



North of England Commissioning Support

Partners in improving local health

NECS Clinical Systems Specialist Team SystmOne - Amending a Consultation

Amending a Consultation

- 1. Retrieve the patient record and select **New Journal** or **Tabbed Journal** from the clinical tree
- 2. To amend **Date** or **Location/Method**, right click on the **date** and select **Amend Details Amend Date** or **Amend Location/Method** and change as appropriate



3. To amend **Notes**, right click on the appropriate section of the **consultation** and select **Amend Notes**



4. To amend a **Read code**, right click on the appropriate **read code entry**, click the **read code entry** again, select **Amendments** and click **Amend Read Code**

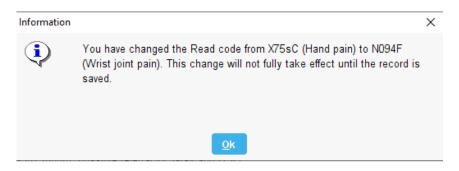


5. The code browser will display, type and select the replacement **SNOMED / Read code** and click **OK** when done

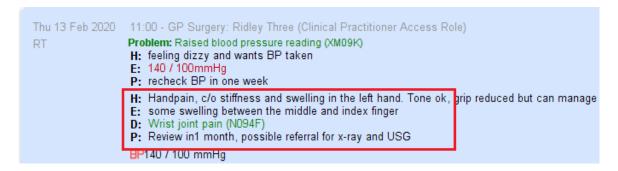
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6. Read and click **Ok** to the information dialogue



7. The amendment will now be displayed within the patient record



8. The patient record will need to be saved after any amendments have been made, click Save



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