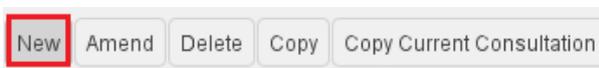


NECS Clinical Systems Specialist Team SystemOne – Auto Consultations

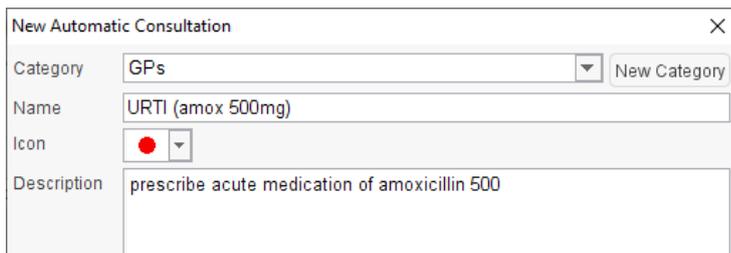
Creating an Auto Consultation

1. Open the **Setup** menu. Select **Workflow Support** and select **Automatic Consultations**

2. Click **New**



3. The New Automatic Consultation dialogue will display

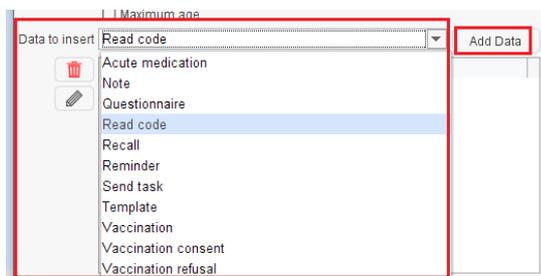
A screenshot of a dialog box titled 'New Automatic Consultation'. It contains the following fields: 'Category' (a dropdown menu set to 'GPs' with a 'New Category' button), 'Name' (a text box containing 'URTI (amox 500mg)'), 'Icon' (a dropdown menu with a red circle icon), and 'Description' (a text box containing 'prescribe acute medication of amoxicillin 500').

4. Select a **Category** for your auto consultation. You can create a **New Category** if necessary e.g. GPs or Nurses

5. Enter a **Name** for the auto consultation and select an icon of your choice. You may also want to add a **Description** of its use

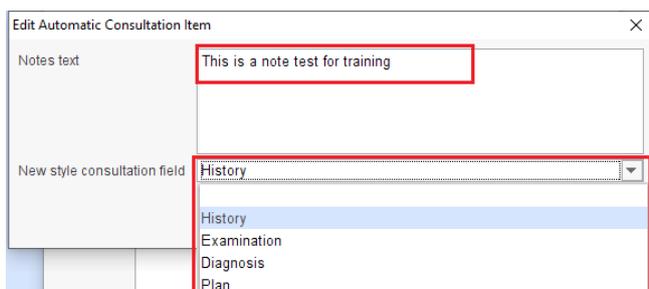
6. Select a relevant gender and age range if needed

7. Select an option from the **Data to insert** drop-down list, this will determine which action takes place in the consultation. Then click **Add Data**

A screenshot of a dropdown menu titled 'Data to insert'. The menu is open, showing a list of options: 'Acute medication', 'Note', 'Questionnaire', 'Read code', 'Recall', 'Reminder', 'Send task', 'Template', 'Vaccination', 'Vaccination consent', and 'Vaccination refusal'. The 'Read code' option is highlighted. To the right of the dropdown is an 'Add Data' button, which is highlighted with a red rectangular box.

Note: Depending on what option you add, you will see different criteria to complete. You can use an Auto-Consultation to launch an acute medication, a questionnaire, a recall, a vaccination, a clinical template or a task. You can also use an Auto-Consultation to add some pre-defined text or a coded entry to a consultation

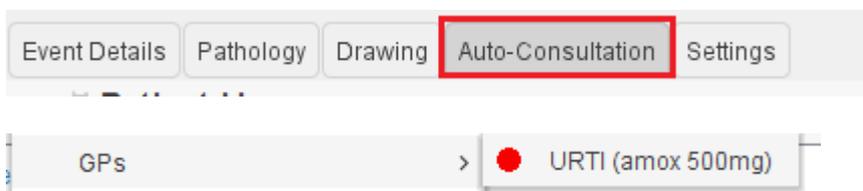
- To add pre-defined text, select **Note** from the data to insert drop down and click **Add Data**
- Type in the required **text** and select which field the text will display within the consultation i.e. History, Examination, Diagnosis or Plan



- If required choose a **View to select** this would open when the Auto-Consultation is launched
- Select an **Event details template** if you want to also set event details for the Auto-Consultation. Click the **New Template** button to create a template to complete the event details screen
- Click **Ok**
- Right click on your **Auto-Consultation**. This will allow you to **Amend, Copy, Publish** or **Delete** which are also buttons on the toolbar

Using an Automatic Consultation

- Retrieve a patient record
- Click on the **Auto-Consultation** button located within the toolbar, locate the **relevant category** and click the auto consultation to be used



- The consultation will now be triggered in the record
- Add any further information to the consultation and **Save** the record when complete