Royal United Hospital Bath NHS
NHS Trust

ED Doctors

Allergies and Alerts

Key Business Rules

1. **All Allergies and Alerts to be entered in Millennium in the relevant tabs of the patient record.**

Support available:

Please contact your local Champion User

Service Desk:

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RUH

CERNER

BT Bringing it all together

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Recording an Allergy

Recording an Allergy

Step 1. Within ***PowerChart,*** open the patient's record.

Note: Any previously recorded Allergies can be viewed in the patient banner bar.

Step 2. Select **Allergies** from the Side Bar menu - the Allergies window displays.

Step 3. Click **Add** [+ Add]

Step 4. Select the appropriate Allergy from the Trust Allergies folder (or favourites folder if created) or type the name or part of the name of the substance in the **Substance** field and click the **Binoculars** icon.

Step 5. Select an appropriate substance from the list in the **Substance Search** dialog and click **OK**

Note: Choose the most specific allergy. To add a regularly used substance to a personal favourites folder, click the **Add to Favourites** button.

Step 6. Click **OK**

Step 7. The Substance Search dialog closes and the selected substance appears in the **Substance** field.

Step 8. Enter the patient's **Reaction** in the same way as the substance.

Step 9. If known, add any additional allergy information for example, **severity** or **info source**.

Step 10. To add comments, click **Add Comment** [Add Comment]

Step 11. Enter the required text in the **Comments** dialog then click **OK**

Step 12. The Comments dialog closes.

Step 13. Click **OK** when all details have been completed.

Result: The Allergy has been added to the patient record.

Creating a Favourites Folder

Create a Favourites Folder for Allergies

Step 1. Open the relevant patient record.

Step 1. Select **Allergies** from the Side Bar menu

Step 2. Click the **Add** [+ Add] icon.

Step 3. Type the name or part of the name of the substance in the **Substance** field and click the **Binoculars** icon.

Step 4. Select the appropriate Allergy from the list and click **Add to Favourites** [Add to Favourites]

Step 5. Click **Create Folder** [Create Folder]

Step 6. Type in a name for the folder.

Step 7. Then select the new folder and click **OK**

Step 8. Continue to add the Allergy to the patient record as normal.

Result: A personal favourites folder has been created for Allergies, an Allergy added to it and also to the patient record.

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Modify / Cancel an Allergy

Modify an Allergy

Step 1. Within ***PowerChart***, open the relevant patient record and select **Allergies** from the Side Bar menu.

Step 2. Select the Allergy to be modified and click the **Modify** Modify icon.

Note: You can also **Right-Click** the relevant Allergy and select **Modify** from the Context menu.

Step 3. Make any appropriate changes to fields, e.g. **Reaction**, **Severity**, **Info Source** or **Comments**.

Step 4. Click **OK**.

Step 5. Click **Refresh**.

Result: The Allergy has been modified.

Cancel an Allergy

Step 1. Within ***PowerChart***, open the relevant patient record and select **Allergies** from the Side Bar menu.

Step 2. Select the Allergy to be Cancelled and click the **Modify** Modify icon.

Note: You can also **Right-Click** the relevant Allergy and select **Modify** from the Context menu.

Step 3. Change the **Status** to **Cancelled** and select the appropriate **Cancel Reason**.

Step 4. Click **OK**.

Step 5. Click **Refresh**.

Result: The Allergy has been removed from the Active Display.

Record / Modify / Cancel an Alert

Record an Alert

Step 1. Within ***PowerChart*** PowerChart open the patient's record and select **Problems and Diagnoses** from the Side Bar menu.

Step 2. In the **Problem** pane click the **Add** Add icon

Step 3. Select the Trust Folder of **Alerts** Folders

Step 4. Double click to select the appropriate Alert. It will populate the upper pane.

Note: The Infection Control Nurse will add Alerts for all New Infections that require alerts.

Step 5. Select the appropriate Alert **Confirmation**, **Classification** and **Status**

Note: The **Classification** must be selected to something other than **No Flag** to ensure it is an Alert. The **Status** defaults to **Active**

Step 6. Complete any further fields as necessary including any relevant comments in the Comments field.

Step 7. Click **OK** if only adding one alert or **OK & Add New** if adding another.

Step 8. Click **Refresh**.

Result: The screen returns to the **Problems and Diagnoses** pane where the Alert is displayed.

Modify / Cancel an Alert

Step 1. Within ***PowerChart***, open the relevant patient record and select **Problems and Diagnoses** from the Side Bar menu.

Step 2. Select the Alert to be modified / cancelled and click the **Modify** Modify icon.

Note: You can also **Right-Click** the relevant Allergy and select **Modify** from the Context menu.

View Allergies / Alerts in the PAL

Step 3. Change the **Status** as appropriate.

Note: If the **Status** is changed to **Cancelled** then a **Cancel Reason** must be selected from the drop down box.

Step 4. Click **OK**.

Step 5. Click **Refresh**.

View Allergies & Alerts in the Patient Access List (PAL)

Step 1. Access the **Patient Access List (PAL)** Patient Access List from the top toolbar.

Step 2. **Alerts** and **Allergies** can be found in the second column.

- The icon indicates an allergy has been recorded
- The icon indicates that allergies have not been recorded
- The icon indicates there are no known allergies

Step 3. Double-click on the patient name to access the patient record and then select either **Allergies** or **Problems and Diagnoses** to view details.