Adding a consultation to patient records		
Reference	**How To Guide 33**	
Version	**1.2**	
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1. Purpose

To ensure that patient records are maintained to include all relevant information and where possible are coded to facilitate search and audit.
Information should be clear, concise, accurate and professional. When adding text, suggested clinical codes may show on the screen. Accept these if appropriate as this will provide increased search/auditable records.

2. Procedure

- Select the patient using the patient search icon, checking their name, address and DOB
- Select 'consultation' at the top left hand side of the page
- Click on the arrow under 'add' on the left hand side of the page
- Select 'consultation'
- Check that the 'date, consulter and surgery' are all correct, if not then correct this using the drop down menu
- Next to 'consultation type' select from the drop down bar which type of consultation note you wish to add i.e. 'administration note (for non-patient contact only) or telephone call to a patient'
- Click 'ok'
- On the left hand side of the page select 'comment'
- A box will appear allowing you add your consultation note
  (Ensure that you are mindful that this is a patient's record, the content must be professional, concise and legible.) e.g. "Discussed a change to the repeat medication item (name the drug), I have spoken to (staff member first name) at their nominated pharmacy to deal with the delivery once a prescription has been issued"
- When the comment is complete select 'save' in the top left hand side of the page
- When adding text, suggested clinical codes may show on the screen. Accept these if appropriate as this will give an auditable record

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