

Elemental Social Prescribing in Vision

Elemental Social Prescribing are a third party that manage social prescribing referrals, see the [Elemental website](#) for more details and to sign up for using **Elemental Social Prescribing** in Vision 3.

You can now directly refer your patients to the **Elemental Social Prescribing** portal from within **Consultation Manager**.

If you want to use the services provided by **Elemental Social Prescribing**, you can set up a tab within **Consultation Manager** to speed up the referral process.

This quick reference guide details:

- Setting up the Elemental Social Prescribing screen.
- Accessing the Elemental Social Prescribing portal.

Setting up the Elemental Social Prescribing Screen

There are two ways to create an **Elemental Social Prescribing** screen:

- If your practice uses distributed views and your clinicians do not customise their own screens, you can set up a new view with **Elemental Social Prescribing** included, or
- An **Elemental Social Prescribing** screen can be set up for each user that needs it. Either way the setup of the tab is the same.

To set up your **Elemental Social Prescribing** screen:

1. From the **Vision 3** front screen, select **Consultation Manager**.
2. Select any patient, you are not adding information so the patient you select is not impacted.
3. Right click on any tab, for example **Journal** and select **Organise Tabs**.
4. The **Data view pane – Organise Tabs** screen displays, select **Add**.
5. Highlight **Patients Links Browser** and select **OK**.
6. **&Links** displays at the bottom of the **Tabs** list, highlight it and select **Move Up** at least once, **Guidelines** should always be at the end.
7. Select **OK**.
8. The *'In order that the changes you have made may be reflected in the view the Consultation Framework will now be refreshed'* message displays, select **OK**.
9. A **Links** tab now displays in the position specified, right click on it and select **View Options**.

10. The **Browser Tab View Properties** screen displays, complete as follows:
 - **Tab Label** – Enter a name for this tab, for example, '*Elemental*'.
 - **Initial Tab** – Not recommended for **Elemental Social Prescribing**.
 - **Select name or add URL below** – Select **Elemental** from the available list and select **Set Homepage**.
11. Select **OK**.
12. The '*In order that the changes you have made may be reflected in the view you must close and reopen the Consultation Framework. Do you wish to do this now?*' message displays, select **Yes**.

If you are planning on adding this tab to a view for distribution, this can now be done, see [Creating your own Patient Record Views](#) for details.




Using the Elemental Social Prescribing portal

Providing you have set up your **Elemental** tab in **Consultation Manager** as described above, you can use it to quickly and easily refer your patients.

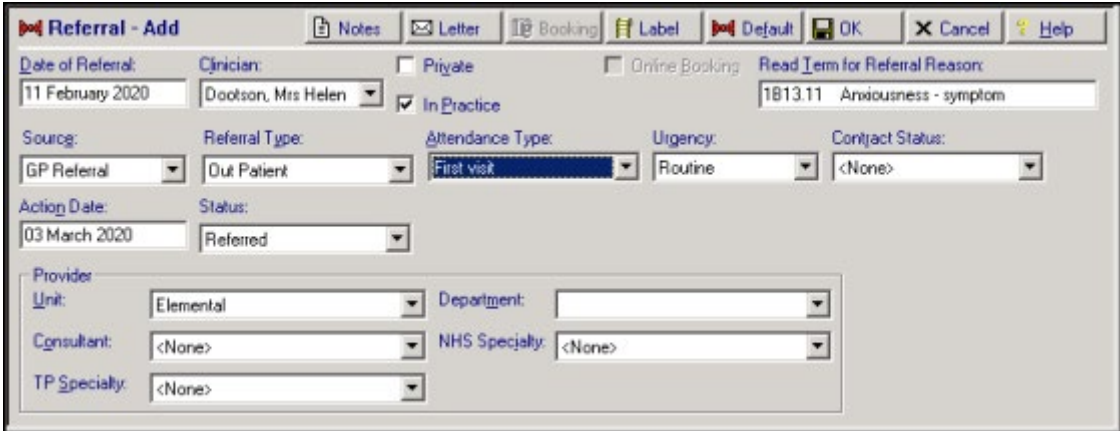
Vision 3 automatically populates your information into the **Elemental Social Prescribing** portal and imports the patient's demographics. Please be aware communication is currently one way, the **Elemental Social Prescribing** portal is populated from **Vision 3**, but you still need to add the referral details into **Vision 3** itself.

To refer your patient to **Elemental Social Prescribing** for social care:

1. From **Consultation Manager**, select the patient in the usual way.
2. Select **Add Referral** .
3. Complete as required, in **Provider – Unit** select **Elemental**:



Remember – To refer to a provider, they must be set up in **Control Panel** first, see [Add Hospital or NHS Trust](#) for details.



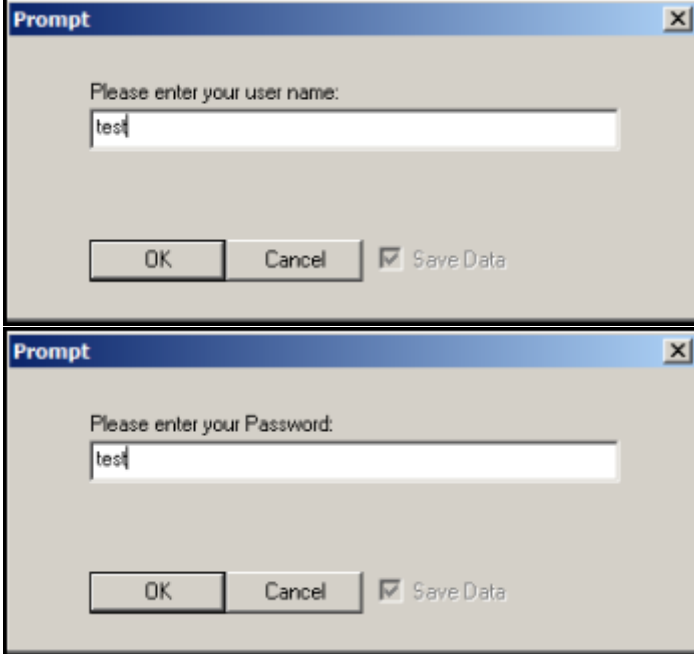
The screenshot shows the 'Referral - Add' form with the following details:

- Date of Referral:** 11 February 2020
- Clinician:** Dootson, Mrs Helen
- Private
- Online Booking
- Read Term for Referral Reason:** 1813.11 Anxiousness - symptom
- In Practice
- Source:** GP Referral
- Referral Type:** Out Patient
- Attendance Type:** First visit
- Urgency:** Routine
- Contact Status:** <None>
- Action Date:** 03 March 2020
- Status:** Referred
- Provider Unit:** Elemental
- Department:** (empty)
- Consultant:** <None>
- NHS Specialty:** <None>
- TP Specialty:** <None>



Training Tip – If you copy any text added in **Notes**, you can paste them in the **Elemental Social Prescribing** portal.

4. Select **OK**.
5. Now select the **Elemental** tab.
6. The first time you use **Elemental Social Prescribing**, a **Prompt** screen displays, enter your user name, select **OK** and then enter your password and select **OK** again. These are provided by **Elemental Social Prescribing** during their on-boarding process:



The image shows two screenshots of a 'Prompt' dialog box. The top screenshot displays the text 'Please enter your user name:' followed by a text input field containing 'test'. Below the input field are three buttons: 'OK', 'Cancel', and 'Save Data' (which has a checked checkbox). The bottom screenshot displays the text 'Please enter your Password:' followed by a text input field containing 'test'. Below the input field are three buttons: 'OK', 'Cancel', and 'Save Data' (which has a checked checkbox).

7. The **Elemental Social Prescribing** portal displays with the selected patient's demographic information completed automatically.



Remember – No patient clinical data is transferred as part of the link.

8. Complete the **Elemental Social Prescribing Referral** form as required, using the scroll bar to move through the form.
9. Select **Generate Referral** to complete the referral.




Important – You must record the **Patient's Consent** before you select **Generate Referral**, you are prompted if you forget this step. The prompt contains a useful link to explain where the information may be shared.

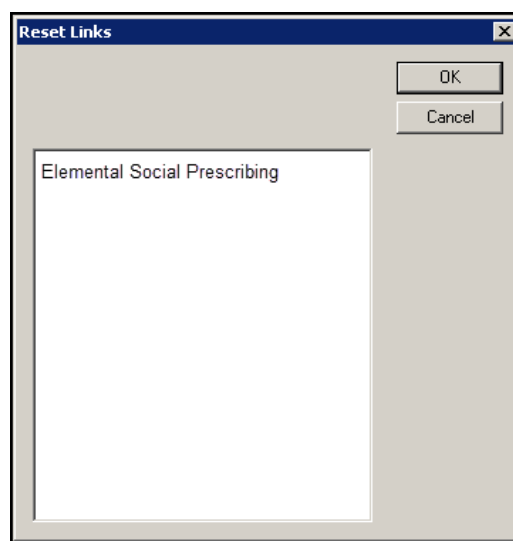
Troubleshooting

Resetting your Password


If you initially enter your Elemental Social Prescribing password incorrectly via your **Elemental** tab in **Consultation Manager**, you must reset it.

To reset your password:

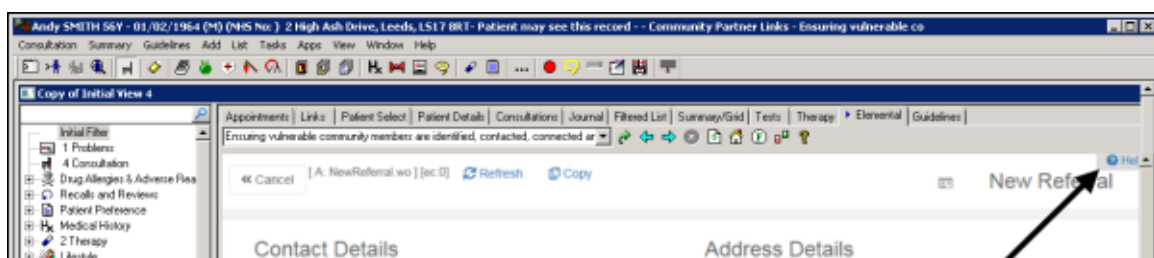
1. From the **Elemental** tab, select **Maintain Links** .
2. The **Reset Link** screen displays, select **Elemental Social Prescribing** from the list:



3. Select **OK**.
4. Now enter your correct username and password.
5. Select **OK** to save.

 **Note - Vision 3** remembers the username and password you enter, so you only need to do this once.

For further information on how to use the Elemental Social Prescribing portal, there is a Help option at the top right corner of the portal screen:



Select for detailed help on using the Elemental portal