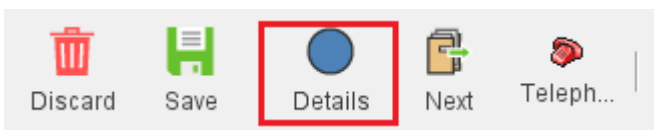


NECS Clinical Systems Specialist Team SystemOne - Backdating Data

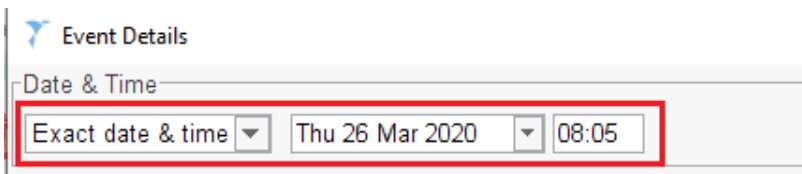
Backdating Data

Details of any event must be accurate and correct to reflect exactly When, Who, Where and How a consultation was carried out

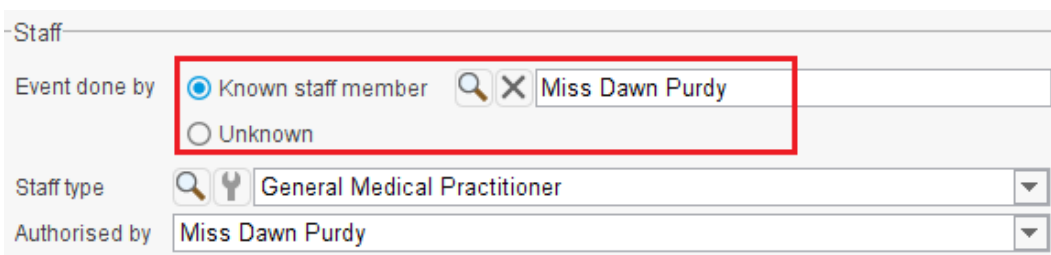
1. Retrieve the patient record then click on the **Details** button



2. Amend the **Date & Time** section with the required date and/or time
Select the appropriate option from the drop down box if, e.g. there is no time to record



3. Only If necessary amend the **Event done by** if you are recording the information on behalf of someone else. Select Unknown if the staff member is not listed and record free text for example District Nurse



4. Amend **Location** with actual location event took place from the drop down list e.g. Home or Clinic

Note: this may default to Surgery

Location

Organisation

Other location

Comments

- Amend **Contact** with actual method used e.g. Face to Face or Telephone and indicate whether the entry is **Clinically relevant** or an **Admin event**

Contact

Contact method Clinically relevant Admin event

Event is incomplete (can be amended later)

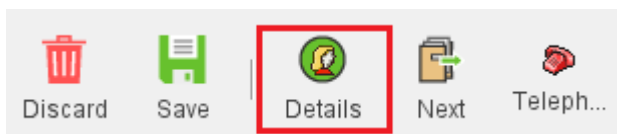
Link to referral

Include ended referrals

Link to team

- Click **OK** when done

Note: the details button has now changed to represent the changes you have made to the details



- Record the information within the patient record as per normal process

- Click **Save** when complete

