

Creating A New Patient Health Care Record

In this session all the techniques needed to create a file for a new patient will be discussed.

We assume that you have not yet started HEALTHone™ for this session, if you have go straight onto *Creating A New Health Care Record* below.

Starting the Program and Logging In

Start the HEALTHone™ program and login.

- HEALTHone™ opens and the Patient selector window appears.

If you are unsure about starting HEALTHone™ and logging in refer back to the beginning of the *Getting Around* session.

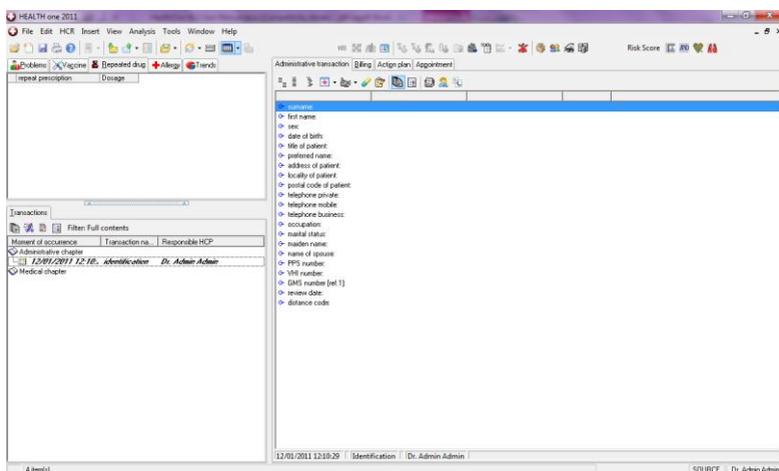
Creating a new Health Care Record

This can be done directly from the Patient Selector Window:

1) Click once on the **New** icon at the bottom of the window.



- You are about to create the first transaction in this patient's file, this is always the "Patient Identification" transaction.
- New Patient HCR created and the Patient Identification Items, surname:, first name:, sex: and date of birth: automatically appear in the Item Panel.



Minimum Administration Items

The patient attributes list appears in the first transaction of the administration section.

The four items **surname**:, **first name**:, **sex**: and **date of birth**: are the minimum needed to create a new patient file.

1. Ensure that the **surname**: item is highlighted. Press the **Return** key.
 - The 'surname:' item opens ready for editing.
2. Type: **Tennant**; Press the **Return** key.
 - The 'surname:' item only requires a single line of text and automatically closes when the RETURN key is pressed.
 - The highlight automatically moves on to the next item in the list.
3. Press **Return** to open the **first name**: item. Type: **Sarah**

Press the **Return** key.

4. Press **Return** again to open the **sex:** item.

Restricted Response List

The possible responses to the **sex:** item are limited. For items like this HEALTHone™ will often present a list of possible terms. To complete this item, you can:

- Use the cursor keys.
- Type the first letter of the response, i.e. M male or F female
- Click on the down arrow to the right of the response box to display the list and select your answer by clicking on it with the mouse.

Experiment with all of the above techniques. Select the response female. Press **Return** the 'sex:' item closes and highlight moves onto the next item. Press **Return**. Type carefully: **12071972** for the date of birth.

5. Press the **Backspace** key () to delete the **2** of **1972** and type a **0**

Press **Return** to complete the item.

- The minimum items are now completed.

Date Problem ? See the information box on the next page



Date Format – 2 digits for the year not 4

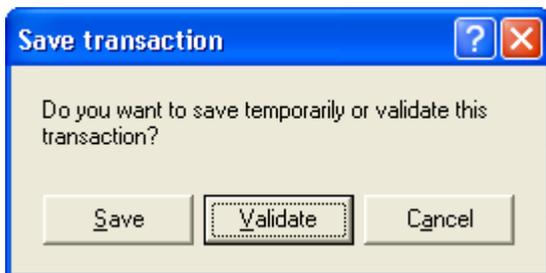
HEALTHone™ obtains its date format from your Windows Regional Settings. If HEALTHone™ only accepts 2 digits for the year select your date settings via **START / Settings / Control Panel / Regional Settings / Date** and change the *Short Date* style as

Short date: [text box]
Short date sample: 08/11/2000
Short date style: dd/MM/yyyy
Date separator: /

6. Enter in any other attributes required for the patient. They can be entered at a later stage.

Saving the new Health Care Record

- 1) Click on the 'Save' button on the HEALTHone™ Toolbar at the top of the screen,
 - Dialogue box appears:



Select **Save**.

The new patient file has been saved to disk and remains open for further editing if required.

Notice that the HEALTHone™ information Bar now displays Sarah's Name, Date of Birth, Sex and Age.

Closing the Health Care Record

Select **Close HCR** on the File Menu.

- Sarah's file now closes

Exiting HEALTHone™

Select **Exit** on the File Menu. Answer **Yes** when prompted.

- HEALTHone™ closes and the desktop reappears.

Summary Guide

1. Create a new patient HCR in the patient selector window. When the patient selector window is open, click on the **NEW** button.
2. Create a new patient from the main menu. Select the menu sequence: **File / New / HCR** or click on the **NEW** button on the HEALTHone™ toolbar and select **HCR** or press: **Ctrl + N**
3. Save a patient file. Select menu sequence: **File / Save** or click on the **SAVE** tool on the HEALTHone™ toolbar or press: **Ctrl + S**
4. To delete an item - Select the item to be deleted and press the **DEL** key. Answer **YES** when prompted.
5. To delete a transaction - If the transaction has not been validated, simply select it and press the **DEL** key. Answer **YES** when prompted. If the transaction has been validated, the technique is the same, except the transaction will be **marked** as deleted and hidden within the transaction list but **NOT** physically removed from the patient's file.
6. To delete a patient's file. Open the patient selector window and select the patient concerned. Now click on the **DELETE** button. Answer **YES** when prompted.

Own Notes