

Introduction to computer system checklist

Adapted from NIMDTA 'Moving into General Practice' Guide

This list is not intended to be exhaustive but should help you become familiar with most aspects of the computer system.

Viewing test patient record

Log on with personal user ID and password	
View consultations past and present	
View summary list	
View immunisation history	
View previous 'patient notes'	
View medication acute and repeats, past and present	
View referrals	
View family history	
View attachments	
View templates	
View allergies	
View all previous blood pressures	
View all previous cholesterol results	

Consultation mode

Enter a test patient eg 'mickey mouse'	
Add details under history, examination and action plan	
Prescribe paracetamol	
View blood results, previous practice notes, summary list	
Save the consultation and transfer to another test patient eg 'minnie mouse'	
Record a home visit	
Save and transfer back to original patient and enter a telephone consultation	
Record a flu vaccination, including consent, site and batch numbers	
Find a patient information leaflet for back pain and record in consultation	
Record values for BP, height, weight, PEF and alcohol intake	
Record smoking status and smoking cessation advice given	

Prescribing

Issue an acute prescription	
Issue a repeat prescription	
Find a drug and convert it to generic	
Look at all previous issues of a drug, how many in the last year	
Cancel the acute and repeat prescriptions you issued earlier	

Appointments

View the list of appointment schedules	
Add a patient	
Mark the patient as arrived	
Call for the patient	
Mark the patient encounter complete	

Templates & referrals

Explore all of the computer templates used by the practice	
Use each template in turn to enter data and save to a test patient	
Enter a test patient in consultation model and create a referral using both the computer software and CCG portal	
Choose the hospital and specialty	
Merge the details to import clinical and administrative data	
File, save and print	

Patient notes

Send a patient note to yourself reminding you to "look at their cholesterol"	
Denote the result and send this Patient note to your trainer	
Send another patient note to yourself and this time action it as complete and close it	

Printing documents

Print a referral letter than has already been created	
Print an attachment	
Print a label for blood samples	

Laboratory results

Enter a test patient and review previous results in chronological order	
Look at all previous cholesterols in a real patient to see the trend	
Access you lab results inbox (once set up) and file results as per practice protocol	