


Consultation Manager Hints and Tips



<p>Function Keys:</p> <ul style="list-style-type: none"> • F1 Help • F2 Lists medical histories (pressing F2 on history enables you to add a new history) • F3 Context sensitive, with no patient selected, brings up the patient search With Read/drug searches displays the dictionary • F4 Acute screen or adds a new acute. F4 (twice) displays therapy add acute from any other screen • F5 Repeat screen, or adds a new repeat F5 (twice) displays add repeat if on another screen • Ctrl+F6 Toggles through open screens in Consultation Manager • F7 Starts a consultation • Shift+F7 Closes a consultation • F8 Displays Therapy - Add • F9 Displays prescriptions to be printed. F9 (twice) issues and prints prescriptions 	<ul style="list-style-type: none"> • F10 Toggles the patient view • F10 Displays the patient record (if closed) • F11 Add a medical history • F12 Opens a guideline <p>Shortcut Keys:</p> <ul style="list-style-type: none"> • Alt then letter for add, for example Alt+A+B opens Blood Pressure - Add • Alt then letter in a data entry box jumps to that field • Ctrl+K for OK • Escape to close a data entry box and not save <p>Quick Shortcuts:</p> <ul style="list-style-type: none"> • Alt+C+D Closes a consultation quickly • Alt+C+1 Quickly opens the patient's record • Ctrl+M Launches the CMS screen (Scotland only) 	<p>Hints for viewing patient information quickly:</p> <ul style="list-style-type: none"> • To change Consultation Manager so that it opens on a tab of your choice, right click on the tab – select View Options – Initial tab • To view the Patient Preview. From Consultation Manager, select Consultation – Options – Setup – Startup – Patient Preview. If you close the preview, you can re-open it for the patient by selecting Summary – Patient Preview • Save an initial filter. Highlight the data on the navigation pane (select multiple items using the CTRL key), right click on Initial Filter – Save Selection. Right click on initial filter and rename, if required • Move and resize the Vision+ alert window. To re-size the Alert Indicator window, move your mouse pointer over the border of the box. The mouse pointer will change to a resize cursor. (Remember you can print and add data via the alert window) • Hide the patient screen by using the shutter icon  at the far right of the toolbar
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Coding hints and tips:

- If unable to find a term, double click on the read term add box, type in the **Search Text** box only – up to 3 (or part of 3 words), correct order is not needed
- Add a memorable keyword to a Read term. Highlight it in the dictionary, right click, select **Add Keyword**
- Use a guideline or template to standardise data entry
- Copy from a previous entry by dragging and dropping
- Use **Ctrl+C** (copy), **Ctrl+V** (paste), **Ctrl+Z** (undo) for comments

Prescribing hints and tips – adding medication:

- Type part descriptions eg **Asp Tab 75** and press **enter**
- If the wrong drug displays press **F3**, or double click, or use the arrow key on the keyboard
- If brand drug name is easier to spell, type it (eg Losec), then change to generic using **Ctrl+G**

- **CTRL+ letter** Accesses a tab in Consultation Manager
- If unsure of the spelling of an item, type a similar drug, e.g. Atenolol, double click, or press **F3**, select the **Hierarchy** button. The beta-blockers chapter displays, ensure you also uncheck the **Formulary** option in case drug is not in the formulary
- If you can't find a drug, but you know it contains a word – eg soft paraffin use the "contains" option by typing a **%** sign before the word/partial word, for example, to find Liquid Paraffin 50% in White Soft Paraffin ointment, enter **%soft%paraffin**
- You can also include brand names, for example, to find FreeStyle lancets 05mm/28gauge (Abbott Laboratories Ltd), type **%lancet%abbot**
- If unable to find a drug, double click in the **Drug Add** screen, uncheck formulary and select the **Special** option

Prescribing hints and tips – finding bar codes:

- From the patient record, right click on the issue of the prescription - select **Show Prescription**. Then right click on the "e" icon. Select show properties. The bar code displays at the top
- To copy the bar code right click on the issue of the prescription - select **Show Prescription**. Then right click on the "e" icon. Select **Show Properties**. Select **Copy ID**. This option is useful if using the Scottish Prescription Tracker Website

Prescribing hints and tips – reprinting a prescription

- From the patient record, press **F9** to view **Prescription Manager**. Select the **Recent Tab** and select the item(s) to reprint. Select **Reprint. Note** – if the reprint fails select **+** to see the original prescriber

