



Mini Manual

Pre-assessment – Comorbidities, Allergies, and Alerts

1. Add comorbidities
2. Add an allergy
3. Add an alert using problems

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RUH



Bringing it all together

Comorbidities, Allergies and Alerts

1. Add comorbidities

- Step 1.** Within the patient's record click on **Problems and Diagnosis**.
- Step 2.** Click the **Add** button and the comorbidities folders can be viewed in the lower half of the screen.
- Step 3.** Click on the **general** folder and view the problems.
- Step 4.** Double click on **Smoker**.
- Step 5.** Click on the **OK** button.
- Step 6.** The problem smoking has been added to the patient's record.

2. Add an allergy

- Step 1.** Right click on the patient's name and click on **Open Record** and then click on **Allergies**.
- Step 2.** Click the **Add** button.
- Step 3.** In the **Substance** input box type the beginning of the allergy name eg Penicillin.
- Step 4.** Click the **Binoculars** icon.
- Step 5.** The **Substance Search** window opens displaying a list of the substances containing the search term.
- Step 6.** Click on the first Penicillin line and it will be highlighted in **blue**.

Note: To add a **substance** used regularly to

Comorbidities, Allergies and Alerts

your favourites folder click the **Add to Favourites** button.

- Step 7.** Click the **OK** button.
- Step 8.** In the **Reaction(s)** box type the beginning of the reaction name eg Vomiting.
- Step 9.** Click the **Binoculars** icon.
- Step 10.** Click on the Search dropdown in the **Reaction Search** window and click on **Contains**.
- Step 11.** Click the **Search by Name** button.
- Step 12.** In the list of reactions click Acute vomiting.
- Step 13.** Click the **OK** button.

Note: The **hand** icon indicates that the reaction was entered as free text. The **key** icon indicates that the **Binoculars** icon have been used to enter the reaction.

- Step 14.** Click on the dropdown next to **Severity** and click on an option eg Moderate.
- Step 15.** Click on the dropdown next to **Info source** and click on an option eg Patient.
- Step 16.** Type in the age at which the allergy started if known in the **At** input box.
- Step 17.** Click the **Add Comment** button to type in the comments required.
- Step 18.** Click the **OK** button.

Note: The allergy can also be viewed in the Appointment Book diary view.

3. Add an alert using problems

Step 1. Within the patient's record click on **Open Record** and then click on **Problems and Diagnosis**.

Step 2.

Note: The **Diagnosis** pane is used for recording diagnoses that will be treated in the current admission/encounter. The **Problems** pane is used for the recording of comorbidities, on-going health issues and alerts that are deemed significant to the care of the patient or care professionals providing care to that patient.

Step 3. To record an alert click on the **Add** button.

Step 4. Type the name of the problem in to the Problem field eg **Interpreter needed**. Click the **Binoculars** icon.

Step 5. In the **Problem Search** window click the correct problem eg **Interpreter needed**.

Step 6. Click the **OK** button.

Note: To add a regularly used **alert** to your favourites folder click the **Add to Favourites** button.

Step 7. Either enter the age of onset in the **At** field or the appropriate date in the **Onset Date** field.

Step 8. Either enter the age of onset in the **At** field or the appropriate date in the **Onset Date** field.

Note: The Confirmation field will be automatically set to Confirmed. When the File to Past Medical History check-box has been checked, the problem will be saved to the Histories section of the patient's record.

Step 9. Click on the downward arrow next to the **Classification** field and click on **Interpreter Required**. It is the classification which denotes if the problem is an alert.

Step 10. Type in comments in the **Comments** box as required.

Step 11. Click the **OK** button.

Note: Problems can be modified and removed by right clicking on the problem and clicking on **Modify Problem** or **Remove Problem**.

Result: The problem has been added to the patient's record.

Business Rules