

HEALTHone™

Getting Around

Getting Around

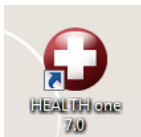
Session One introduced the Health Care Record and terminology used in HEALTHone™.

In this session we will introduce you to one of our patients: John Test, and learn the techniques and methods required to use HEALTHone™ and find your way around the program.

Starting The Program

Double click it to start HEALTHone™

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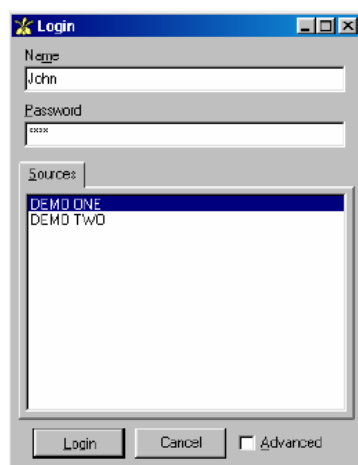


HEALTHone™ has a built in security system that requires the user to identify themselves by name and password to gain access to the program. This information is entered in the LOGIN window illustrated opposite.

If your practice has more than one source click on the one you wish to open.

Usually you would type your name in the **Name** box, for now just type **John**

Click on the **Password** box and type your code. In our example type: **1111**



Note: **HEALTHone™** is case sensitive when letters are used in a password.

See the Specific Tasks subjects in the Practice Management Section to find out how to change your password.

Click on the **Login** button.

If the Name and Password you entered were correct **HEALTHone™** allows access and the Patient Selector Window appears next.



Unsuccessful Login

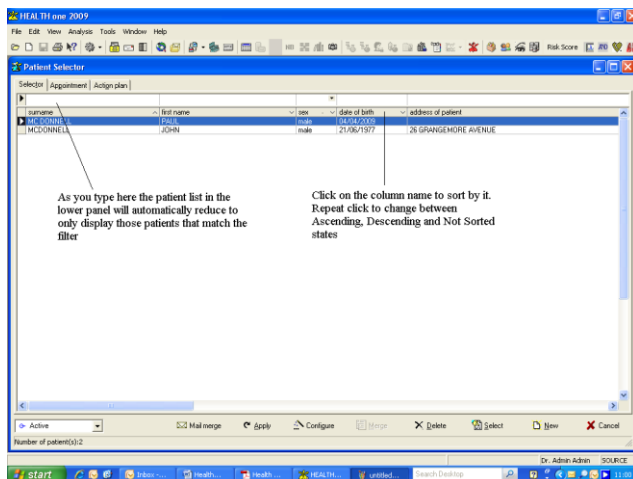
If either the name or password you entered were incorrect the message **Invalid Login Name** or **Invalid Password** (whichever is relevant) will appear. Correct the error and click the Login Button again.

Note: After three unsuccessful login attempts HEALTHone™ will automatically close and you will need to go back and repeat the **Starting the Program** exercise on the previous page.

The Patient Selector Window

Selecting a particular patient Health Care Record (HCR) is easy in HEALTHone™. The Patient Selector Window has dynamic filters that immediately reduce the patient list to only those that match the filter.

HEALTHone™ is initially configured to filter by **Surname**, **First Name**, **Date of Birth** or any combination of these, however; additional filters can be added if required (see *Adding Additional Columns* later in this session)



Patient Selector Window

Sorting the Patient List

Each column of information in the patient selector can be used as the basis for sorting the patient list. Clicking on a column name will cause HEALTHone™ to sort on its content.

Each column can have one of three states – marked by an arrow or its absence.

Not sorted	surname
Sorted in ascending order	surname ^
Sorted in descending order	surname v



HEALTHone™ initially only allows sorting by one column at a time, however, you can sort by multiple columns by clicking on the **Configure** icon at the bottom of the patient selector window and selecting the **Options** tab. Now select the **Sort on several columns** option by clicking on its radio button. Click **Validate** to close the Configure Window.

- 1) Experiment by clicking on the Surname column heading

If initially unsorted the patient list now sorts into ascending surname order

- 2) Repeat click on the Surname column heading

Patient list sorts into descending Surname order

- 3) Repeat click on the Surname column heading

Patient list returns to unsorted state.

Adding Additional Columns

Adding Additional Columns

HEALTHone™ has a variety of information columns which can be displayed in the patient selector window, such as patient address, telephone number etc. It is also useful to see the patients GMS number. Additional columns are displayed by adding them to the patient selector.

As soon as a column is added it can be used both as a filter (by typing in the box above the column name) and a means of sorting the patient list.

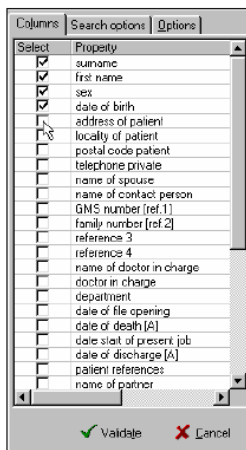
Click on **Configure** button at the bottom of the Patient Selector Window

Click on the select box opposite the **address of patient** to place a tick in it.

Do the same for the **GMS number**

Click on the **Validate** button to close the Configure Window.

- Patient Selector window now has two additional columns



Adjusting Column Widths

There should now be two additional columns of patient information – however; these are not spaced correctly. Some columns are too wide for the information they display and others are too narrow. The width of each column can be altered by dragging the adjuster bar to the left of its heading.

Column Adjuster Bars Adjuster Icon

surname	first name	sex	date of birth
YOUNG	DONAL	male	20/03/88
TEST	AGED 3	male	25/02/96
TEST	JOHN	male	11/06/12

When you place the mouse cursor on an adjuster bar it will change shape to the Adjuster Cursor. Now drag left to reduce the column width or right to increase it.



- 1) Experiment with adjusting column widths to achieve the approx. appearance as illustrated below.

surname	first name	sex	date of birth	address of patient	GMS number (ref.1)
YOUNG	DONAL	male	20/03/88	14 LOWER MOUNT STREET	PP
TEST	AGED 3	male	25/02/96	HILL VIEW	PP
TEST	JOHN	male	11/06/12	FORREST VIEW	77/8888A
TEST	WILSON	male	01/06/96	14 MOUNT ST	1234567

Selecting an Existing Patient

- 1) If the Surname filter is not currently selected (insert cursor flashing) click once in the white box above the column name.

Surname filter is now selected

- 2) Type a **T**

The list of patients reduces to display only those whose surname begins with 'T'

- 3) Type an **e**

The list of patients further reduces to display only those whose surname begins with 'Te'

Select **John Test** in the patient list.

Click on the **Select** button.

The Health Care Record (HCR) for John Test opens.



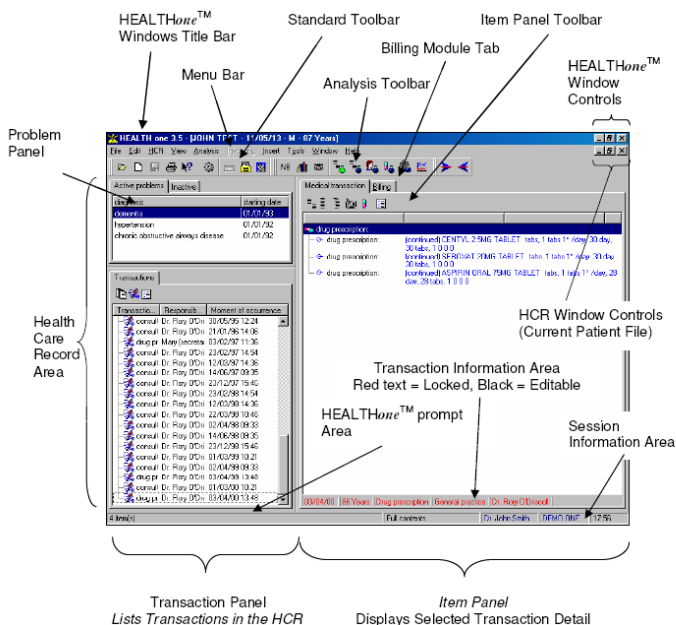
APPOINTMENTS

You may have noticed in fig. 2.1 the **Appointments** tab. This is where you access the appointments module. See the Appointments chapter later in this book to find out how to use it

The HEALTHone™ Screen

This is the HEALTHone™ screen when a patient's HCR is open. The three panels mentioned in session one, problem, transaction and item, can be clearly identified.

Major Areas of the Screen



The HEALTHone™ Screen - Screen Panels

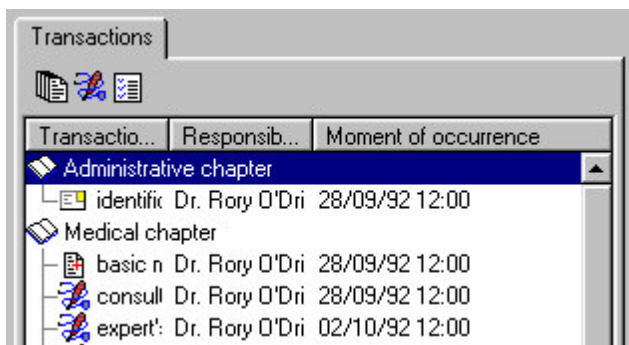
The HCR screen is divided into three separate panels: Transaction, Item and Problem.

Each of these displays a specific part of the patient's file (HCR) as described below.

The Transaction Panel

The Transaction Panel is used to display each event that has been recorded. A new transaction is added to the Health Care Record for any reason not simply because a patient visited for a consultation, i.e. to record an experts report, a lab result, a visit at home, an issue of a repeat prescription etc. Transactions in this panel are divided into the two chapters: Administrative and Medical.

We will look at quick ways to navigate through the various transactions in this panel later, for now:



- 1) Using your mouse, click once to select any transaction in the Transaction Panel. The transaction becomes blue when selected.
- 2) Now use the up arrow and down arrow cursor keys on the keyboard to move from one transaction to another. The highlight moves between transactions. Notice the information in the Item Panel changes to reflect the contents of the current transaction.

3) Now repeat press the up arrow until the Administrative Chapter comes into view. You can now see that the Administrative Chapter has just one transaction and the Medical Chapter starts with the Basic Medical Information transaction.

The Item Panel

The Item Panel is used to display the contents of the selected transaction. Each transaction can contain one or more items. Remember the discussion on this in the Introduction section.

Note: By default when you open a patient's record, the last transaction displays. It is possible to set it to open automatically in either the Administrative or Basic Medical Information transaction if preferred. To do this click on the menu item « tools – options » and choose from the drop down list «Open the HCR on».

The Problem Panel

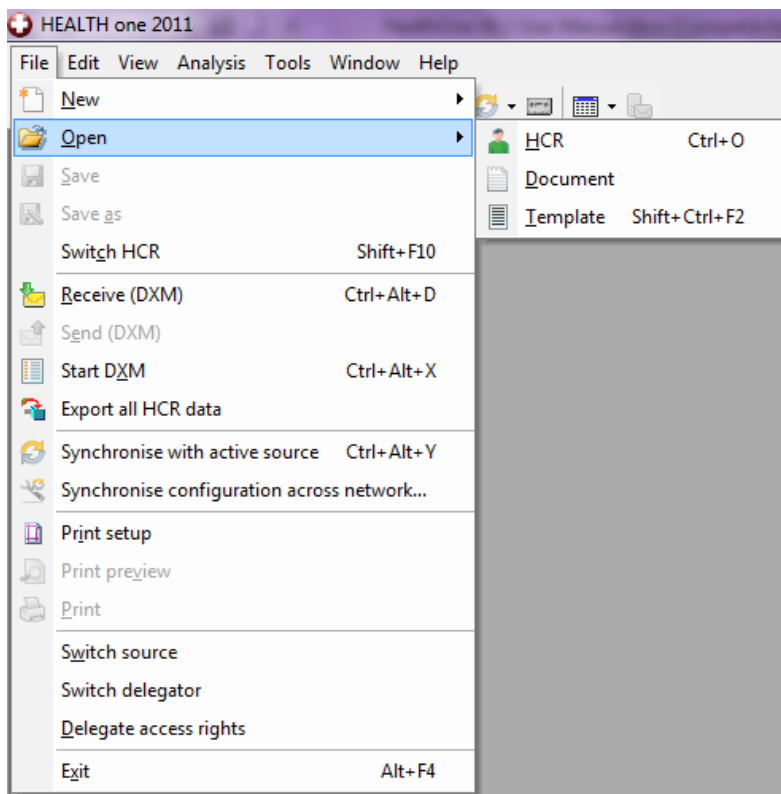
The Problem Panel is used to display the patient's principal active or inactive medical problems. This feature can also extend to linking the relevant transactions to the condition they relate too. We will show you how this is done later. It is possible to hide this panel if you are not using it:

Click on the **View** menu and select the option Problems
Problem panel disappears.

Click on the **View** menu and select the option Problems once again.
Problem panel re-appears.

The HEALTHone™ Screen - Using Menus

HEALTHone™ menus act exactly like any other Windows application, simply click, point, click.



- 1) Click once on the **File** menu at the top of the screen
- 2) Move the mouse to point to **Open**
 - Sub menu appears
- 3) Move the mouse to point to **HCR**

4) Search for John Test then click on a patient to select.

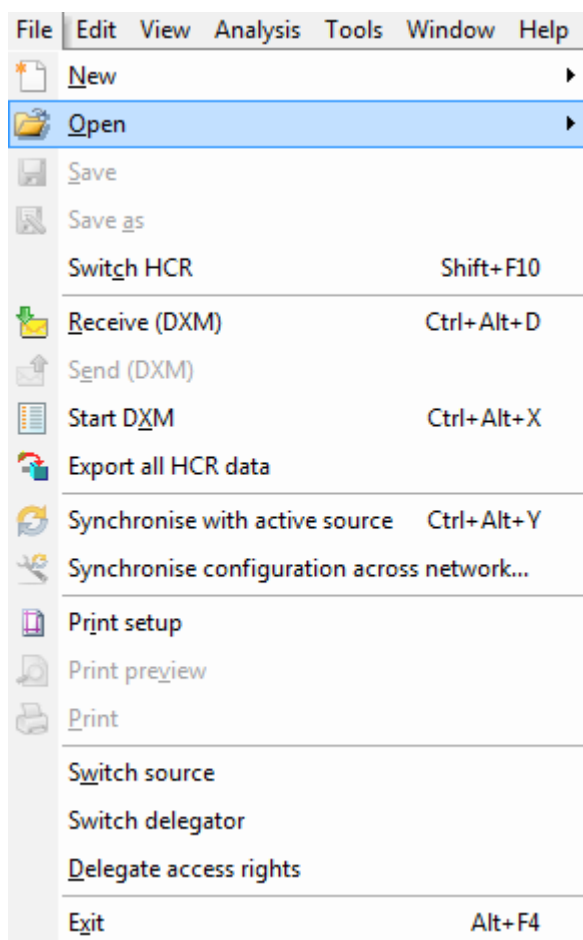
The first transaction in John Test's HCR is selected in the Transaction Panel and his administration information appears in the Item Panel.

Menu States

Menus and their various options are dynamic in that they have two states, active or inactive. A menu will become inactive, and therefore un-selectable, if the task they perform is not relevant to what you are currently doing.

Inactive menu options appear light grey in colour and active menu options appear black.

In some instances the menu will not be present at all. The HCR menu, for example, will not be present on the menu bar unless a patient's HCR is open.



Selecting a menu option

Short Cuts





Short Cuts

You may have noticed in **fig. 2.3** the notation next to some of the menu options. **Ctrl+** means hold down the Control key and keep it held down while pressing the key following it in the notation. For example, to get to the beginning of the HCR the short cut is **Ctrl+Home**. This means keep the **Control** key held down while pressing the **Home** key. In time you will remember many of these and find them quicker to use than the menus.

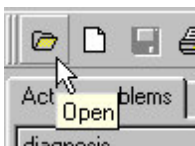
Ctrl+Home
Ctrl+End
Ctrl+PgUp
Ctrl+PgDn
Ctrl+Up
Ctrl+Down

The HEALTHone™ Screen - Toolbars

A toolbar is a strip of buttons and possibly other objects that achieve various tasks i.e. open the Patient Selector Window; create a new patient file etc. etc. The HEALTHone™ Window has two toolbars: Standard and Analysis. If an icon is greyed out it is not relevant to the area that you are currently using.



To find out what a particular button does you simply place the mouse cursor on it and an explanation of its function appears in the prompt area at the bottom of the HEALTHone™ Window. Wait a few seconds and its name will appear underneath your mouse cursor.

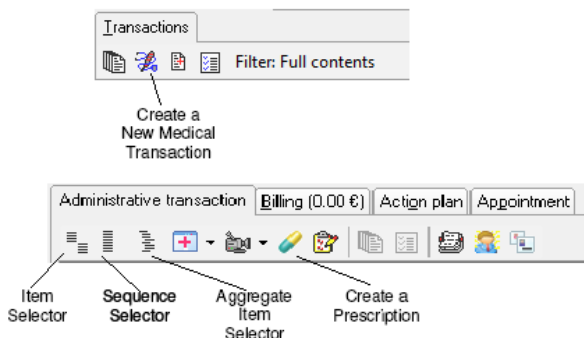


1) Point your mouse at different buttons on the toolbars and observe the prompt area at the bottom of the screen.

Note:The toolbars can be locked by default – so they can't be dragged into awkward positions. . To do this click on the menu item « tools – options » and tick «Lock the toolbars».

The Transaction and Item panels also have own toolbars:

Transaction Panel Tool Bar



Item Panel Tool Bar

We have indicated the function of some of the more commonly used buttons, however, the prompt area at the bottom of the screen will display a description of each button when you point to it with the mouse and they are also described on the reference sheet.

The Item, Sequence and Aggregate Selector buttons were mentioned in the Introduction Session and this is where they are displayed on your screen. The function of each button will be explained as they are encountered in the book. In many instances the action of a button is also available as an option on a menu, you can choose whatever method you prefer to select a particular function.