

Setting up a Paramedic in Vision 3

Paramedics are highly skilled practitioners and are playing an increased role in General Practice.

Vision 3 enables you to set up a **Paramedic**, complete with prescribing rights.

This quick reference guide details how to set up a Paramedic:

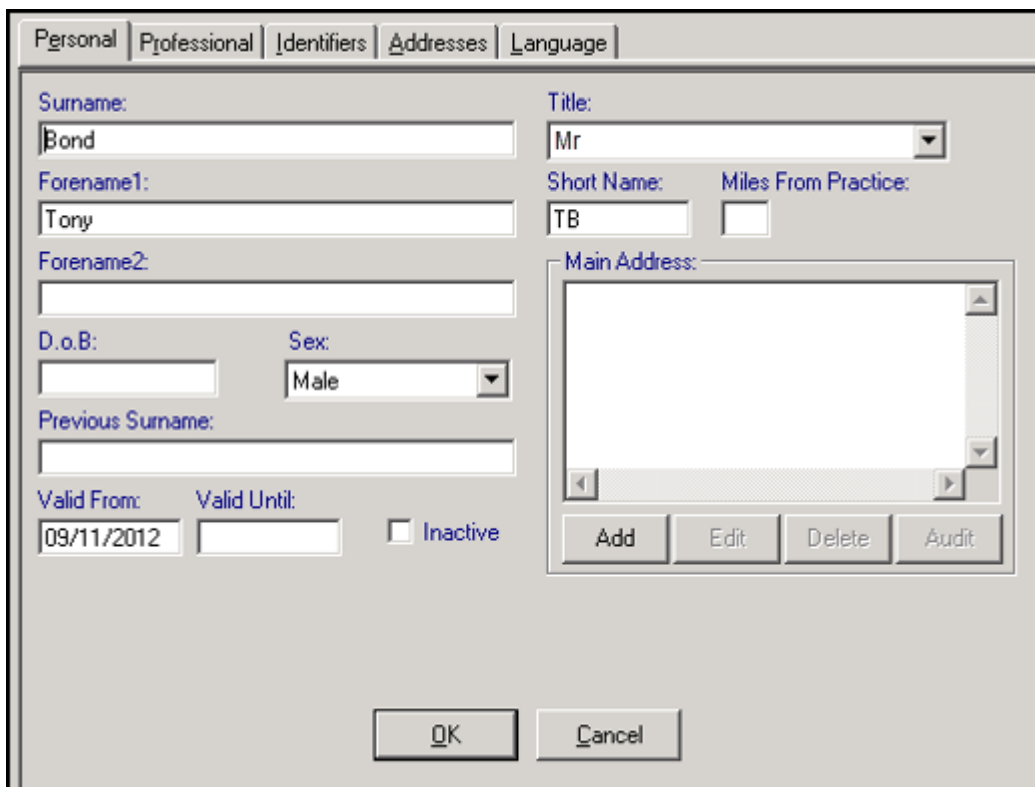
1. From the **Vision 3** front screen, select **Management Tools – Control Panel**



and then select **File Maintenance**.

 **Note** – If the Paramedic is already a user within **Vision 3**, go straight to step 4.

2. Select **Add** , the **Personal** tab displays:



Personal | Professional | Identifiers | Addresses | Language

Surname: Title:

Forename1: Short Name: Miles From Practice:

Forename2:


D.o.B: Sex:

Previous Surname:

Valid From: Valid Until: Inactive

Main Address:

3. Complete as required, the following is mandatory:
 - **Surname** (mandatory up to 30 characters)
 - **Forename1** (mandatory up to 30 characters)
 - **Title** (mandatory)
 - **Sex**
 - **Short Name** - Enter up to 5 characters. The short name displays in the patient record and is a way to identify a staff member.
4. Now select the **Professional** tab and complete as follows, or if you are updating an existing user, right click on the users name, select **Edit**, **select their Professional tab and** complete as follows:
 - **Role** - Select **Paramedic**
 - **Prescribing No** – Enter the Paramedics prescribing number:

 **Note – England only - Vision 3** uses 5 digits after the initial two alpha digits for validation. If the prescribing number has six digits after the initial two alpha digits, with a leading zero, omit the leading zero, for example, PA012345 should be entered as PA12345. This issue will be addressed in a future version of Vision 3.

- **Supplementary Prescriber** – Tick.

5. Select **OK** to save.

When a Paramedic prescribes, the top of the prescribing area on a printed FP10 overprints with PARAMEDIC PRESCRIBER to identify the type of prescriber.

