

OpenEyes for Medical Secretaries (User Manual)

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In case of any query please contact OPO team – Ext 4752
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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

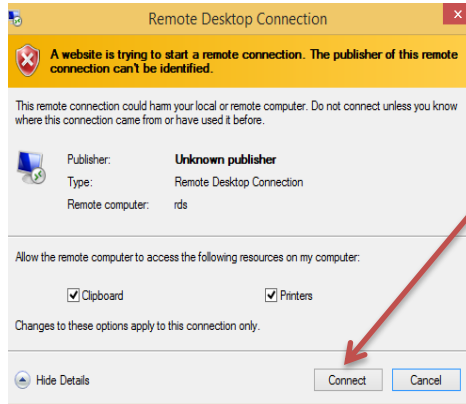
2. Introduction

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.

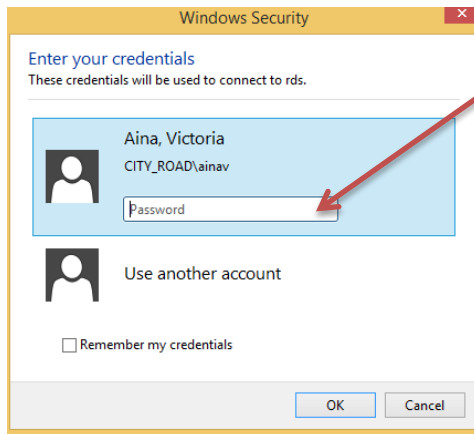
Logging on and Getting Started

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.

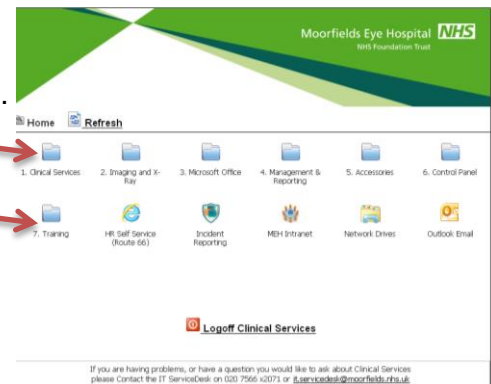


3. Within the 'Windows Security' pop up box enter 'Password', into the password field.



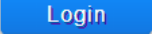
WINDOWS SECURITY POP UP BOX 2

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.

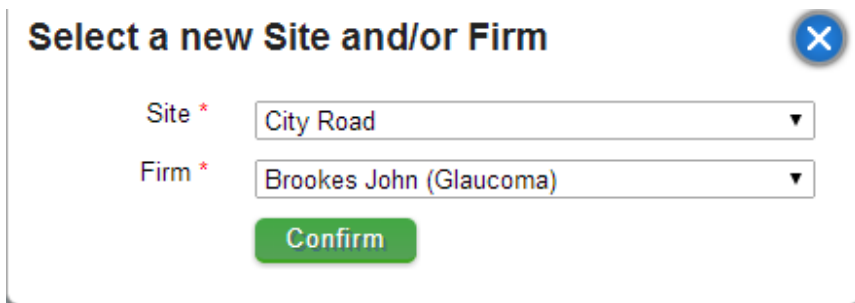



7. Enter Username and Password then select the blue login button .

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.

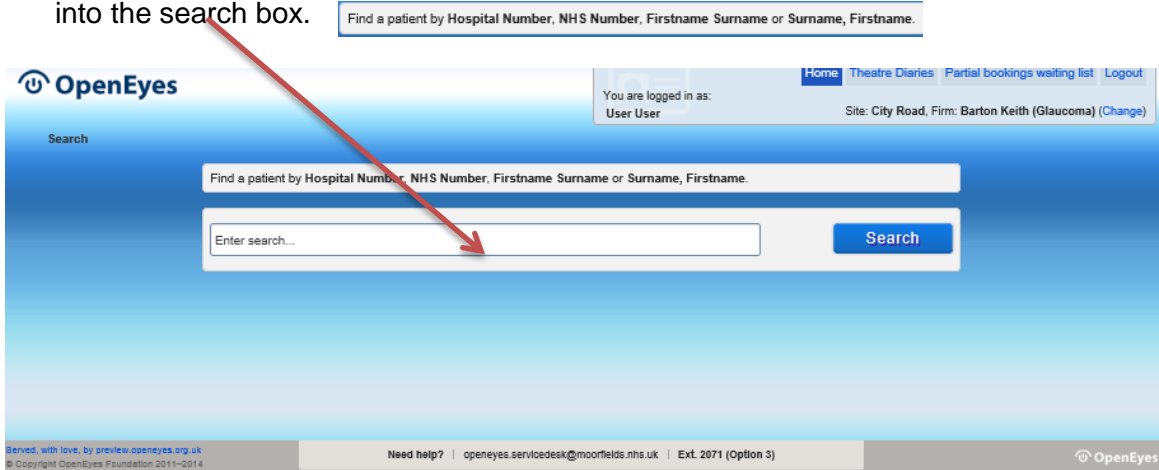


Select a new Site and/or Firm 

Site *

Firm *

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

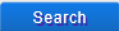
Find a patient by Hospital Number, NHS Number, Firstname Surname or Surname, Firstname.

Enter search...

Served, with love, by [preview.openeyes.org.uk](#)
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Need help? | [openeyes.servicedesk@moorfields.nhs.uk](#) | Ext. 2071 (Option 3)

OpenEyes

3. Then select the  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.

OpenEyes CLOSE Chay (93)
No. 1090001
NHS 348 769 5836

You are logged in as: User User
Site: City Road, Firm: Brookes John (Glaucoma) (Change)

Patient summary

⚠ Patient has no GP practice address, please correct in PAS before printing GP letter.

⚠ Patient is Diabetic - Diabetes mellitus type 1 Patient has allergies - Penicillin, Sulphonamides

Personal Details:

First name(s):	Chay
Last name:	Close
Address:	Unknown
Date of Birth:	2 Nov 1920
Age:	93
Gender:	Female
Ethnic Group:	Unknown

Contact details:

Telephone:	04130 4541610
Email:	Unknown
Next of Kin:	Unknown

General Practitioner:

Name:	Unknown
Practice Address:	Unknown
Practice Telephone:	Unknown

Associated contacts:

Name	Location	Type
Add contact: <input type="text" value="search for contacts"/> <input type="button" value="Staff"/>		

All Episodes open 7 | closed 0

Start Date	End Date	Firm	Subspecialty	Eye	Diagnosis
20 Dec 2011		Abou-Rayyah Yassir	Adnexal	Both	Chalazion
17 Jan 2012		Andrews Richard	Medical Retinal	Left	Malignant melanoma of choroid
14 Apr 2013		Brookes John	Glaucoma	Left	Pigmentary glaucoma
3 Jun 2013		Allan Bruce	Cataract	Left	Aphakia
31 Jul 2013		Allan Bruce	External	No diagnosis	No diagnosis
22 Oct 2013		Aylward Bill	Vitreoretinal	Both	Macular hole
Support Services					
22 Aug 2014		N/A	Support Services	No diagnosis	No diagnosis

Latest Event in Glaucoma - Prescription (17 Apr 2013)

Other ophthalmic diagnoses

Date	Diagnosis	Actions
14 Apr 2013	Right Age related macular degeneration	Remove
14 Apr 2013	Right Low tension glaucoma	Remove
14 Apr 2013	Right Pigment dispersion syndrome	Remove
14 Apr 2013	Right Acute angle-closure glaucoma	Remove
14 Apr 2013	Right Secondary glaucoma	Remove
2014	Right Acute angle-closure glaucoma	Remove

Systemic Diagnoses

Date	Diagnosis	Actions
2013	Diabetes mellitus type 1	Remove
14 Apr 2013	Myocardial infarction	Remove
14 Apr 2013	Marfan's syndrome	Remove
14 Apr 2013	Marfan's syndrome	Remove

Previous ophthalmic surgery

Date	Operation	Actions
16 Oct 2013	Right Cataract surgery	Edit Remove

Medication

Current

Medication	Acetazolamide 250mg tablets
Administration	1 tablet(s) PO qid
Date	22 Aug 2014 -
Actions	Edit Stop Delete
Adherence	Not Recorded
Comments	Not Recorded
Actions	Edit

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.

All Episodes						open 1 closed 0
Start Date	End Date	Firm	Subspecialty	Eye	Diagnosis	
Ophthalmology						
24 Jun 2014		Brookes John	Glaucoma	No diagnosis	No diagnosis	

[Create episode / add event](#)

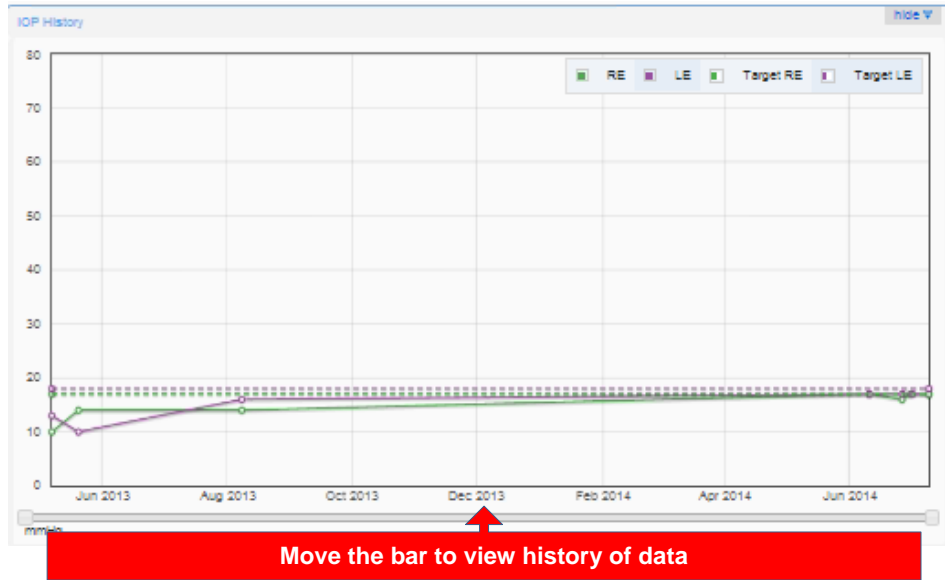
2. The 'Episodes and Events' summary screen opens.

Summary	
Glaucoma	
Overview	
Male, 44, CVI status: Sight Impaired, Driving status: No longer drives	
Principal diagnosis:	
Primary angle-closure glaucoma	
Principal eye:	
Right	
Refraction	
0.00/0.00 @ 175° Ophthalmologist	0.00/0.00 @ 0° Auto-refraction
CCT	
Not recorded	Not recorded
IOP1	
10 mmHg	13 mmHg
Glaucoma Management Plan	
Clinio Internal	12 months
Photo	12 months
OCT	12 months
Visual Fields	12 months
Gonio	Not required
HRT	12 months

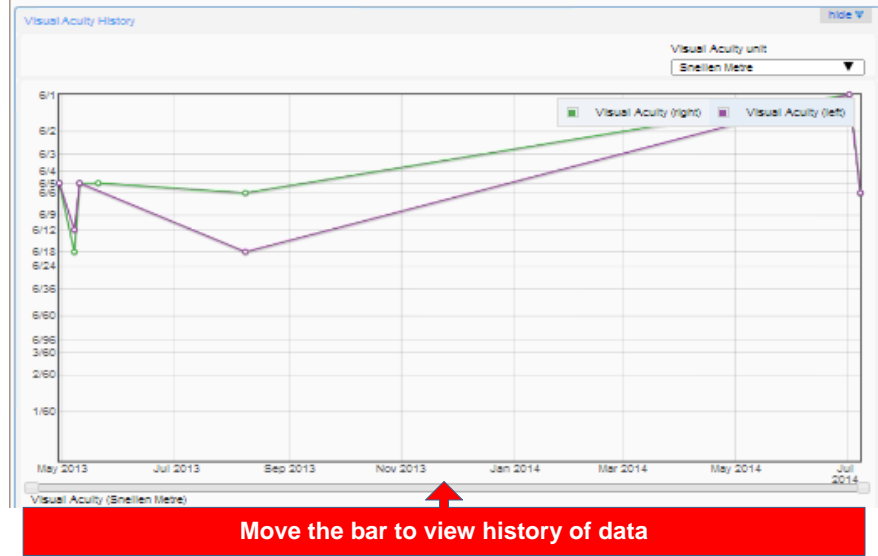
The 'Summary Screen' displays the following information:

- 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



Graph of Visual Acuity History



Visual Fields History

Visual Fields History

Select image to zoom into detail view

Move the bar to view history of data

Date	12 Dec 1987 14:36:00	Date	12 Dec 1987 14:22:56
Strategy	Full-Threshold	Strategy	Full-Threshold
Test Name	S S-24-2 Thr	Test Name	S S-24-2 Thr

Episode Details

Start Date: 4 Jun 2014

End date: (still open)

Subspecialty: Glaucoma

Consultant firm: Brookes John

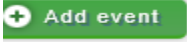
Glaucoma: created by User User on 4 Jun 2014 at 12:43

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 , 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

Create Cancel Save draft Save and print

Correspondence

Event Date: 29 Jul 2014

Letter

Moorfields at City Road

- Recipient -

- Macro - 15 Dec 2014

Clinic Date:

Direct line: 020 7566 2087

Direct fax:

Nickname

Chay Close, DOB: 2 Nov 1920, Hosp No: 1000001, NHS No: 348 769 5836

- Introduction -

- Findings -

- Diagnosis -

- Management -

- Drugs -

- Outcome -

This 33 year old woman was discharged from hospital today.

- Diagnosis: mixed diabetic maculopathy
- Operation: Right Biopsy of iris
- Prescription: Chloramphenicol 0.5% eye drops, 1 drop(s) qid Eye (Right) for 7 days
Chloramphenicol 0.5% eye drops, 1 drop(s) qid Eye (Right) for 7 days
Dexamethasone 0.1% eye drops, 1 drop(s) qid Eye (Right) for 1 month
Cyclopentolate 1% eye drops, 1 drop(s) qid Eye (Right) for 7 days

No GP action is required. The patient has been advised of the importance of taking their topical medication. [Pro] has been given an appointment for post-operative review in 2 weeks time.

From: type to search for users

Yours sincerely

Mr Test User
user role
Consultant: Dr Adnan Tufail

- Cc -

Patient: Mrs Kathryn Howard, 49 Trueman Avenue, Abbots Ripton, QY12 8UN
Mrs Smith, 11 Hill Road, London

Enclosures: xray Remove
blood tests Remove

Add

View Edit Print Print all

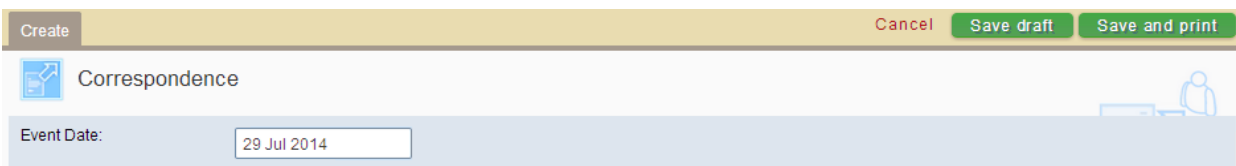
4. Enter appropriate 'Event' date.

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.



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.



25. Select **Cancel** to discard information that is not required to be saved.

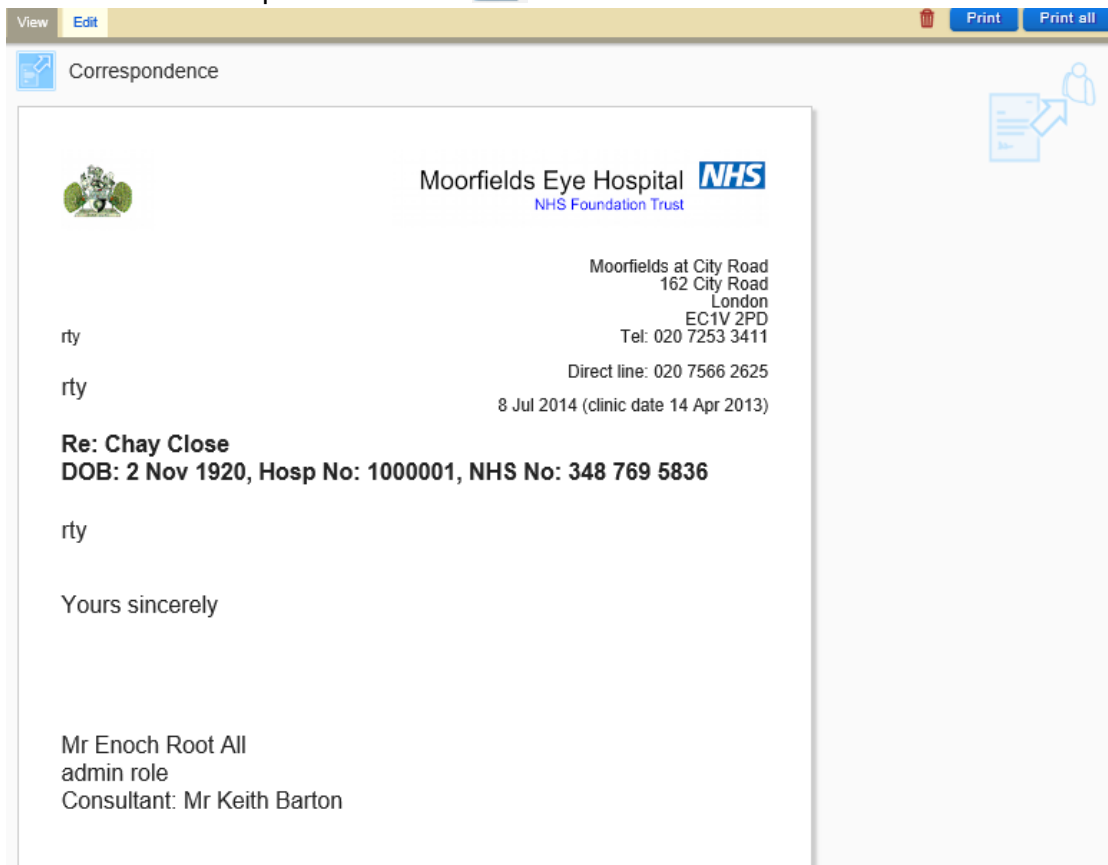
View Correspondences

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




14 Apr 2013
Glaucoma
Episode Summary
+ Add event
✓ 14 Apr 2013
✗ 17 Apr 2013
+ 17 Apr 2013
↗ 8 Jul 2014
✗ 24 Sep 2014

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



View Edit Print Print all

Correspondence

 Moorfields Eye Hospital **NHS**
NHS Foundation Trust

Moorfields at City Road
162 City Road
London
EC1V 2PD
Tel: 020 7253 3411

Direct line: 020 7566 2625
8 Jul 2014 (clinic date 14 Apr 2013)

Re: Chay Close
DOB: 2 Nov 1920, Hosp No: 1000001, NHS No: 348 769 5836

Yours sincerely

Mr Enoch Root All
admin role
Consultant: Mr Keith Barton

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.*

