



## Quick Reference Guide (QRG)

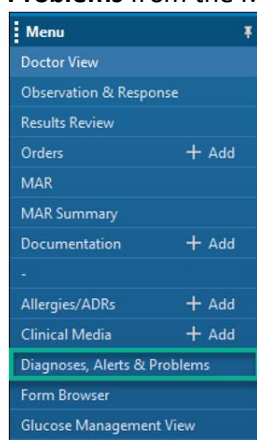
### Patient Alerts – Add, Modify and Cancel/Resolve

This QRG is designed to show you how to:

- Add an alert
- Modify an alert
- Cancel or Resolve an alert

#### Add an Alert

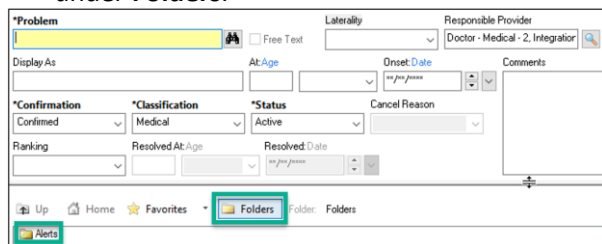
1. Within the patient record, select **Diagnoses, Alerts & Problems** from the Menu.



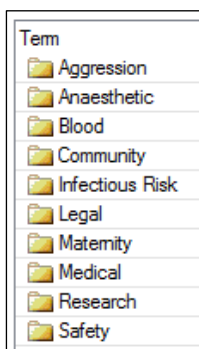
2. Under **Problems**, select the option to + **Add**.



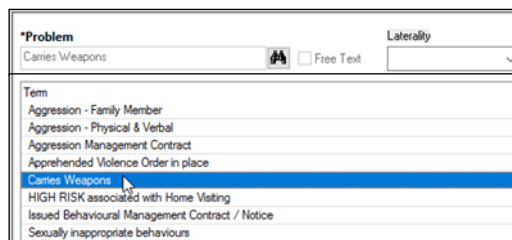
3. From the Problem window, click on the **Alerts Folder** under **Folders**.



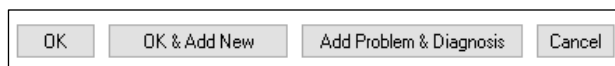
4. Click on the relevant **Alert Category** folder to the Alert you are placing.



5. Double click to load the chosen **Alert**.



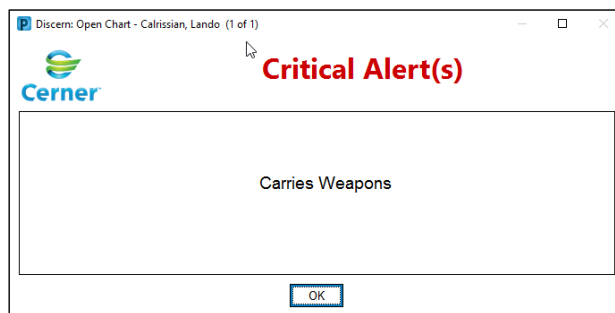
6. Fill out the relevant additional information and click OK once complete.



7. Alerts from folders are automatically classified as Care or Sensitive Alert.

- **Care Alerts** will appear in EMR and Discharge Summaries.
- **Sensitive Alerts** will appear in EMR but be excluded from Discharge Summaries.
- Manual change of classification is possible, however with consideration of information appearing in Discharge Summaries.

8. Some alerts are automatically classified as **Critical alerts**. They will generate an additional pop-up window when accessing the patient record for the first time of the encounter.



9. The Alert status recorded will now be visible in the banner bar.

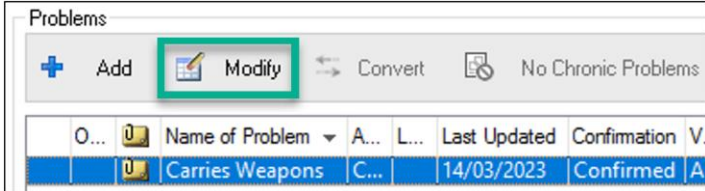


10. Patient Alerts can be viewed in:

- **Diagnoses, Alerts & Problems** under Menu, or
- **Diagnoses & Problems** under **Mpage**

Modify an Alert

- Under **Problems**, select the Alert you want to alter and click **Modify**.



- The details of the alert previously entered will be visible and may be edited.



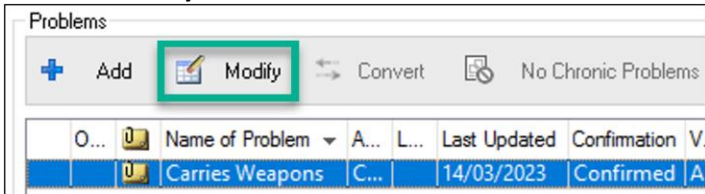
- Once all changes to the alert fields are complete, click OK to update patient record.

OK

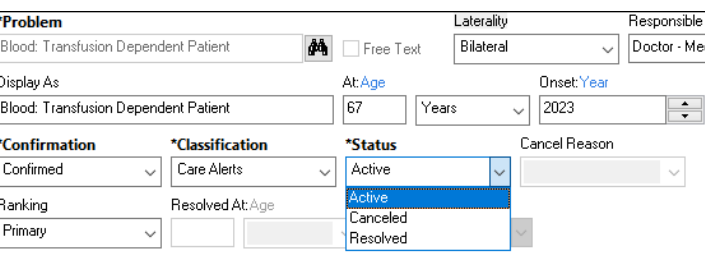
Cancel

Cancel or Resolve an Alert

- Under **Problems**, select the Alert you want to alter and click **Modify**.

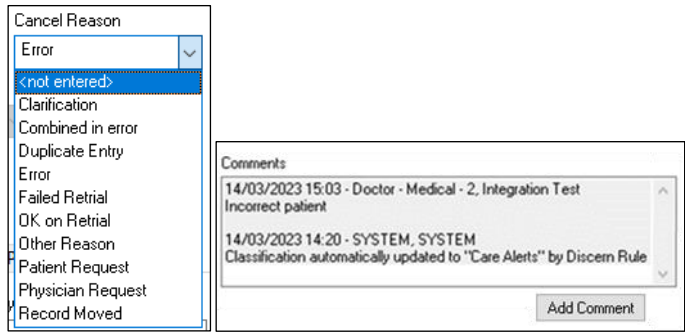


- Under **Status**, select cancelled or resolved as appropriate.



CANCEL - Alerts Identified as being Incorrect

- Where an alert has been added incorrectly (e.g. wrong patient), select cancelled under status.
- Ensure that Cancel Reason is documented and Add a Comment detailing the cancellation.



- Once all fields have been completed, select OK to update patient record.

RESOLVE - Alerts Identified as no longer relevant

- Where an alert has been resolved and is no longer relevant, select resolved under status.
- Include the Resolved Age, Date and if appropriate, add a comment detailing the resolution.



- Once all fields have been completed, select OK to update patient record.
- Life Cycle Status of the alert will update and cancelled alerts will be strikethrough.

Name of Problem	Annotated Display	L...	Last Updated	Confirmation	V...	Classification	Life Cycle Status
Anaesthetic Alert / Diffic...	Anaesthetic Ale...		14/03/2023	Confirmed	A...	Care Alerts	Active
Blood: Transfusion Depen...	Blood: Transfusi...	Bi...	14/03/2023	Confirmed	A...	Care Alerts	Resolved
Carries Weapons	Carries Knives		14/03/2023	Confirmed	A...	Sensitive Al...	Canceled
Chemotherapy (Risk of fe...	Chemotherapy ...		14/03/2023	Confirmed	A...	Care Alerts	Active