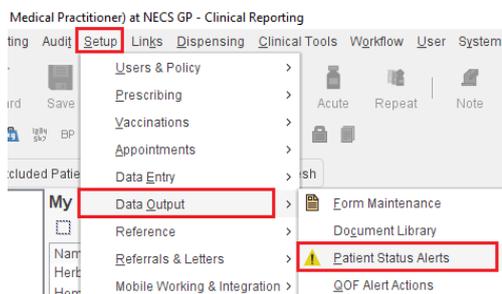


## NECS Clinical Systems Specialist Team SystemOne – Patient Status Alert

### Creating a Patient Status Alert

**Note:** Alerts are triggered by certain information within the patient record. Reports are often the main trigger for an alert but will need to be built prior to the creation of the alert

#### 1. Click **Set-up – Data Output – Patient Status Alerts**



#### 2. Click **New Patient Status Alert**



#### 3. Name the status alert, click to select an appropriate category or alternatively click **New Category**

#### 4. Apply what **icon** you want to see when the alert is applied to a patient record (shown under the demographic box)

#### 5. Write a description for the alert



#### 6. Click the **Trigger Type** for example Clinical Report. If the trigger is a Clinical Report click **Trigger Report** and select the appropriate report

Description to show patients who have declined to have an online access account.

Trigger type Clinical Report

Trigger report Online access refused New Report

7. Click the **output** for what will be shown when the alert is triggered:

- a) Show icon, name and message on Patient Home
- b) Show icon below top-right Patient Demographic box

Output

When triggered  Show icon, name and message on Patient Home

Show icon below top-right Patient Demographics box

Show on Medication Chart (secondary care prescribing)

8. Type the message to be shown on the patient home screen (only need to complete if a different message is required to the name of the alert)

Message The patient has refused online access.

Linked action Select Action

9. Click **Select Action** if a quick action tool is to be linked to the alert for example Data Entry Template, View, Word Letter Template etc

10. Click **OK** when complete

11. To amend the alert, click the **Amend button** and amend where necessary

## Viewing a Patient Status Alert

1. Retrieve a patient record
2. Depending on the configuration when the alert was created, the patient status alert may show on the patient home screen

— Patient Status Alerts

Multiple Qof Registers [Action](#) [More](#)

Online access refused: *The patient has refused online access.* [More](#)

3. The status alert will also be shown under the **demographic box**. (unit configured alerts will be shown to the right of the divider line)

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