	DNACPR ALERT
The DNACPR Alert is added in CareFlow.	
Bring up the <b>Patient Details</b> screen	The <b>Patient Details</b> screen opens
See the <b>MPI &amp; Look Up – Search for a</b> <b>Patient</b> manual for details on how to search for a patient	Petrotadia       Acta data         Image: Petrotadia       Image: Petrotadia
Click on the <b>Home Page</b> button in the banner at the top of the screen	The patient's home page opens in a new window
ROBERTS, Kimberley (Mrs) 110 Acacia Avenue, Haslemere, Anglesey, DN20 ONJ	Control Ferrai & C
	Patient Dumber         0         X         Patient Demographics         0         X           Height Rumber         H00001297         Matter         GP & Pactice         Contect Details         <
Click on the <b>Menu</b> button in the top left hand corner of the screen	Image: State Mark          - Output (State Mark Mark Mark Mark Mark Mark Mark Mark
	Tou may have unterent options in your menu list

	DNACPR ALERT
Click on Alerts • Alerts	The Alerts screen opens
To add an Alert, click on the <b>Add Alert</b> button	The Create Alert window opens         VMMS, Munipu (Max)       Create Alert         VMMS, M
Under <b>Alert Details</b> : Select <b>Medical Alert</b> from the <b>Alert</b> <b>group</b> drop down list Select <b>DNACPR – do not attempt CPR</b> from the <b>Alert type</b> drop down list	Alert Details Alert group: * Medical Alert Alert type: * DNACPR - do not attempt CPR
Select the <b>Risk level</b>	Risk level: * No Risk Medium Low High No Risk

	DNACPR ALERT
Select the <b>Reason</b>	Reason: * Child Protection Clerical Infection Risk Investigation Patient's Protection Staff Safety
Enter any <b>Comments</b> as required	Comments:
Click the <b>Create Alert</b> button	The Alert loads in the main window          Alerts         Drag a column header here to group by that column         Summary       Date         DNACPR - do not attempt CPR 19-Jun-2023
Click on the <b>Close</b> button to close the alerts screen	Close
You can view Patient Alerts at any time by clicking on the <b>Alerts</b> strip in the Patient Banner	Alerts will display: LATHAM, Teresa (Not Set) FARTHINGS, COLWELL LANE, Alerts • DNACPR - do not attempt CPR:

	DNACPR ALERT	
The DNACPR Alert will pull through to <b>Evolve</b> :		
Open Evolve and search for the patient	Patient Search #ISearch Criteria Patient Search All000220	
Alerts are highlighted to the user by a pop-up when the patient record is opened. Name, <b>Description</b> , Added By and Added On will display		
There is an option to <b>suppress the alert</b> after the first instance for the duration of a session (i.e., the pop up will appear the first time a patient record is opened, but not subsequently, until the user logs off and then logs in again) Tick <b>Supress alerts for this patient for this session</b> and click on the <b>Close</b> button.		
Name         Description         Added           ▲         Do Not         No review date         Geiger           Resuscitate         DNACPR         Hospit           Close         □         Suppress alerts for this patient for this set	By Added On Julie (Western Sussex 15/03/2021 als) ision	
Alerts are also highlighted to the user by an alert icon on the patient banner To view the alert, click on the <b>Alerts Icon</b> on the patient banner and click on the alert Click on <b>Close</b>	View Alert         Name:       Do Not Resuscitate         Description:       No review date DNACPR         Added Br:       Celoar IDDItervieway ple uk	
	Added On: 15/03/2021 Close	

DNACPR ALERT		
Adding the DNACPR document to Evolve: The DNACPR document should be scanned and either uploaded within Evolve using <b>Upload</b> <b>Document</b> or added using <b>Print to Evolve</b> to the <b>DNACPR folder</b>		
A guide of how to Upload a Document is located here - https://imtguides.uhsussex.nhs.uk/Evolve/ScanningandUploadingontoEvolve.html A guide of how to Print to Evolve is located here - https://imtguides.uhsussex.nhs.uk/Evolve/PrinttoEvolve.html		
Example of Upload Document:	Select document H:Evolve:DNR.pdf Browse Verify as a final record Date 07-May-2020 Specialty Elderly Medicine Letter type DNACPR Consultant Williams, P (PHW) Location DNACPR Sub-Folder Please Select	
Example of Print to Evolve:	Date:       Thursday, 07-05-2020 11:21 v       X         Select location by:       • Document Type       Folder         Folder:       DNACPR       •         Subfolder:       •       •         Document Type       DNACPR       •         Specialty:       Elderly Medicine       •         Consultant:       Williams, P       •         Back       Send	
Example of document added to DNACPR folder:	DNACPR (1)	

DNACPR ALERT		
Rescinding the DNACPR		
To close the Alert, click on the <b>DNACPR –</b> <b>do not attempt CPR</b> alert and click on <b>Close Alert</b>	Select the Reason from the drop down list Reason: * Admin error Alert no longer valid Allergen has been coded Automatically Closed Closed on Spine Investigation Complete Other Sema Migration	
If a review date exists on the DNACPR form then enter the end date for the alert in the <b>Notes</b> section as review date xx/xx/xx or on discharge if the review on discharge is noted on the DNACPR form	Notes: review date 20/06/24	
Click on <b>Close Alert</b>	Close Alert	
The Alert will display the Close information:		
Closed: 20 Jun 2023 Closed by: ELY-HARRIS, M Closed reason: Alert no longer	1arc (Mr) valid - review date 20/06/24	

## **DNACPR ALERT**

In Evolve:

- The document in Evolve should then be annotated, highlighting that it has been rescinded
- A guide of how to Annotate Documents is located here -<u>https://imtguides.uhsussex.nhs.uk/Evolve/AnnotatingDocuments.html</u>
- Evolve Support should then be notified so that they can relocate the document to the **Rescinded DNACPR** folder. Please contact them via the **I.T Helpdesk**.

Example of document added to Rescinded DNACPR folder

Rescinded DNACPR (1)

1 07-05-2020 DNACPR Elderly Medicine PHW (Edited)