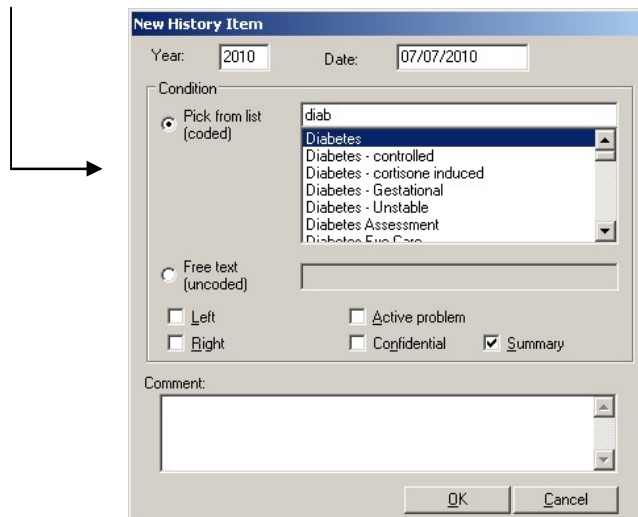


Adding a Diagnosis (History Items) MD

From the Clinical Window, select the Past History tab.

Select Add from the menu bar; or
Click the button on the toolbar; or
Press F3.

The New History Item window appears.



Enter the year in which the condition appeared.

Enter the date on which the patient first alerted you to the condition.
The current date is displayed by default. This can be modified by you if necessary.

Enter/select the condition from the Pick from list (coded) DOCLE list:

- Select check boxes as necessary;
- Left, Right or both sides;
- If this is still an 'Active problem'.

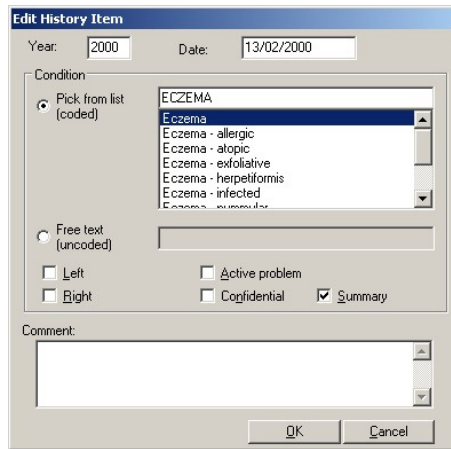
Select the 'Confidential' check box to prevent this item from being included in summaries, letters and so forth when the Summary check box is also ticked for this item.

Select the 'Summary' check box if you want this history item to be included in patient's Summaries (printouts):

- Add any 'Comments' required;
- Click OK to confirm the new item.

To edit a Diagnosis (History item) MD

To edit a history item, either Double-click the item in the list, or select the item then right-click the item and select Edit Item from the pop-up menu.



The Edit History Item window appears.

It is important that the diagnosis is selected from this list, so that Medical Director and Clinical Audit Tool searches for condition will pick up your entry.

Edit the details as required and click OK to save the changes made.

To delete a Diagnosis (History item) MD

To delete a highlighted history item, click the Delete button on the toolbar or press the Delete key on the keyboard. Or Right mouse click and choose Delete Item from the list. You will be asked to confirm that you want to delete - choose 'Yes'.

For medico-legal reasons deleted items cannot be removed from the database. Deleted records are only hidden from view.

