



## InPatients

# Allergies, Alerts and Discharge Summaries

1. Allergies
2. Alerts
3. Discharge Summary

Support available:

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Bringing it all together

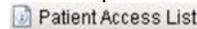
## Allergies

### 1 Recording No Known Allergies

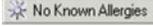
**Note:** On Patient Activity List the following symbols are used for allergies

-  current allergy
-  no known allergies
-  no allergy information recorded

**Step 1.** Open PowerChart,  search for and select the relevant patient record using PAL



**Step 2.** Select Allergies  from the Side Bar menu.

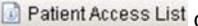
**Step 3.** Click No Known Allergies 

**Note:** If the patient has any current allergies recorded this function will not be available. You will need to cancel existing allergies first

**Step 4.** In the Allergies pane record any additional information as required. Click OK.

**Result:** The Patient Banner Bar displays , **Allergies: Allergies Not Recorded** and the **Patient Access List** and **Patient List** are updated

### 1 Recording Allergies

**Step 1.** Within PowerChart  on PAL  double click on required patient name. Patient Record will open

**Step 2.** Select  from the Side Bar menu

**Step 3.** Select 

**Step 4.** EITHER enter the Allergies in the Search field and use Binoculars  & select appropriate Snomed code and select 

Or use Favourites. Click on  for your favourites

Or  to access Trust defined Common Allergies Double click on the required allergy

## Allergies

**Step 5.** Complete Reaction (using search or folders/favourite as above)

**Step 6.** Complete other mandatory fields that will be useful to your colleagues (e.g. severity etc)

**Step 7.** Click OK.

**Result:** The allergy is added to the patient record.

### 1 To modify an allergy

**Step 1.** In Patient Record Select  from the Side Bar menu. Right Click on the Allergy , from the dialogue box select **Modify**

**Step 2.** Amend the details as required Click OK.

### 1 To cancel an allergy

**Step 1.** Right Click on the Allergy , from the dialogue box select **Modify**

**Step 2.** Within the **Status** field select "Resolved" if the allergy is no longer affecting the patient and "Cancelled" if it was added in error etc (for cancelled you must also give a reason) Click OK

**Result:** The Allergy is updated and the status set to "inactive" i.e. removed from the "active" list.

## Alerts

### 2 Recording An Alert

**Step 1.** Open PowerChart,  search for and select the relevant patient record using  **Patient Access List**

**Step 2.** Select  from the Side Bar Menu

**Note:** The problems pane is used for recording alerts (as well as clinical problems). **What makes a problem an alert is selecting a flag in the classification field** (e.g. patient preference flag)

**Step 3.** Select  **Add** in the Problems Pane

**Step 4.** Click on the  **Folders** icon (note **user must only use Alerts in the Trust Folder**). Double click on the required allergy

**Step 5.** Select the appropriate Flag from the **Classification Field**

**Step 6.** Complete other mandatory fields that will be useful to your colleagues (e.g. Age of Onset etc.) and Click **OK**

**Result:** The problem details are displayed in the Problem pane of the Problems and Diagnoses tab. The type of Alert will also be displayed in the Patient Access List

### 2 To update an Alert

**Step 1.** **Right-click** the existing alert then select **Modify Problem** from the context menu.

**Step 2.** Modify or add to the data as required (for example, modify the Onset Date).

**Step 3.** When all modifications have been completed, click **OK**.

**Result:** The Problems pane is updated to include the modified data.

### 2 To cancel an Alert

**Step 1.** **Right-click** the existing alert then select **Modify Problem** from the context menu.

**Step 2.** Select "Cancelled", "inactive" or resolved" in the status drop down in the Status field (if cancelled is selected a reason must be given) Click OK

**Result:** The Problem has been removed from the Active record.

## Discharge Summary

### 3 Nurses Contribution to the Discharge Summary

**Scenario:** Nurses will now be adding nursing needs (e.g. Suture removal, redressing) to the discharge summary  
Any Doctor, Nurse, or AHP can create and sign a Discharge summary but only the doctor can finalise it.

**Step 1.** To create a new Discharge Summary select Patient on the PAL  **Patient Access List**, to open the patient record. Select the  **Documentation** tab from the side bar menu

**Step 2.** A list of current documentation will appear in the documentation

**Step 3.** Check Discharge Summary does not already exist (i.e. is already in the list).

**Step 4.** If it does, it can be modified by clicking on the discharge summary press  **Modify** button. Select  **Correct Document** and OK go to step 7.

**Step 5.** If the document does not exist click the Add  icon to create one.

**Step 6.** Select **Discharge Summary** from the **Type** dropdown list. Search for "RUH" in **search field** and select **RUH Discharge Summary** click OK

**Step 7.** The system will generate the discharge summary – click OK (you can use the tick list to omit/include sections click OK)

**Step 8.** Use the list on the RHS to navigate within the document e.g. for nursing – Basic Information / Nursing Information (clicking the  icon)

**Step 9.** Click on **No Nursing needs** or the **M** to open up macros to record nursing needs, complete nursing needs by typing in any requirements for the practice nurse etc. and click OK

**Step 10.** Sign  at the bottom on screen

**Result:** When the discharge summary has been signed (by anyone, finalised (by a doctor) and the patient discharged from the system. The discharge summary will be sent electronically to the GP practice

## Discharge Summary

### 4 Printing to the Discharge Summary

**Step 1.** Within the patient record select the  **Documentation** tab from the side bar menu

**Step 2.** Click on the discharge summary to select it

**Step 3.** The system will display the document in the right hand pane

**Step 4.** Use the  **Print** icon to print the document.

**Note:** TTAs  
A list of TTAs will now accompany the TTA bag from pharmacy  
Use this list to sign that TTAs have been given to the patients and file copy in patient notes