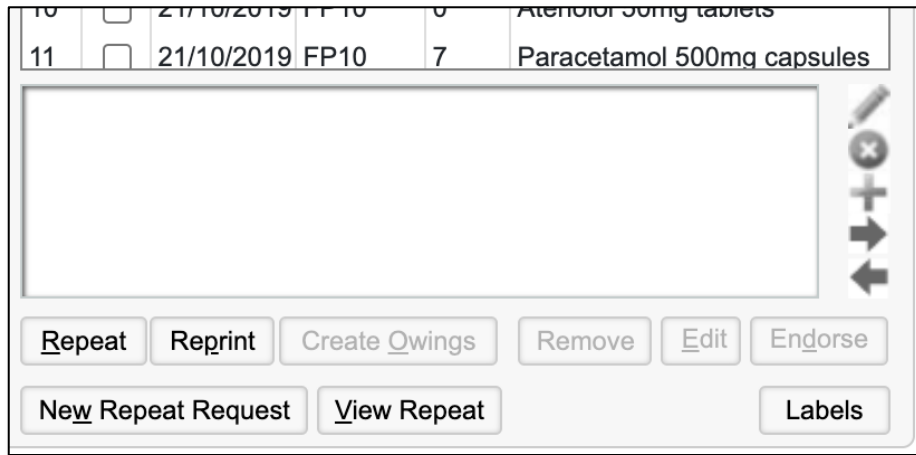



Covid-19 Notes User Guide

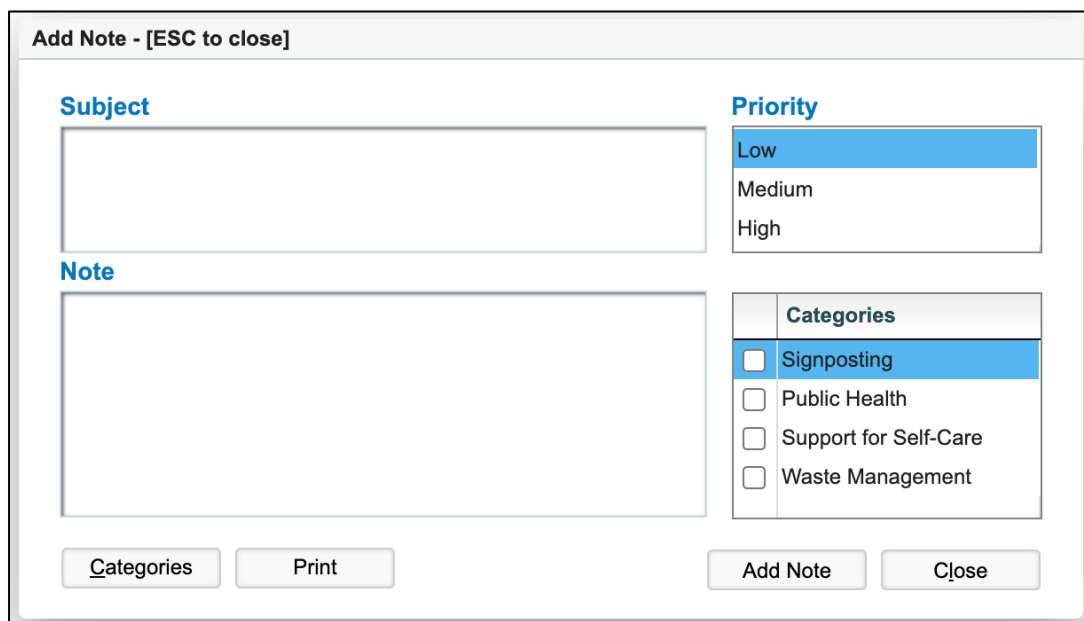
Version 1.0 | January 2021

Author: Paul Murdoch

To record a Covid-19 Vaccination you can add a note to a patient record with the **Notes** window in the bottom right-hand side of the **Home** screen.



Click on the **Plus** icon to add a new note 



If this is the first time you are recording a Covid-19 Vaccination, you can create a Category specifically for it.

To do this, click on the **Categories** button in the bottom-left hand corner of the pop-up window.

Type your Category name in the text box, eg. **COVID-19** and then click on the **New** button.

Note Categories - [ESC to close]

Categories

Categories	Type
Signposting	Sys
Public Health	Sys
Support for Self-Care	Sys
Waste Management	Sys

COVID-19

Delete Update New Close

The new Category will now appear in the list

Categories

Categories	Type
Signposting	Sys
COVID-19	User
Public Health	Sys
Support for Self-Care	Sys
Waste Management	Sys

Click on the **Close** button to exit the Categories screen.

Record the details such as Vaccination drug name, date, batch No, expiry date, vaccination site, and anything else you feel will be valuable, in the **Subject** and **Note** text boxes.

Add Note - [ESC to close]

Subject

Priority

Low
Medium
High

Note

Categories

Signposting
 COVID-19
 Public Health
 Support for Self-Care
 Waste Management

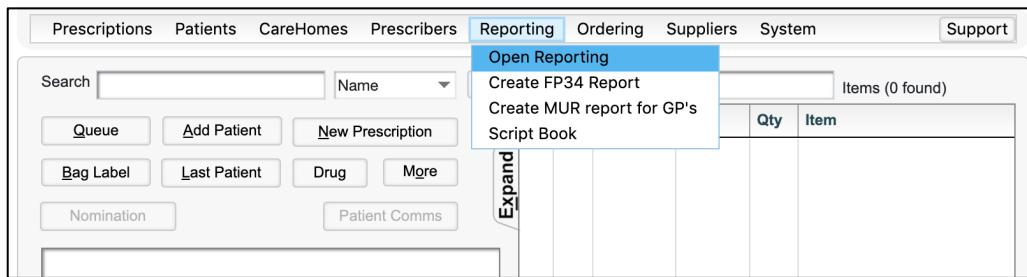
Categories Print Add Note Close

Set the **Priority** to **High** so that the note will appear in Red when displayed on the Home screen. You will also get a popup when dispensing.

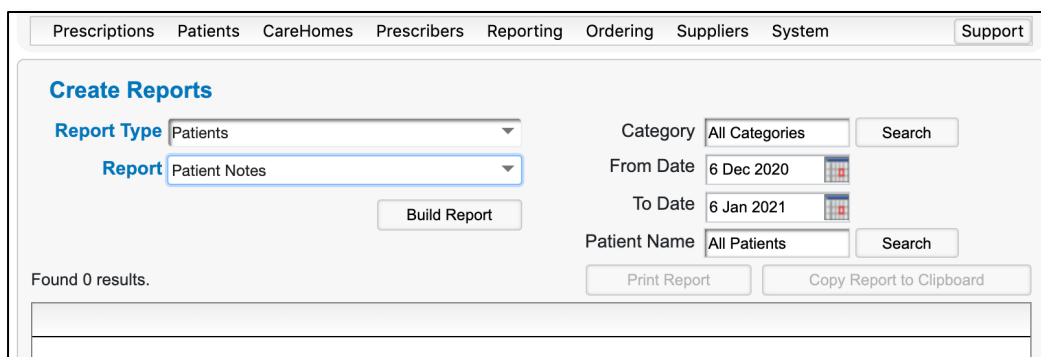
In the Categories box, select the COVID-19 category you created so that you can track the notes via the **Reporting** Module.

To track who has a particular note you can run the **Patient Notes Report**.

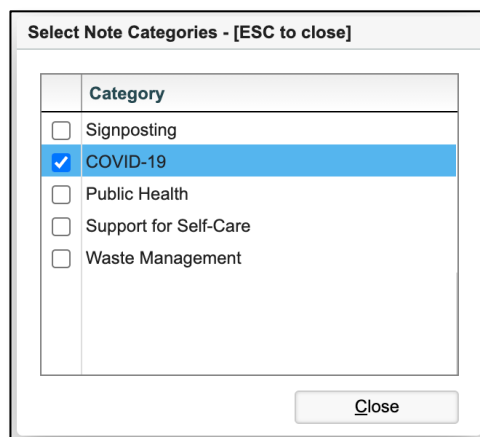
From the Main Menu bar, click on **Reporting** then **Open Reporting**



Select the **Report Type: Patients** and the **Report: Patient Notes**

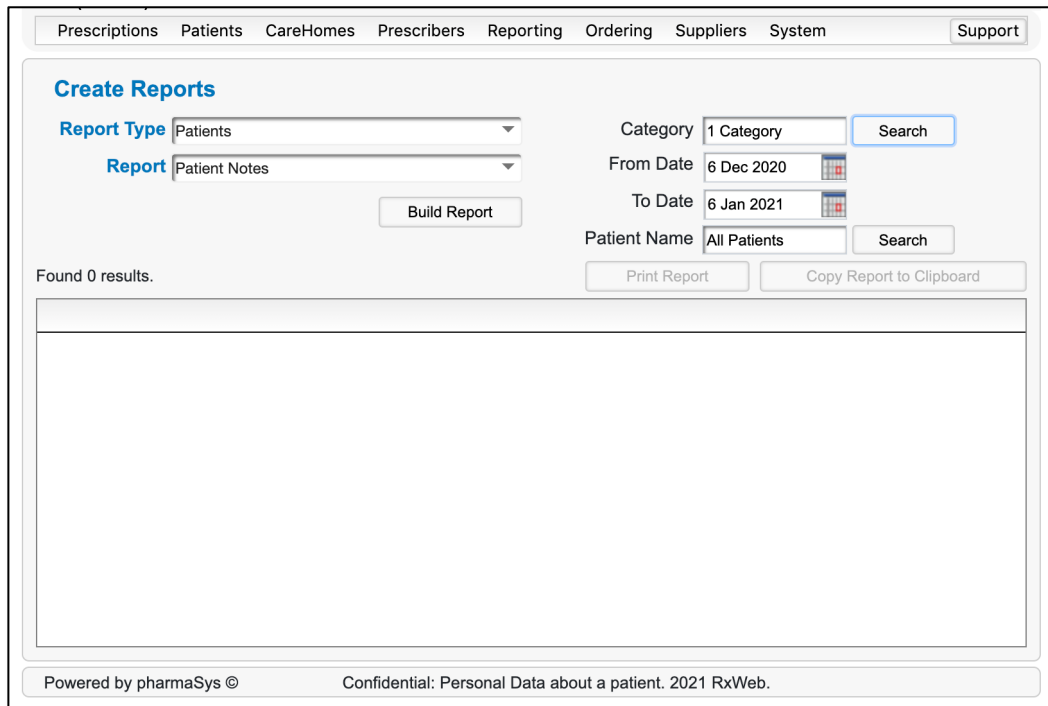


Next to the **Category** selection, click on the **Search** button



Select the **COVID-19** Category and then click on the **Close** button.

You can select a specific date range if you wish, then click on the **Build Report** button to get the results of any patients that have a note with the COVID-19 Category.



Prescriptions Patients CareHomes Prescribers Reporting Ordering Suppliers System Support

Create Reports

Report Type Patients
Report Patient Notes

Build Report

Category 1 Category Search

From Date 6 Dec 2020

To Date 6 Jan 2021

Patient Name All Patients Search

Found 0 results.

Print Report Copy Report to Clipboard

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