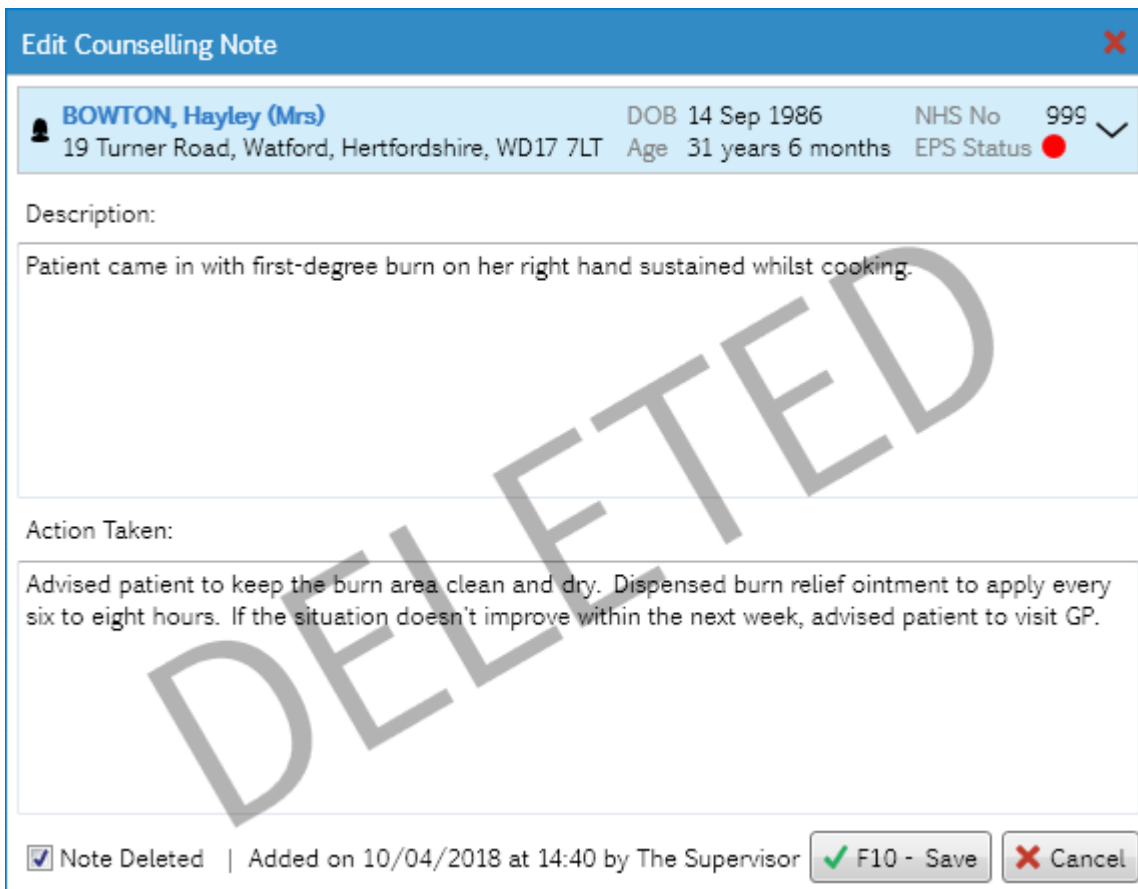


Deleting/Restoring a Counselling Note

Deleting a Counselling Note

1. From the Counselling Notes Manager, highlight the counselling note you want to edit.
2. Press **[F2 – Edit Selected Note]**.
3. The Edit Counselling Note displays in a pop-up window.
4. Select the **Note Deleted** tick box. Notice a deleted watermark displays across the window.



Edit Counselling Note [Close]

BOWTON, Hayley (Mrs) DOB 14 Sep 1986 NHS No 999
19 Turner Road, Watford, Hertfordshire, WD17 7LT Age 31 years 6 months EPS Status ● [Dropdown]

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.

Note Deleted | Added on 10/04/2018 at 14:40 by The Supervisor [F10 - Save] [Cancel]

5. Press **[F10 – Save]**.
6. A pop-up displays asking you to confirm you want to delete the counselling note. Press **[Yes]**.

Restoring a Deleted Counselling Note

1. From the Counselling Notes Manager, select the **Show Deleted** tick box.
2. Any deleted counselling note records now display with a **DELETED** tag.

ProScript Connect 02 January 2019 11:18 Search (CTRL+S) Responsible Pharmacist Victoria Smith | User The Supervisor

My shortcuts: Redeem Owings (F2), Reprints (F6), Ordering (F7), Overdue Scripts (F8), MDS Prep (F9), MDS Scripts Due, SDM (Ctrl M), Stock Manager (Ctrl O), MDS Manager (F11), ETP (Ctrl E), Script Q, RMS (Ctrl R), Support Centre (Ctrl T)

Workflow Manager: Counselling Notes Manager

Buttons: + F1 - Add Note, F2 - Edit Selected Note, F3 - Print With Patient Data, F4 - Print as Anonymous Patient

Filters:

- Period: All Dates
- Patient: Search Patient
- From: Select a date (15) To: Select a date (15)
- Search: Search Description and Action Search
- Show Deleted

Date Modified	Patient	Description	Action Taken
02/01/2019 11:18	BOWTON, Hayley (Mrs)	Patient came in with first-degree burn on her right han...	Advised patient to keep the burn area clean... DELETED
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.

[999 999 9689] BOWTON, Hayley (Mrs) EXEMPT (D)
 19 Turner Road, Watford, Hertfordshire, WD17 7LT
 DOB: 14 Sep 1986 Age: 32 years 3 months
 Tel: 01923845698 Mobile: 07784618123
 Email: haybowton.86@hotmail.co.uk
 Additional Services
 Dispensing Doctors
[Show more](#)
 Conditions & Allergies (1)

3. Search for and locate the **DELETED** counselling note record you want to restore using the top filters and search fields.
4. Highlight the deleted counselling note you want to restore and press **[F2 – Edit Selected Note]**.
5. The Edit Counselling Note window displays with a DELETED watermark.

Edit Counselling Note ✕

BOWTON, Hayley (Mrs) DOB 14 Sep 1986 NHS No 999 ✓
19 Turner Road, Watford, Hertfordshire, WD17 7LT Age 31 years 6 months EPS Status ●

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.

Note Deleted | Added on 10/04/2018 at 14:40 by The Supervisor

6. Deselect the Note Deleted tick box. Notice the DELETED watermark is removed.

Edit Counselling Note ✕

BOWTON, Hayley (Mrs) DOB 14 Sep 1986 NHS No 999 ✓
19 Turner Road, Watford, Hertfordshire, WD17 7LT Age 31 years 6 months EPS Status ●

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.

Note Deleted | Added on 10/04/2018 at 14:40 by The Supervisor

7. Press **[F10 – Save]**.
8. The counselling note has been successfully restored.

Revision History

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

Contact us

For more information contact:
Telephone: 0344 209 2601

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