



## Mini Manual

### ED Observation Ward

1. Record Allergies
2. Creating a Favourites Folder for Allergies including a Reaction

Support available:

Please contact your local Champion User

Service Desk:

Tel: 01225 82 5444

Email: [ruh-tr.ITServiceDesk@nhs.net](mailto:ruh-tr.ITServiceDesk@nhs.net)



Bringing it all together

## Record Allergies

### 1 Record an Allergy

- Step 1.** Log into PowerChart.
- Step 2.** Access the patient record from your Patient List or PAL.
- Step 3.** Any Allergies which have been previously recorded are immediately available to view in the banner bar at the top of the screen.

**Note:** The banner will contain the "Allergies: Allergies Not Recorded" if no Allergies have been recorded.

**Note:** If the patient has been asked about Allergies and reported that they don't have any the banner will display "Allergies:No Known Allergies".

**Step 4.** Select Allergies from the Sidebar menu and the Allergies pane will populate.

**Note:** If "No Known Allergies" has been recorded previously the Allergies pane will populate with "NKA".

**Step 5.** Click on the "Add"  icon. The screen where you can enter the details of the Allergy appears.

**Step 6.** In the lower panel you will find an Allergies folder with the most relevant allergies to ED contained within it.


**Step 7.** Select on the relevant Folder and a list of relevant allergies displays.




**Step 8.** Double click on the allergy to select it and the allergy populates the pane above.

**Note:** All other fields are optional so you can click the OK button to add just this one allergy or OK & Add New to add another at this stage.

**Step 9.** Enter the patient's reaction or part of reaction (for example, **Vomiting**) in the **Reaction(s)** field.

## Record Allergies

- Step 10.** Click the **Binoculars**  icon and the **Reaction Search** dialog is displayed.
- Step 11.** Select the appropriate reaction and click the "OK" button.
- Step 12.** The **Reaction Search** dialog closes and the recorded reaction is displayed in the **Allergies** pane.

**Note:** The  icon indicates that the reaction was entered as free text, a  icon indicates that the **Binoculars**  icon was used to enter the reaction.

**Step 13.** If known, add any additional allergy information (for example, severity or date of onset) to the options in the **Allergy details** section of the **Substance** pane.

To add comments, click **Add comment**. The Comments dialog opens.

**Step 14.** Enter the required text in the **Comments** dialog then click **OK** button.

**Step 15.** The **Comments** dialog closes.






**Note:** The recorded comments are displayed in the **Comments** pane.

**Step 16.** Click the **OK** button and the screen returns to the Allergies pane with the allergy added.

**Result:** The Allergy has been added using the ED Allergies folder.

## Create a Favourites Folder

### 2 Create a Favourites Folder

- Step 1.** Log into PowerChart.
- Step 2.** Access the patient record from your Patient List or PAL
- Step 3.** Select Allergies from the Sidebar menu and the Allergies pane will populate.
- Step 4.** Click on the “Add”  icon. The screen where you can enter the details of the Allergy appears.
- Step 5.** Type the name or part of the name of the substance to which the patient reacts (for example, **Warfarin**) in the **Substance** field.
- Step 6.** Click the **Binoculars**  icon.
- Step 7.** The **Substance Search** dialog opens, displaying a list of the drugs containing the word search term.
- Step 8.** Select an appropriate substance (for example, **Warfarin**) from the list.
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- Note:** To add a regularly used **substance** to your favourites folder, click the **Add to Favourites**  button. If not adding to a favourites folder go to step 14.
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- Step 9.** The Folder Maintenance Dialogue opens.
- Step 10.** To create a new folder click the “Create Folder”  button.
- Step 11.** Name your new folder appropriately by clicking on the “New Folder”  icon and typing a new name e.g. “Medicines”.
- Step 12.** Click the “OK” button”.
- Step 13.** You are returned to the “Substance Search” window.
- Step 14.** Click the “OK” button.


## Create a Favourites Folder

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**Note:** All other fields are optional so you can click the OK button to add just this one allergy or OK & Add New to add another at this stage.

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**Step 15.** Enter the patient’s reaction or part of reaction (for example, **Vomiting**) in the **Reaction(s)** field.

**Step 16.** Click the **Binoculars**  icon and the **Reaction Search** dialog is displayed.

**Step 17.** Select the appropriate reaction and click the “OK” button.




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**Note:** You can create a Favourites folder for Reactions in the same way that you did for the Allergy.

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**Step 18.** The **Reaction Search** dialog closes and the recorded reaction is displayed in the **Allergies** pane.

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**Note:** The  icon indicates that the reaction was entered as free text, a  icon indicates that the **Binoculars**  icon was used to enter the reaction.

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**Step 19.** If known, add any additional allergy information (for example, severity or date of onset) to the options in the **Allergy details** section of the **Substance** pane.

**Step 20.** To add comments, click **Add comment**. The Comments dialog opens.

**Step 21.** Enter the required text in the **Comments** dialog then click **OK** button.

**Step 22.** The **Comments** dialog closes.

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**Note:** The recorded comments are displayed in the **Comments** pane.

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**Step 23.** Click the **OK** button and the screen returns to the

## Create a Favourites Folder

Allergies pane with the allergy added.

**Result:** The Allergy is added to the record and will be available in your favourites folder the next time a patient has the same one.

### Business Rules