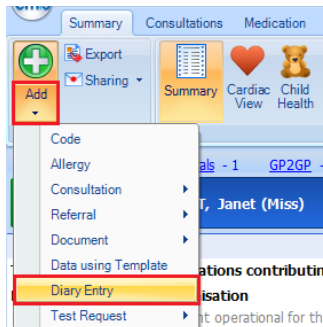


Partners in improving local health

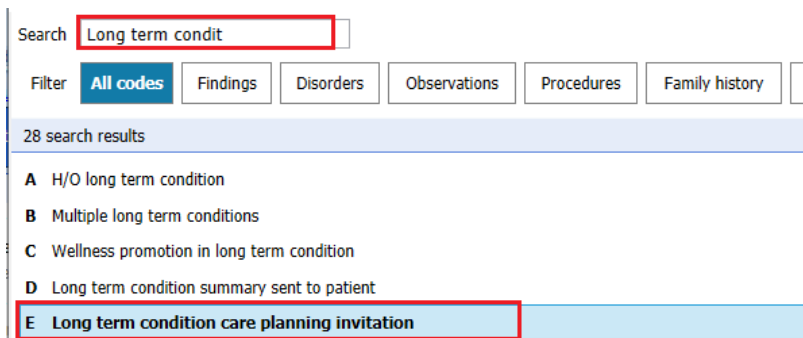
NECS Clinical Systems Specialist Team

Emis Web - Adding a Diary Entry

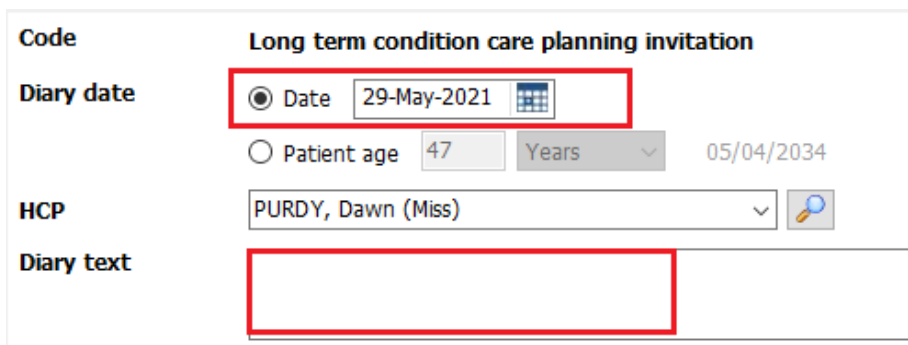
1. Search for and open a patient record, from any section of the patient record excluding medication click **Add** and select **Diary Entry**



2. Search for and select an **appropriate code** that will be used for the diary entry. Click **OK** when done



3. Record an **appropriate date** for the new diary entry, alternatively set the patient age to when the diary date will be set
4. If needed type any **Diary Text**, click **OK** when complete



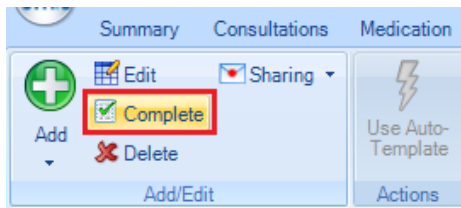
The screenshot shows the diary entry form. The 'Code' field is 'Long term condition care planning invitation'. The 'Diary date' field has 'Date' selected and '29-May-2021' entered. The 'Patient age' field is '47' years, with a date of '05/04/2034'. The 'HCP' field is 'PURDY, Dawn (Miss)'. The 'Diary text' field is empty and has a red box around it.

5. The new diary entry will now display within the diary section of the patient record

Planned Items		
	04-Jun-1987	Second DTP (triple)+polio vacc
	10-Sep-1987	Third DTP (triple)+polio vacc.
	29-May-2021	Long term condition care planning invitation
	10-Feb-2052	Influenza vaccination

Completing a Diary Entry

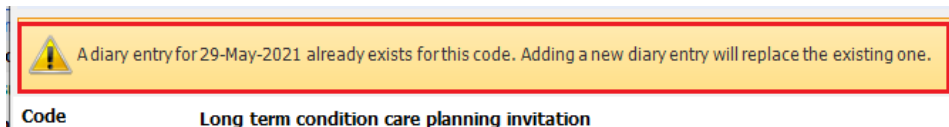
1. Open a **patient record** and click the **Diary** section of the record
2. Click **Complete** either from the ribbon or right click to select



Note: If the selected diary entry is part of a consultation, the diary entry is marked in the consultation as completed and any associated text remains.

Supersede a Diary Entry

1. **Add a new diary entry** from either the patient record, consultation or from a data entry template (the same code must be used)
2. A warning message will display stating a diary entry already exists and adding a new diary entry will replace the existing one



3. Record a **new date** and click **OK** when done. This will update the existing date with a new date