



## 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

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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** 

**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** 

**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** 

**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

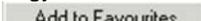
### Create a Favourites Folder for Allergies

**Step 1.** Open the relevant patient record.

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

**Step 2.** Click the **Add** 

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

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

**Step 5.** Click **Create Folder** 

**Step 6.** Type in a name for the folder.

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

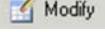
**Step 8.** Continue to add the Allergy to the patient record as normal.

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

## 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**  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**.

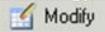
**Step 4.** Click **OK**.

**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**  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** , open the patient's record and select **Problems and Diagnoses** from the Side Bar menu.

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

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

**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**  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)**  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.