

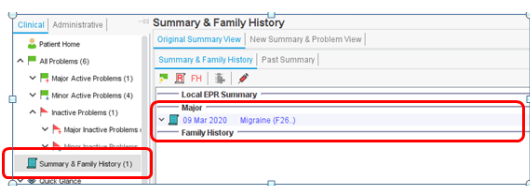
Partners in improving local health

## NECS Clinical Systems Specialist Team

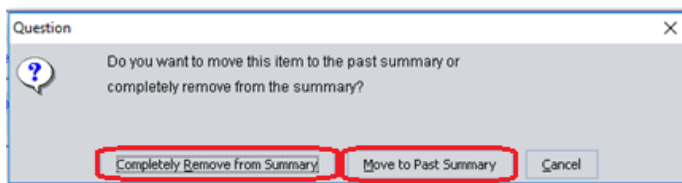
# SystemOne Removing an Entry from the Summary

### Remove Summary Item Added by Practice

1. Open a Patient record and right click on **Summary & Family History** on the clinical tree. This shows all items currently in the **Summary**



2. Right click the item you wish to remove from **Summary**. Select **Remove from Summary**
3. Select **Completely Remove from Summary** or **Move to Past summary**

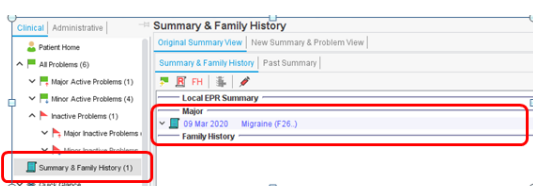


4. The item will now be removed from **Summary** or moved to **Past Summary** depending on the option you selected

### Remove Summary Item Added Outside of the Practice

Other Organisations caring for the patient may have added information to the **Patient Summary**. If you feel it should not be there you cannot remove it yourself, but can request that it is removed.

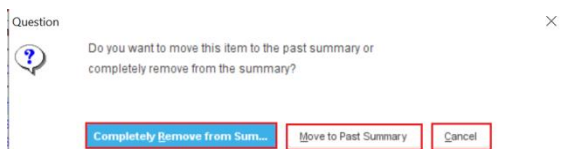
1. Open a patient record and right click on **Summary & Family History** on the clinical tree. This shows all items currently in the **Summary**



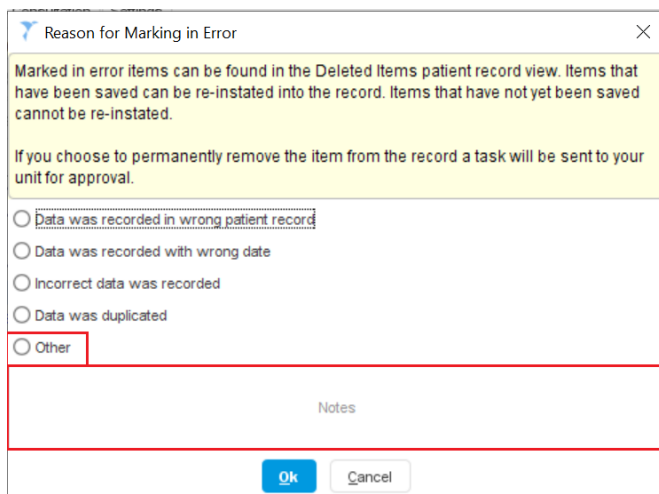
2. Right click the item you wish to remove from **Summary**. Select **Request Remove from Summary**

3. Select **Completely Remove from Summary**

4. Select the reason you want the item to be removed, or select **Other** and type the reason in the **Notes** box. Click **Ok**



A dialog box titled "Question" with a close button (X) in the top right corner. It contains a question mark icon and the text: "Do you want to move this item to the past summary or completely remove from the summary?". At the bottom, there are three buttons: "Completely Remove from Sum...", "Move to Past Summary", and "Cancel".



A dialog box titled "Reason for Marking in Error" with a close button (X) in the top right corner. It contains a yellow warning box with the text: "Marked in error items can be found in the Deleted Items patient record view. Items that have been saved can be re-instated into the record. Items that have not yet been saved cannot be re-instated." Below this, it says: "If you choose to permanently remove the item from the record a task will be sent to your unit for approval." There are five radio button options: "Data was recorded in wrong patient record", "Data was recorded with wrong date", "Incorrect data was recorded", "Data was duplicated", and "Other". The "Other" option is selected. Below the options is a text input field labeled "Notes". At the bottom, there are "Ok" and "Cancel" buttons.

5. A **Remove Item Request** task will be sent to the relevant organisation for action. If that Organisation agrees and actions the task, the entry will be removed