Partners in improving local health

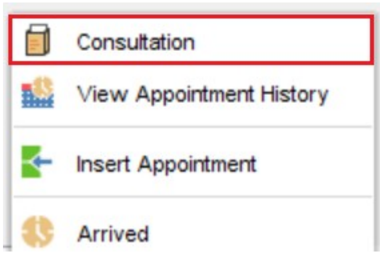
North of England Commissioning Support

NECS Clinical Systems Specialist Team

SystmOne Recording Multiple Consultations’

Recording a Consultation

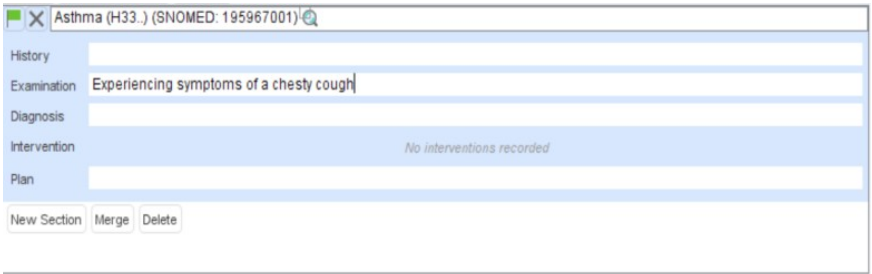
1. From the rota view right-click on a patient who has arrived for their appointment and select **Consultation**.



2. The patient record will open in consultation mode.

3. **Record the consultation**, linking to an ongoing problem, or create a new problem (if required).

4. Enter the clinical notes within the **History / Examination /Diagnosis and Plan areas.**



Recording a second consultation whilst with the patient

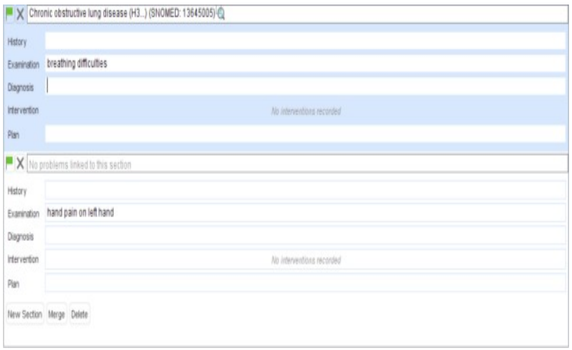
If required, you may be informed about than more than one issue with the patient. To record the issues separately so that they can be added as separate problems/issues:

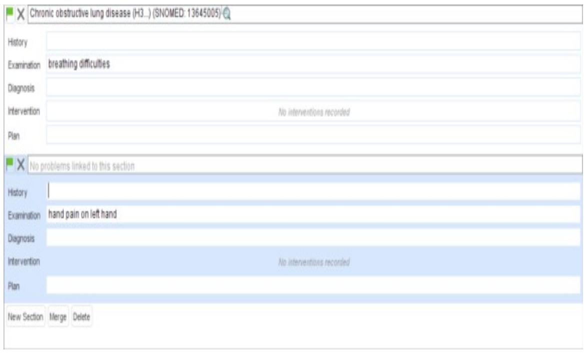
1. **Click New Section** which can be found under the Consultation area, once selected, a second consultation area will be visible

Note: If the New Section Button or second Consultation area is obscured by the current screen, you can drag the view down to make the screen viewable.

2. The Highlighted Blue consultation area is the active area, where you can add the clinical data.

3. To swap between the two sections, click the inactive area so that it is highlighted and becomes active for you to add the clinical data.



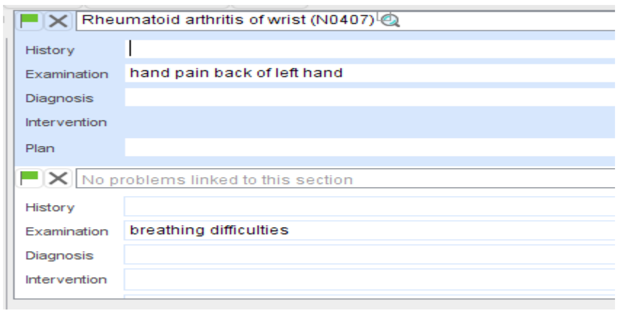


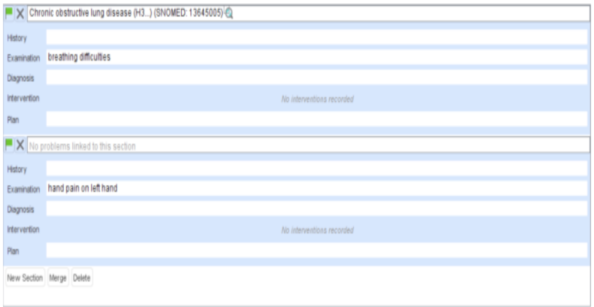
Merging the Consultation Areas

You may realise that the two consultations are linked and therefore, you may need to merge them back into one consultation.

To do this:

1. Highlight both Consultation areas using your Ctrl Key on the keyboard and clicking on both areas so that they are both highlighted blue.





2. Click the Merge button

Deleting a section

To delete an unwanted consultation section:

1. **Highlight** the section that is not required and **Click Delete**