

Adding a New Counselling Note

You can add a new counselling note from the Counselling Notes Manager, or alternatively from the Patient Medication Record.

- 1. From the Counselling Notes Manager, press [F1 Add Note].
- 2. The Select Patient to Add Counselling Note window displays.

Select Patient to Add	Counselling Note			– – ×
Filters Show Humans S	how Pets			
			, Q	F1 - Add Patient Edit Patient
Name	Date of Birth	Address		NHS Number
				F10 - Select X Cancel

- 3. Search for and select the patient for which you want to add a counselling note by pressing [F10 Select].
- 4. A blank Add New Counselling Note pop-up window displays.
- 5. Enter the *Description* and the *Action Taken*.

Add New Counselling Note		×			
BOWTON, Hayley (Mrs) 19 Turner Road, Watford, Hertfordshire, WD17 7LT	DOB 14 Sep 1986 Age 31 years 6 months	NHS No 999 V EPS Status			
Description:					
Patient came in with first-degree burn on her right har	id sustained whilst cookin	3.			
Advised patient to keep the burn area clean and dry. Dispensed burn relief ointment to apply every six to eight hours. If the situation doesn't improve within the next week, advised patient to visit GP.					
Note Deleted	✓ F10	- Save X Cancel			



6. Press [F10 – Save].

7. The Counselling Notes Manager displays, with the newly added counselling note in the grid.

ProScript Connect O2 January 2019 11:14	Search (CTRL+S) 🗸 🗸	📴 🎞 Responsible Pf	narmacist Victoria Smith User The Supervisor 🗕 🗮 🗙
My shortcuts + Redeem Owings	Search Workflow Manager Counselling	Notes Manager ×	
Reprints F6 Ordering	+ F1 - Add Note F2 - Edit Selected Note Filters Period All Dates	e 🖶 F3 - Print With Patient Data 🖶 F4 - Print as	s Anonymous Patient
F7 Overdue Scripts F8	From Select a date 15 To Select a	a date IS Search Search Description and A	ction Search 🗸 🔲 Show Deleted
MDS Prep F9 MDS Scripts Due	Date Modified Patient 10/04/2018 14:47 BOWTON, Hayley (Mrs)	Description Patient came in with first-degree burn on her right	Action Taken han Advised patient to keep the burn area clean and dry. D
SDM Ctrl M Stock Manager Ctrl O MDS Manager F11 ETP Ctrl E Script Q RMS Ctrl R Support Centre Ctrl T	10/04/2018 14:34 HUXLEY, Lauren (Mrs)	Patient has had a dry persistent cough for the past	thr Advised patient to buy some cough syrup, stay hydrat
	Description: Patient came in with first-degree burn on her right hand sustained whilst cooking.	Action Taken: Advised patient to keep the burn area clean and dry. Dispensed burn relief ointment to apply every six to eight hours. If the situation doesn't improve within the next week, advised patient to visit GP. Adc Disp Sho Corr	[999 999 9689] BOWTON, Hayley (Mrs) EXEMPT (D) Turner Road, Watford, Hertfordshire, WD17 7LT Image: State

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	17 October 2019		Joanne Hibbert-Gorst

Contact us

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