

Setting Review Dates to end of Patients Birthday Month

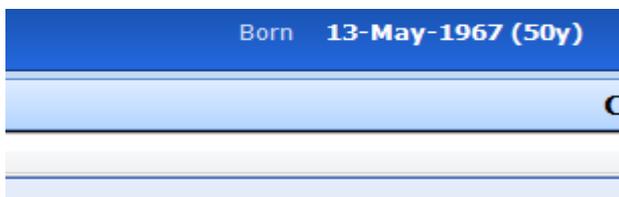
Reference	How To Guide 29	
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Review date	01.02.2020	

1. Purpose

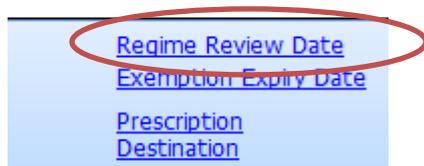
To create a system which serves as a common date to link all reviews (chronic disease and medication) to a date which is easily known to the patient and relevant practice staff. If interim reviews are needed, these should be set at regular intervals between the birthday month e.g. 3, 6 and 9

2. Procedure

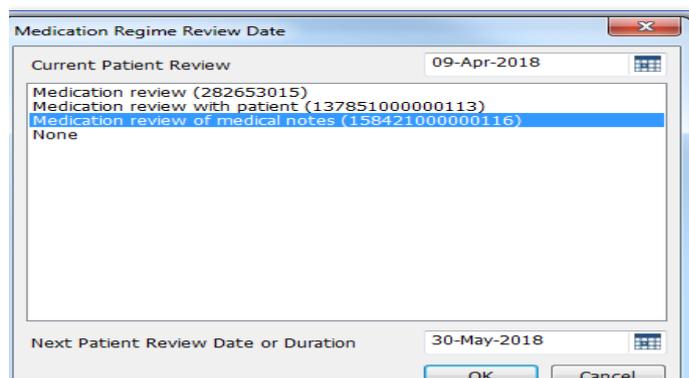
- If unable to align the review date to the end of the birthday month it should be set up so that eventually it can be synchronized to the birthday month.
- For example the patient has their birthday in May



- To change the medication review to the birthday month select 'regime review date'

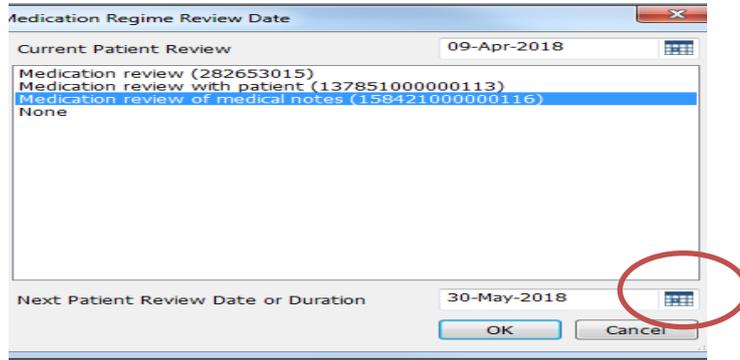


- For clinicians select 'medication review with patient'
For authorised prescription admin staff or MOT staff, select 'medication review of medical notes'



← Clinicians
← Admin/ MOT Staff

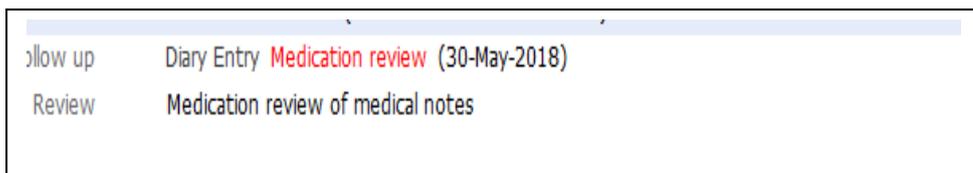
- Once the appropriate review is selected, click on the calendar icon. This then drops down a monthly view to allow the staff member to alter the date



- As the example patients birthday month is May the review date should be moved to the end of the birthday month.
- Once you have selected the correct date, click 'ok'
- To check that this is correct now look at the review date on the patient's record.
- For example:



- It can also be checked in consultations and should be annotated as needed to inform any other staff why the review date has been changed, additional comments can be added.



- Non clinical staff should only amend medication review dates when instructed to do so by a clinician, this should be documented in the patient's record

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