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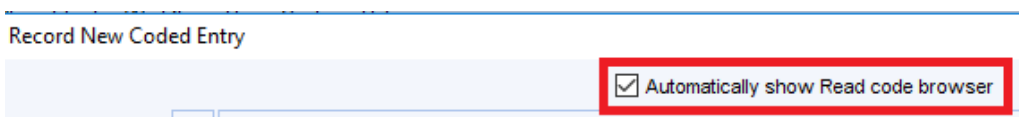
## NECS Clinical Systems Specialist Team SystemOne Adding a Read Code

### Add a Read Code

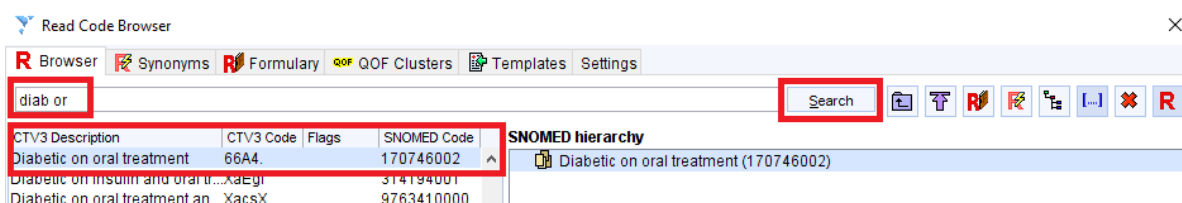
1. Open a Patient record
  - a. Right click on **Read Code Journal** on the clinical tree and select **New Coded Entry**, or
  - b. Click **Enter a new Read coded entry** on the small toolbar



2. If the Read Code Browser is not immediately displayed, click  button to display it. If you tick **Automatically show Read code browser** the Read Code Browser will show by default the next time you add a Read Code



3. Within the Read Code Browser, type in the search box and click **Search** button to find the appropriate Read / Snowmed codes. Highlight the correct code and click **Ok**



#### 4. Record New Coded Entry

- Enter any **Notes** you wish to record against the Read Code
- Select a **Date for Code**
- Select **Episodicity** for the selected Read Code to identify if this is a new episode or ongoing episode
- Select if you wish to record the Read Code as a problem or put in the summary. If you **Promote to problem** then select either **Minor** or **Major** as a **Severity**

The screenshot shows the 'Record New Coded Entry' window. The 'Read codes' section has a table with columns 'Name' and 'Icon'. The first row contains 'Diabetic on oral treatment'. Below this is a note: 'When entering multiple Read codes, notes are attached to the first in the list' and a 'Select First' button. The 'Notes' field contains 'Referred to Dietician'. The 'Date for codes' section has radio buttons for 'Use current event date & time', 'Known date & time', 'Known date', 'Month & year', 'Year', and 'Unknown'. The 'Episodicity' section has checkboxes for 'New episode' and 'Ongoing episode'. The 'Problem status' dropdown is set to 'Do not promote to problem'. The 'Summary status' dropdown is set to 'Do not put in the summary'. The 'Severity' section has an 'End of life diagnosis' checkbox and a dropdown menu. The 'Link to problems' field has a green plus icon and an 'X' icon. At the bottom are 'Ok', 'Ok & Another', and 'Cancel' buttons. Red boxes highlight the 'Notes' field, 'Known date' radio button, 'New episode' checkbox, 'Problem status' dropdown, 'Severity' dropdown, 'Link to problems' field, and the 'Ok' button.

#### 5. Click **Ok**