

HEALTH ONE SCREEN EXPLAINED

Log In:-

- To log into HealthOne you need to click on the HealthOne Icon on your Desktop
- Alternatively you can go into **START / All Programmes / HealthOne / HealthOne**



The box in (figure.1) is opened

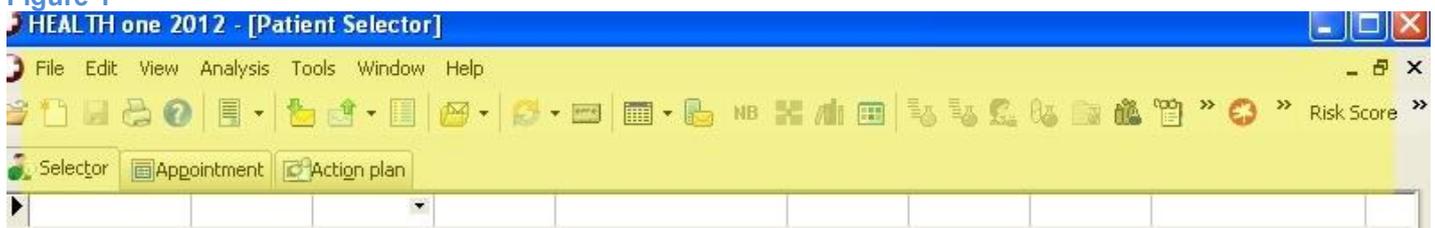
Figure: 1



- The GP will have assigned you a name to log-in along with a Password.
- You will notice on the screen there are 2 tabs, **Sources, and Configurations**. For the purpose of beginning, you should not need to make any changes to these tabs.
- Also on the bottom Rt there is an **Advanced** box. Leave this un-ticked.
- Put in your name and Password and click 

Once you have logged in to healthone, the following screen appears. The top menu of the HealthOne screen is as shown in (figure.2)

Figure 1



The Selector Screen:- (Basic Level)

When HealthOne is opened, the Selector screen is opened up.

The HealthOne screen looks complicated, but really is very simple. In its simplest form, it is divided into Tabs: The Selector Tab, The Appointment Tab and The Action Plan Tab. (Figure: 1)

Figure: 1



SELECTOR This is where all the Patient Files are

APPOINTMENTS This is where the Daily appointments are made, and stored.

ACTION PLAN All forward planning of individual care is stored here

You will see the top of the menu bar contains **File / Edit / View / Analysis / Tools / Window / Help** (Figure: 2)

Figure: 2



We will explore each of these Menu items in more detail.

File:- (Basic Level)

Click on **File** and the menu appears as in (figure.1)

Figure: 1



New Create a patient file / Document / Template

Open Open an existing patient file / Document / Template

Save (Not Highlighted so cannot be used in this screen)

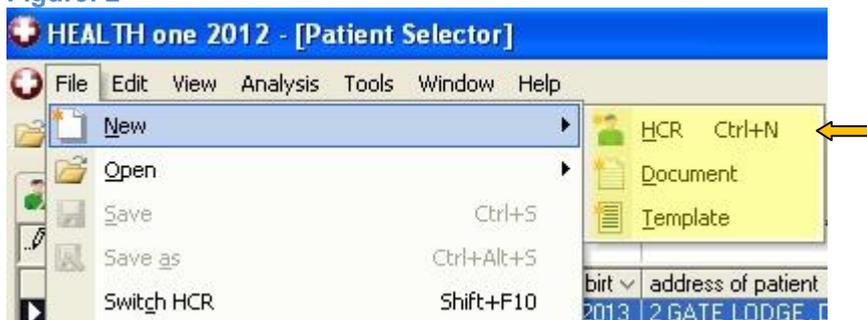
Save as (Not Highlighted so cannot be used in this screen)

Switch HCR This command only works when you are working away from the **Selector Page** and returns you to back to the **Selector Page**.

NEW / OPEN (Basic Level)

Click on **New / Open** This action produces the same sub-menu as in (Figure: 2)

Figure: 2



HCR Patient file **New** to create a new Patient file or **Open** to open an existing patient file.

Document These are documents which are repeatedly used in the practice, for example: Letters, or Practice Letter Heading.

Template A template is a file that serves as a starting point for a new document. When you open a template, it is pre-formatted in some way. In HealthOne there are several pre-formatted Templates to choose from, or if adventurous you can create your own template for future use. Click **New** to create your own, or **Open** to open an existing Template

DXM (Intermediate Level)

(Data Exchange Module)

It is necessary to move data from one place to another. This is the module whereby this is done. **(Figure: 1)** For example, the Laboratory and X-ray reports are integrated to HealthOne from Healthlink using the DXM

Patient files (HealthOne ONLY) can be imported and exported to other practices.

Figure: 1



Receive (DXM) To receive data such as Lab reports, or Patient files from other practices via Disc / Email / Medibridge / Healthlink

Send (DXM) To send data by email/disc/USB

Start (DXM) To open the Data-Exchange Module screen **(Figure: 2)** to complete the process of sending/receiving data

Figure: 2

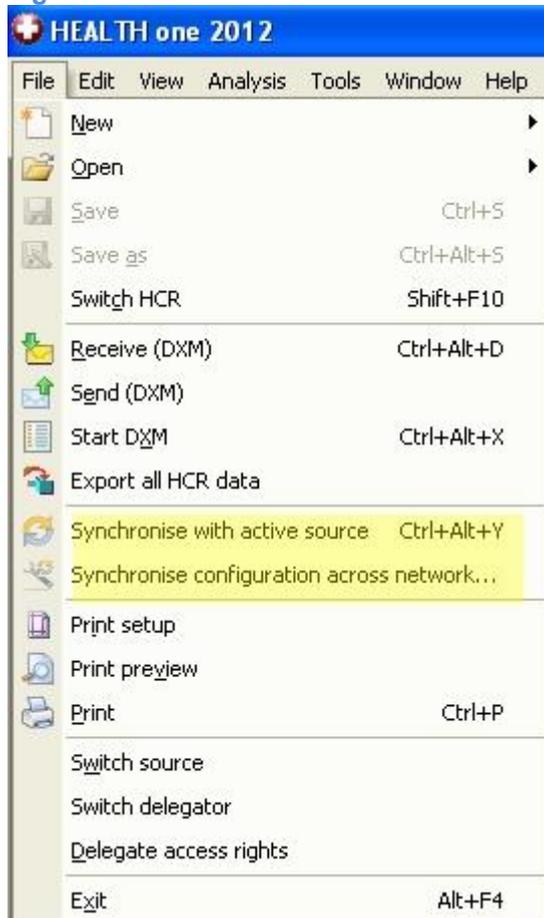


Export all HCR data This command would ONLY be used if **ALL** patient files on the system were to be exported. An example of this would be if the GP computer system was to be changed.

Synchronisation (Advanced Level)

Data synchronization is the process of establishing consistency among data from a source to a target data storage and vice versa and the continuous harmonization of the data (Figure: 1)

Figure: 1



Synchronise with active source

- If there is more than one clinic in your practice, for example another location, they are classed as **Sources**. To ensure that the information is shared on all computers, the sources need to be synchronised to do this.
- This function is useful and often used in conjunction with Surgery Backup systems.

Synchronise configuration across network

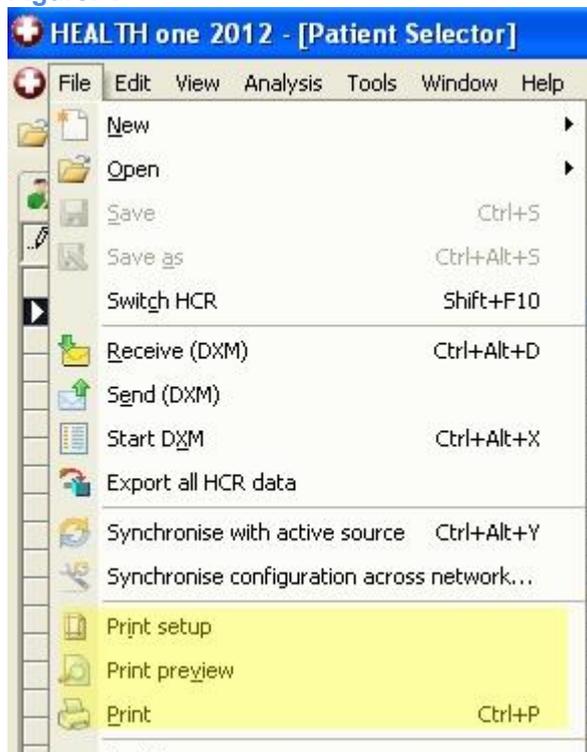
- The layout and design of HealthOne to respond to commands etc can be synchronised to all computers on the network, so that each computer shares the same configuration.
- Equally each computer can be separate. This is personal choice by the Practice Manager, however it is more advantageous to have ALL the computers synchronised across the network.

If all computers are synchronised, any changes made to a local computer will reflect throughout the network. However, if they are NOT synchronised, then changes to the local computer remains ONLY with that computer, and not on any other computer on the network.

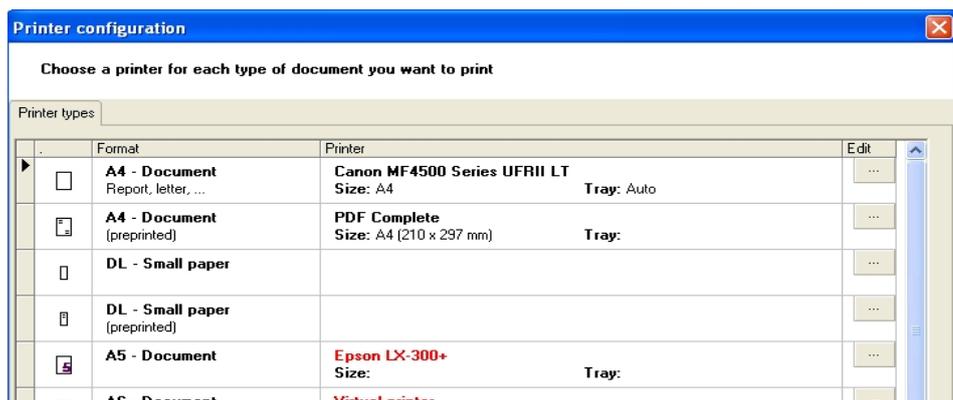
Printing (Basic Level)

This will configure your printers, preview what is about to print, and print what is in the preview (Figure: 1)

Figure: 1



Print setup Clicking this opens the **Printer Configuration screen**. This is where all the printers are configured according to the paper size (See figure: 2)



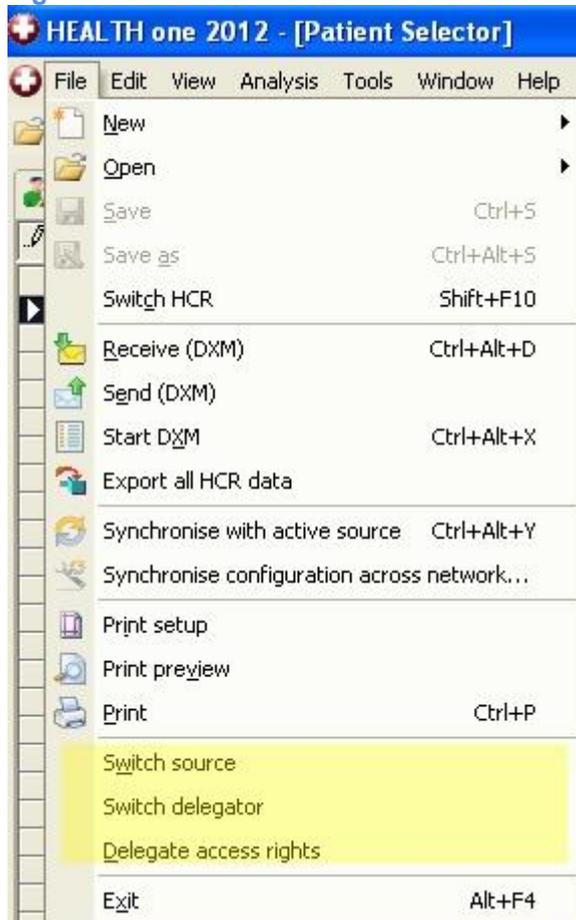
Print preview You can preview what you are about to print beforehand, so that any changes can be made prior to printing

Print (Ctrl+P) To execute printing

Switching (Intermediate Level)

The versatility of the Healthone screen allows the user to switch over to another source, or change the user (Delegator) while logged in. (See [Figure: 1](#))

Figure: 1



Switch source

As explained before, there can be several sources within the one practice. You can switch between each source while logged in, to avoid having to log out, and log back in again.

Switch delegator

The delegator is the user who is currently documenting within Healthone. For legal reasons, each user should use their own delegator status when logging in.

Delegate access rights (Advanced)

This is where the user access rights and details are stored and amended. What delegated rights to the files, the user has to create, modify or access files within healthone

FINALLY . IF AND WHEN YOU WANT TO EXIT OUT OF HEALTHONE:

Exit or Alt+F4