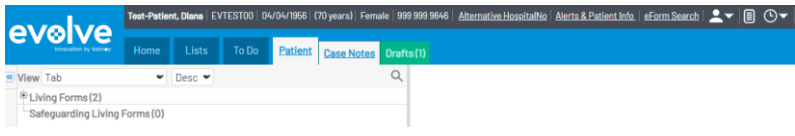

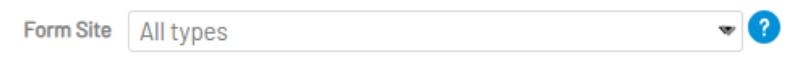

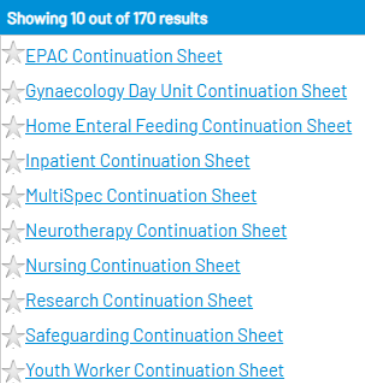

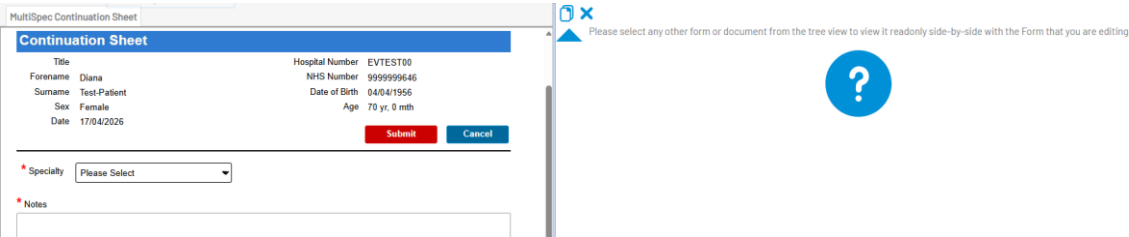
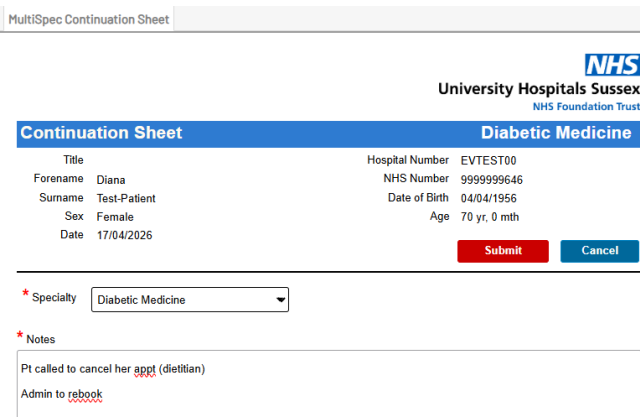

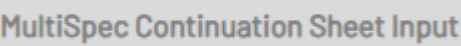


EVOLVE – CREATE A LIVING FORM	
	<p>Living Forms are a specific type of document:</p> <ul style="list-style-type: none"> • Documents/forms which change over long period of time • Observations etc <p>They appear in the tree view within their own category: Living Forms. Their primary usage is to record information about a patient which changes over time.</p> <p>Living Forms are actually composed out of two elements:</p> <ol style="list-style-type: none"> 1. Input Form – using Evolve form creation tools to create 2. Reports – presentation of the data in various (multiple) forms
Open the patient record	
From the Patient Menu select Fill in a Form (or, from the toolbar, select the Fill in a Form icon	
From the Form Site dropdown list, select All types	
To search for a form within the Form Site :	
Select the Search for a form box and type in part or all of the form name	
Any forms that match the results will appear	

EVOLVE – CREATE A LIVING FORM	
<p>Select the Form that you wish to complete, e.g. Inpatient Continuation Sheet</p>	
<p>The Form opens in edit view with SplitView on the right-hand side.</p> <p>Please note, although SplitView will still appear on the right of the screen, this won't be used for opening reference documents as all casenotes will now appear in the trust wide eDMS, MediViewer. Please open MediViewer in another tab if you want to view casenotes for a patient.</p>	
	
<p>If you don't want to use the SplitView you can move the pane over by clicking on the bar between the left and right pane (a double arrow will appear) and drag to the right</p>	
<p>Enter details into the text box and then click on Submit</p>	
<p>The History tab displays which shows all historic data, including the most recent, that has been input</p>	
<p>The Input tab displays the form so the user can provide new records</p> <p>Click on the Input tab</p>	

EVOLVE – CREATE A LIVING FORM

Enter more data to the form and click on **Submit**

Continuation Sheet
Diabetic Medicine

Title	Hospital Number	EVTEST00
Forename	Diana	NHS Number 9999999646
Surname	Test-Patient	Date of Birth 04/04/1956
Sex	Female	Age 70 yr, 0 mth
Date	17/04/2026	

Submit
Cancel

* Specialty Diabetic Medicine ▼

* Notes

New appt time given - 27/04/26 @ 10am

Click on the **History** tab to view the data entered

MultiSpec Continuation Sheet Hist

Continuation Sheet
Diabetic Medicine

Title	Hospital Number
Forename	NHS Number
Surname	Date of Birth
Sex	Age 70 years
Date	17/04/2026

Added By	Added Date	Specialty	Notes
Ely-Harris Marc (Western Sussex Hospitals)	17/04/26 11:52	Diabetic Medicine	New appt time given - 27/04/26 @ 10am
Ely-Harris Marc (Western Sussex Hospitals)	17/04/26 11:39	Diabetic Medicine	Pt called to cancel her appt (dietitian) Admin to rebook

Example only as each living form will be slightly different