OpenEyes for

Medical Secretaries

(User Manual)

Colour Key: OpenEyes Form links, OpenEyes navigation links, Notes, **Field names**

The following features are included in this course:

Contents

1. Document Management

Revision History

Date	Version number	Revision details	Written by	Approved by
28/10/2014	0.1	First draft of document	Victoria Aina	OpenEyes Programme Office
15/12/2014	0.3	Correspondence update.	Victoria Aina	OpenEyes Programme Office
11/06/2015		Second Draft of Document	Victoria	

Reviewers

Reviewer name	Title / Responsibility	Date	Version
Simon Pearce	OpenEyes Programme Director		

Glossary of Terms

Term / Abbreviation	What it stands for
Episode	on-going period of clinical care
Event	Any activity that takes place to a patient appointment eg: Examination, Prescriptions
Firm	A sub-speciality, which is the combination of the name of clinician and sub-speciality.
OE	OpenEyes
OP Note	Operation note which is an event within OpenEyes
OpenEyes	Electronic Medical Record and also by the acronym OE
Pas	Patient administrative System (Silver link)
User	Any persons using the application (O.E)

Document Status

This is a controlled document.

This document version is only valid at the time it is retrieved from controlled file store, after which a new approved version will replace it

2. Introduction

The Purpose of this document is to introduce users to both new and existing functionalities with and features within the 'Correspondence/s' event in the Openeyes™ application. Users will be accessing the correspondences functionality and features via events.
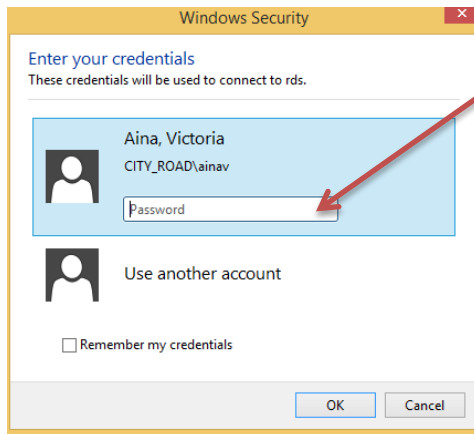
Logging on and Getting Started

The OpenEyes login page is case sensitive.

1. Select the clinical services link within the intranet.

2. Select the grey '**connect**' button situated within the '**Remote Desktop Connection**' box.
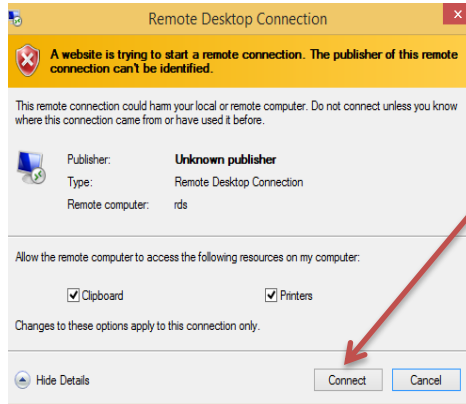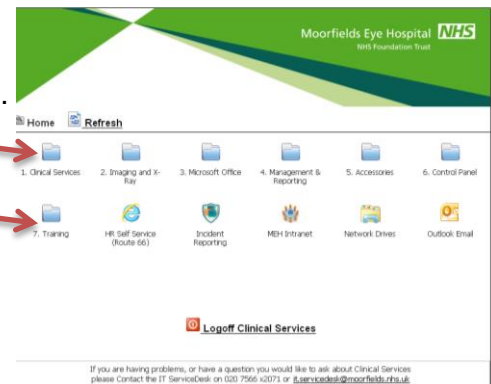

3. Within the '**Window Security**' pop up box enter '**Password**', into the password field.
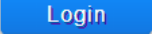

WINDOWS SECURITY POP UP BOX 2

4. Select Clinical services folder (for the live environment).

5. Select the Training folder (Training environment).

6 Launch 'Open **Eyes'** by selecting (double clicking) the '**Openeyes Training**' Icon.
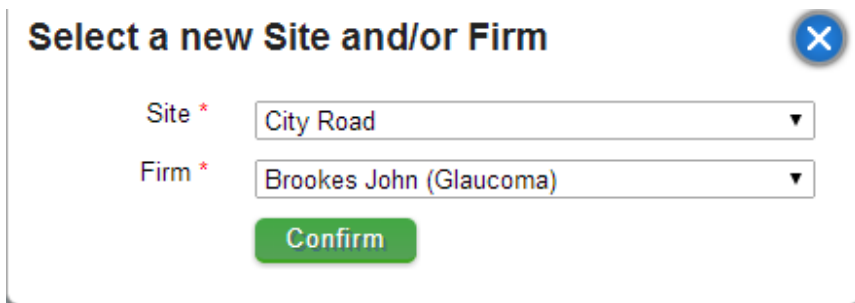
7   Enter Username and Password then select the blue login button [Login].

Searching for a Patient

Scan barcode on notes if scanners present

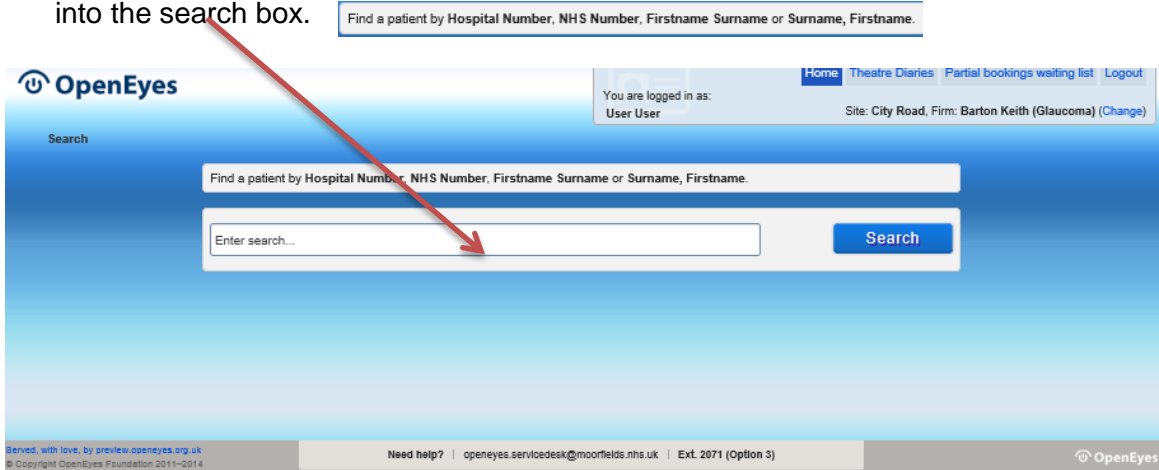1. Select site and/or firm from the pop up box then the green confirm button.

    Select a new Site and/or Firm ⊗

    Site *   City Road ▼

    Firm *   Brookes John (Glaucoma) ▼

    [Confirm]

2. Search for patient by entering one of the following search criteria/s into the search box. Find a patient by Hospital Number, NHS Number, Firstname Surname or Surname, Firstname.

    ⏻ **OpenEyes**

    Home Theatre Diaries Partial bookings waiting list Logout

    You are logged in as:
    User User

    Site: City Road, Firm: Barton Keith (Glaucoma) (Change)

    Search
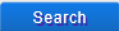
    Find a patient by Hospital Number, NHS Number, Firstname Surname or Surname, Firstname.

    Enter search...   [Search]

    Served, with love, by preview.openeyes.org.uk
    © Copyright OpenEyes Foundation 2011–2014   Need help? | openeyes.servicedesk@moorfields.nhs.uk | Ext. 2071 (Option 3)   ⏻ OpenEyes

3. Then select the [Search] button to open the patient record.

Overview of Summary Page

Demographic details may need to be altered; this action can currently be altered/updated in PAS.

Patient demographics

Patient '**Episode/s**' of care arranged by speciality'

Links takes you to last event recorded.

Patient Clinical Summary and History.

Patient Summary Screen Overview

1. On the right hand side of the main screen under the '**All Episodes**' subheading select the blue '**Create episode/add event**' link.

2. The '**Episodes and Events**' summary screen opens.

The '**Summary Screen**' displays the following information:

*   Overview
*   Principal Diagnoses
*   Refraction
*   CCT
*   IOP
*   Comments
*   Clinic Interval
*   Investigations
*   Visual Field progression and last Visual fields
*   Glaucoma Management Plan extracts
*   Target IOP

Graph of IOP History

Move the bar to view history of data
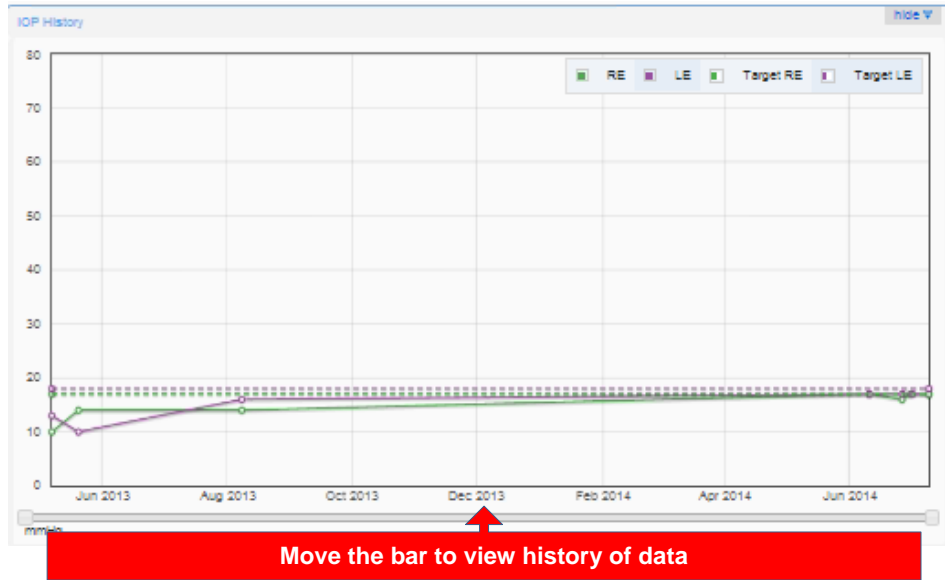
Graph of Visual Acuity History

Move the bar to view history of data
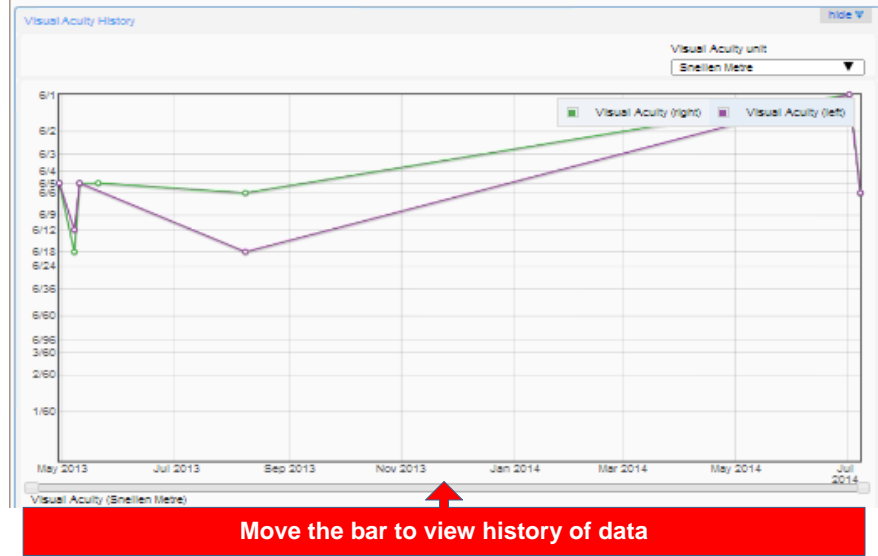
Visual Fields History

Select image to zoom into detail view

Move the bar to view history of data

Episode Details

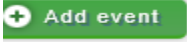| Start Date:	End date:
4 Jun 2014	(still open)
Subspecialty:	Consultant firm:
Glaucoma	Brookes John

Glaucoma: created by *User User* on 4 Jun 2014 at 12:43

Episode Status:

Post-op

View episode details

View episode status

Correspondence

- *All letters must be signed.*

- *Select the correct firm before creating letter.*

1. To the left of the Episodes and Events summary screen select ⊕ **Add event**, to add a patient Event
2. Select the '**Correspondence'** option from the '**Add a new event Window'**

Add a new Glaucoma event

Select event to add to the Glaucoma episode:

- Anaesthetic Satisfaction Audit
- Consent form
- Correspondence
- Examination
- Intravitreal injection
- Laser
- Operation booking
- Operation Note
- Phasing
- Prescription
- Therapy Application
- Visual Fields

3. The '**Correspondence**' area opens

4. Enter appropriate **'Event'** date.
5. The '**Clinic Date**' field prepopulated to display null. Enter appropriate date

6. Select appropriate '**Site**' from the drop down menu.
7. Select appropriate option from '**Recipient'** drop down menu.
8. Select appropriate option from the '**Macro**' drop down menu.
9. *Use template in macros for the selected service, macro date prepopulated with today's date.*
10. Clinic date is prepopulated. *To change click into the date area.*
11. Patient address details (which includes NHS and Hospital Numbers) are shown in the box just below the patient name.
12. Select the appropriate option from the '**Introduction**' drop down menu.
13. Select the appropriate option from the '**Findings**' drop down menu.
14. Select the appropriate option from the '**Diagnosis**' drop down menu.
15. Select the appropriate option from the '**Management**' drop down menu.
16. Select the appropriate option from the '**Drugs**' drop down menu.
17. Select the appropriate option from the '**Outcome**' drop down menu.
18. Within the '**From**' field type the surname of the required staff and then select from list of names populated.
19. Select the appropriate option from the '**CC**' drop down menu.
20. Add any attachments (eg: Xrays or Blood Tests) by selecting the green `Add` button.
21. Select `Print` to print one copy.
22. Select `Print all` to print all letters including copies.

View	Edit			🗑	Print	Print all

23. Select the '**Edit'** tab to make any changes after the document has been saved. *Letters can only be edited by the creator of the document. Letters can only be deleted once the reason*
24. Select the green `Save draft` button to save document as a draft or the `Save and print` button to print and save the document simultaneously.

Create				Cancel	Save draft	Save and print
↗ Correspondence						👤
Event Date:	29 Jul 2014					
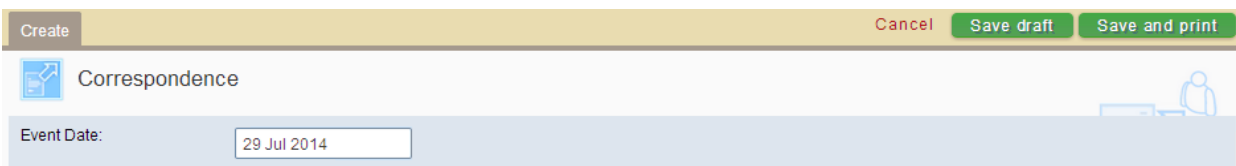
25. Select `Cancel` to discard information that is not required to be saved.
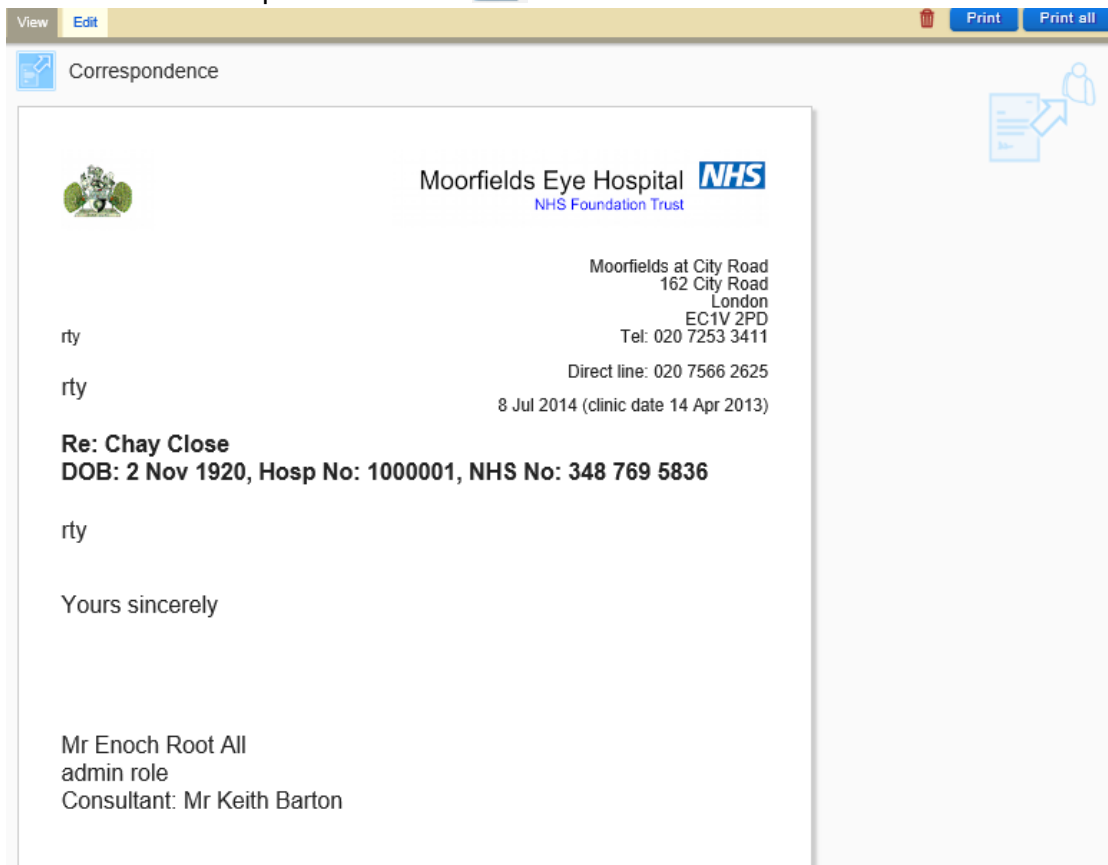
View Correspondences

1. To the left of the Episodes and Events summary screen select the '**Historical Letter'** that is required to be from the appropriate speciality.

2. Select the correspondence Icon besides the desired date to view letter.

3. Select **Print** to print current page.
4. Select **Print all** to print all pages of the document.

Logging Off

1. Select '**Logout**' from the blue tab located top right hand corner of the screen. *This can be seen from any screen within OpenEyes.*