paperlite

The Newcastle upon Tyne Hospitals
NHS Foundation Trust

Understanding Document Store

Introduction

Document Store is accessed from within the patient record and holds all patient documentation in one place for ease of access. This includes both signed and draft documents.

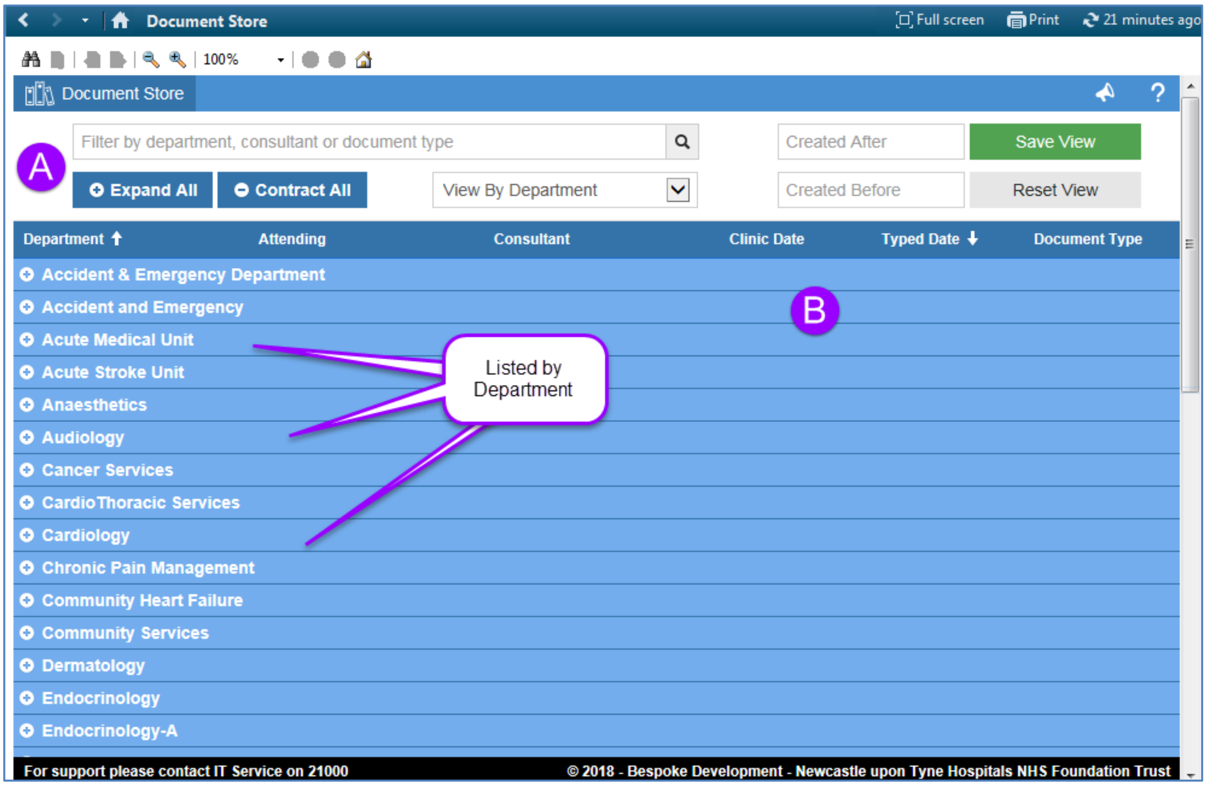
Signed documentation will show the electronic signature of the person signing the document and a footnote confirming who signed the document, the document ID number along with the date and time it was signed.

Document Store Screen

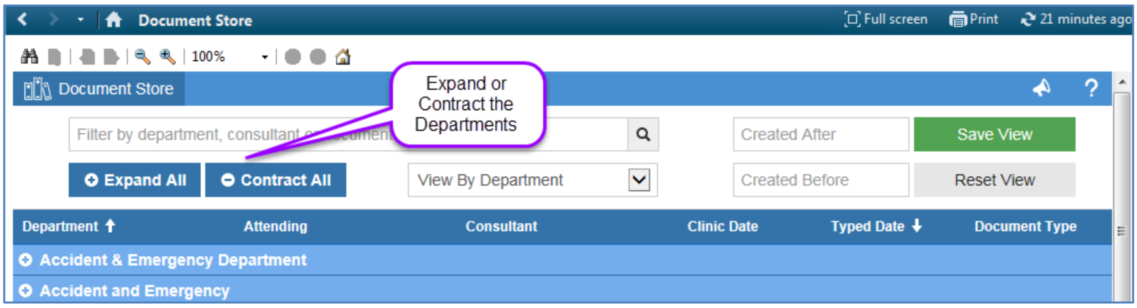
The document creation screen is split into 2 main areas.

A) The top of the screen provides some search fields to enable you to search for specific details

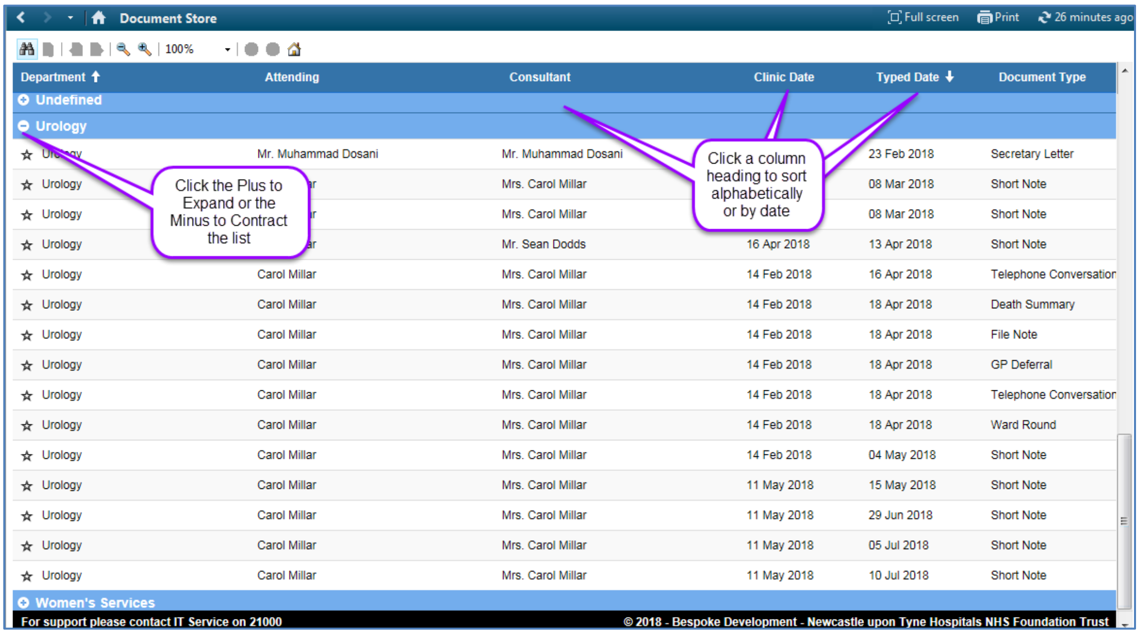
B) The bottom part of the screen lists all documents by department. In this example you can see a **Contracted** view showing individual departments.



Two buttons allow this list to be expanded to display all documents or contacted to display just the department.



Or an individual department list can be expanded or contracted using the plus symbol alongside the department name as in the example below.



Once expanded you can see each individual document including the name of the consultant, date of clinic, date typed and type of letter.

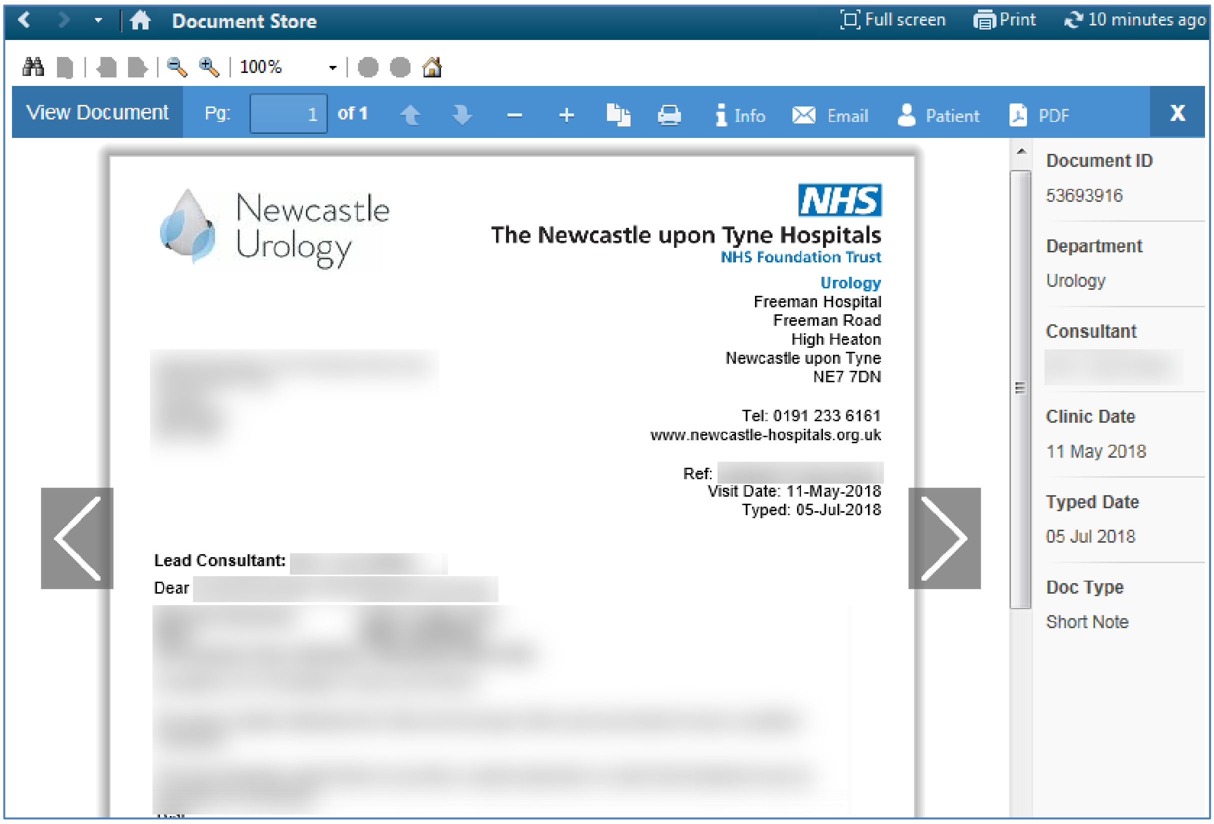
The list can also by sorted by clicking a column heading so that the list is in Consultant name order or Date order etc.

Opening a Document

To open a document, double click anyway in that row.

The document will be displayed as it will appear when printed.

The right hand column provides details of the document ID, Department, Consultant etc.



The blue banner provides additional information and actions including a zoom function, a print option and email facility and a PDF option.

The info button provides details about the document including:

- Type by
- Originally created by
- Signing clinician
- Lead clinician
- Version number(s)
- Recipients
- How each copy was sent/printed