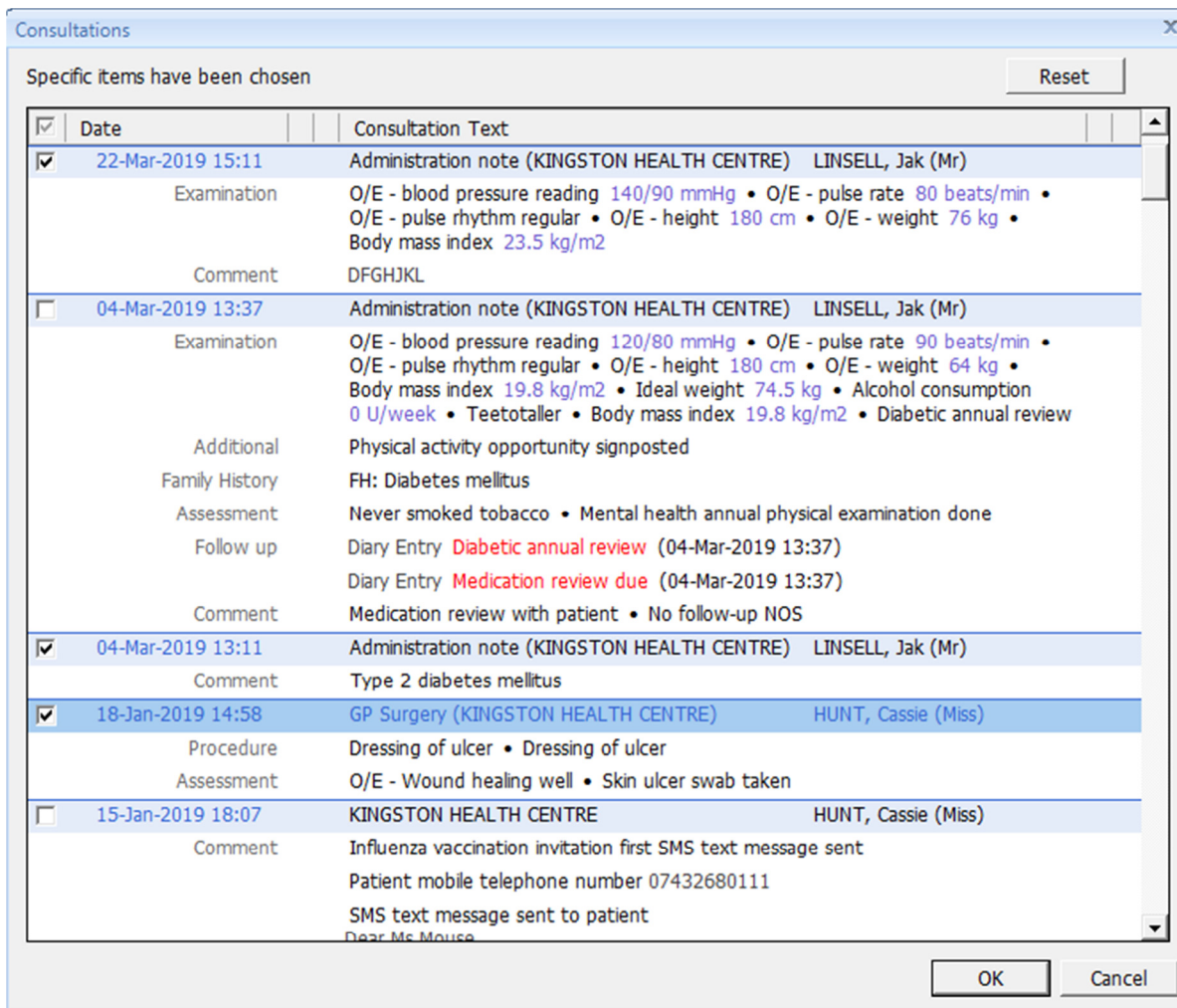


Here you can specify whether to include all consultations, consultations in a set period of time (e.g in the past 7 days), or a set number of consultations (e.g. the last 3 consultations).

Sometimes however, we may want to hand pick which consultations go into our document. To do so, rather than click OK, click **OK and Select...**



Now you can select whichever consultations you wish to go into the document. Check the tick boxes to select the consultations you need.



When you have finished selecting, click **OK**.

You will now see your selected consultations in your document.

Consultations

| Date | Consultation Text |
|-------------------|--|
| 22-Mar-2019 15:42 | GP Surgery (KINGSTON HEALTH CENTRE) LINSELL, Jak (Mr) Comment Suicide risk assessment High suicide risk 9 |
| 04-Mar-2019 13:37 | Administration note (KINGSTON HEALTH CENTRE) LINSELL, Jak (Mr) Examination O/E - blood pressure reading 120/80 mmHg • O/E - pulse rate 90 beats/min • O/E - pulse rhythm regular • O/E - height 180 cm • O/E - weight 64 kg • Body mass index 19.8 kg/m2 • Ideal weight 74.5 kg • Alcohol consumption 0 U/week • Teetotaller • Body mass index 19.8 kg/m2 • Diabetic annual review Additional Physical activity opportunity signposted Family History FH: Diabetes mellitus Assessment Never smoked tobacco • Mental health annual physical examination done Follow up Diary Entry Diabetic annual review (04-Mar-2019 13:37) Diary Entry Medication review due (04-Mar-2019 13:37) Comment Medication review with patient • No follow-up NOS |
| 18-Jan-2019 14:58 | GP Surgery (KINGSTON HEALTH CENTRE) HUNT, Cassie (Miss) Procedure Dressing of ulcer • Dressing of ulcer Assessment O/E - Wound healing well • Skin ulcer swab taken |