



## How to Save in SystmOne

## Information

The following guide will help you, record your "Clinical" and "Administration" activity correctly in SystmOne. There are two ways to record your activity either through **Visits / Appointment OR** select the **Start Consultation** see below for more information.

## Instruction

1. Open a Patient's record and select Start Consultation Right click and select Start Consultation.

| <sup>7</sup> SystmOne Community Services: VENN, Adam (Staff Gede) at Newcestle Health Violing & School Health - Patient Record  |   |  |  |  |  |  |  |
|---|---|--|--|--|--|--|--|
| Peljent Appeintments Reporting Audij Selop Seloal Tools Warkfow User System Help  |   |  |  |  |  |  |  |
| ™ Q. (22)      100 200 100 100 100 100 100 100 100 100  | TSST/TSSTPANEMIX, IBH pMmss/tsA.am.2007 (15 y Bm) F<br>147 Fremmin Road, Irgh Headon, Newcastia upon Tyne NET 7D<br>Micolie, 07079 123456 Test Patient, |  |  |  |  |  |  |
| Start Consultation Next Event Levent Details Pathology Drawing Auto-Consultation Settings   | III • S   |  |  |  |  |  |  |
| Cirical Administrative Patient Home   | •   |  |  |  |  |  |  |
| 📥 Patient Homes 🕨 Continue 🗱 Configure  | 1   |  |  |  |  |  |  |
| HP Third Party Faters Record - II Remanders   | 2   |  |  |  |  |  |  |
| I Reminders (1) Pick up permit Cancel More  | 4   |  |  |  |  |  |  |
| Be Record Sharing - 🕅 Tasks   | 4   |  |  |  |  |  |  |
| HV Chronology Vew     Child in Care (Dus: 27 Jul 2023 10:35, Net Started) for JM Details Update More  | -   |  |  |  |  |  |  |
| Tabled Journal     Fellow Up (Stated) for KD     Details     Update More     Minoritances 044 Stated)     Details     Update More   | Fellow Up (Started) for KD Details Update More Weetlines Ald Started. Details Update More   |  |  |  |  |  |  |
| 08 0-19 Family Groups & History CPP (Origoing) for KD Details Update More   |   |  |  |  |  |  |  |
| - Referaila (2)   |   |  |  |  |  |  |  |
| Communications & Lattern (7)  Commu | E A PROVINCIAL OFFICIENTS   |  |  |  |  |  |  |
| Level 1 Intervention: Patient has RAG rating of GREEN More  |   |  |  |  |  |  |  |
| ≥ 0.19 GPoA Template New Project More More More   |   |  |  |  |  |  |  |
|   |   |  |  |  |  |  |  |

- 2. Record your activity then press Next event.
- **3.** Fill out your activity for your patient and when it comes to saving your activity click **Next Event button. NOTE do not use the blue summary care box**

| Y SystmOner VENN Adam (Health Professional Access Role   | u) at Newszatle Community Seecialist Stores Service - Patient Record  | - a ×   |  |  |  |  |  |
|--|---|---|--|--|--|--|--|
| Patient Appointments Reporting Audit Setup Clinical Tool | a Workflow User System Help   |   |  |  |  |  |  |
| Search Discard Save Doc St Images Hor                    | a Def B and Def Park Sector S | TEST.TESTPATENT, Sarah (Miss) 61 Jan 1980 (43 y) F<br>1 Guven Victora Read, Newcaste upon Tym HE1 4LP<br>PRS:23467 TestPatient, Newcaste Community Opedalist<br>250ms Service |  |  |  |  |  |
| Next Event Details Pathoogy Drawing Auto-Const           | auton senge   | 8   |  |  |  |  |  |
| Clinical Administrative                                  | No problems linked to this section  | "   |  |  |  |  |  |
| 🚨 Patient Home   | Hatay   | 1   |  |  |  |  |  |
| Third Party Patient Record                               | Examination   |   |  |  |  |  |  |
| V 🖏 Spine Details  | Disgrosis   | 1   |  |  |  |  |  |
| Colos Seculos  | Intervention No interventione recorded  | 3   |  |  |  |  |  |
| A fourment   | Pan   | 1   |  |  |  |  |  |
| Caro Plans   | New Section Marge Delate  |   |  |  |  |  |  |
| NUTH Patient Registration Template                       |   |   |  |  |  |  |  |
| ✓ 🚭 UTC Testing  | ▶ Continue 🗱 Contigure  |   |  |  |  |  |  |
| Kewcastle Community Electronic Referrats                 |   |   |  |  |  |  |  |
| 🧠 Adult Weight Management (AWM) Prehab                   | Pick up pin number for key box. Cancel More   |   |  |  |  |  |  |
| 🚯 Duty of Cendour  | - O Testa   |   |  |  |  |  |  |
| Newcastle Specialist Adult Weight Management             | Children in Care Registration (Started) Details Update More   |   |  |  |  |  |  |
| 🔛 Clinical Newcastle WIC - Child with Injury             |   |   |  |  |  |  |  |
| Redatto Observation Priority Score (POPS)                | - 48 YISTS<br>08 See 2023 More  |   |  |  |  |  |  |
| Respiratory Risk Assessment                              | e of the second s   |   |  |  |  |  |  |

4. The Event Details box appears (Save box) fill out the form as normal. EXCEPT: Record one activity only at this point. Either Clinical or Administration. Then press SAVE button



1

Reference No: SysmtOne/How to save in SystmOne /AV/v.3 © IT Training, The Newcastle upon Tyne Hospitals NHS Foundation Trust Next Event

- 1. **Open** a Patient's record either from the **Appointment Ledger** screen or from the **Visit** screen and **Right click and select Consultation.**
- 2. Fill out your activity for your patient and when it comes to saving your activity click Next Event button.

## Next Event



3. The Event Details box appears (Save box) fill out the form as normal. EXCEPT: Record one activity only at this point. Either Clinical or Administration.

| Date & Time  |  |                                     | Activities  | Activities                                       |           |                         |                        |          |                  |
|--|--|-------------------------------------|---|--|-----------|-------------------------|------------------------|----------|------------------|
| Template<br>Staff<br>Event done by<br>Staff type                               | <ul> <li>Known staff member</li> <li>Unknown</li> <li>Health Professi</li> </ul>   | VENN, Ada                           | • Apply   | Template New Template                            | Exp Activ | /ity Type               | With                   | Duration | *<br>*<br>*<br>* |
| Authorised by  | ithorised by VENN, Adam  |                                     |   | ation Activity                                   |           | ×                       |                        |          |                  |
| Location<br>Organisation<br>Other location<br>Comments                         | C X /castle Commi  | unity Specialist Stom               | Contact with A Carer<br>Activity A Administration<br>Method A C Face to face<br>Duration 30 C minutes |  |           | ▼<br>▼<br>▼<br>Expenses |                        |          |                  |
| Contact<br>Contact method  | C I I Face to face   | an be amended later)                | Template  |  |           | *                       | No activities recorded |          |                  |
| Link to referral   | 03 Mar 2023 11:05 - C<br>Update Referral Status                                    | ommunity Paediatric<br>End Referral |   | <u>Qk</u> <u>C</u> ar<br>Include ended referrals | icel      |                         |                        |          |                  |
| Visibility<br>Normal (Part<br>Private (Not p<br>Safeguarding<br>Visible in the | of the shared record)<br>part of the shared record)<br>g Relevant<br>online record |                                     |   |  |           |                         |                        |          |                  |

**4.** To save your last activity \* **Select Save**, the Event Details will appear again to add your activity.



\*Note if you record a 3<sup>rd</sup> activity for example travel time. Please repeat step 3 again BEFORE finally Saving.