
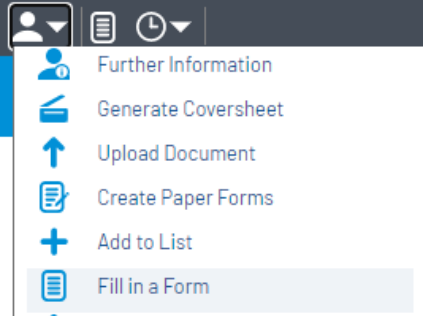
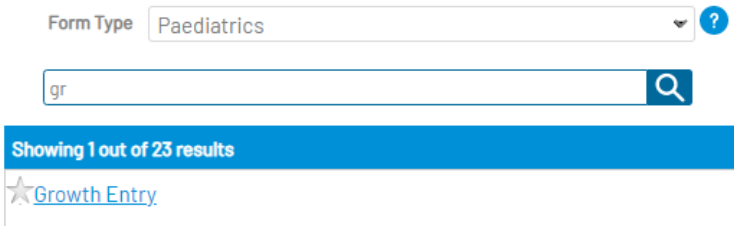
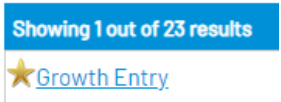


Fill in a Form (eForms)	
Forms (called eForms) will be used for day forward completion of forms that are currently completed on paper. These will then be available in the patient's Electronic Case Note.	
To Fill in a Form :	
Open the patient record	
You can select the Fill in a Form icon directly from the banner bar  OR from the Patient Menu select Fill in a Form	
From the Form Type dropdown list, select the appropriate type, e.g. Paediatrics	
All forms of the selected type are displayed in the list box	
To search for a form within the Form Type	
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	
Favourite form types are indicated by a yellow star in the list. To mark a Favourite	
Click the star beside the form and this marks it as a favourite with a yellow star (clicking on the star again will unmark it as a favourite)	

Fill in a Form (eForms)	
To view your favourites, click on the Form Type dropdown list and select Favourites	
The saved form will show under Favourites	
To create and complete a form:	
Select the Form Type that you want to view or search for a form if there a lot in that section (as above)	
From the list box, click to select the form	
The form is displayed for completion	
Complete the form as necessary, forms will be displayed in different types includes text boxes, drop down lists etc.	

Fill in a Form (eForms)

SplitView

SplitView provides you with the ability to review a second reference document while completing an eForm or Living Form.

Any document, including drafts, eForms and Living Forms, which exist in the patient casenote can be opened as the reference document.

SplitView shows when you open an eForm or Living Form

Western Sussex Hospitals NHS Foundation Trust

Outpatient History Sheet

Title: _____ Hospital Number: A1001538
 Forename: Hazel NHS Number: _____
 Surname: Nut Date of Birth: 15/10/1960
 Sex: Female Age: 60 yr, 5 mth
 Date: 18/03/2021

Attendance History [Save Draft] [Submit] [Cancel]

* Specialty: Please Select


The most recent measurements are displayed below:

Weight / Kg: _____
 Height / Cm: _____
 BMI: _____
 BP: _____ / _____

* Clinical Notes

Please select any other form or document from the tree view to view it readonly side-by-side with the Form that you are editing

To open a reference document in SplitView

Click on the  icon (left hand corner on right side of split screen)

The patient casenote treeview shows, this works in the same way as the main treeview.

You can select a document from tab view OR click on the **View** drop down to select a different view e.g. Specialty, Draft Documents etc.

View: Tab | Desc

- DNACPR (0)
- Front of Notes (0)
- Clinical History (10)
 - 17-03-2021 14:41:16 Outpatient History Sheet (ely-harrism)
 - 25-09-2018 A&E CAS Card Extra Clinic Accident & Emergency WA
 - 17-08-2018 Test Cardiology LK
 - 17-08-2018 A&E CAS Card Accident & Emergency
 - 17-08-2018 A&E CAS Card Accident & Emergency
 - 17-08-2018 A&E CAS Card Accident & Emergency
 - 06-08-2018 Clinical History Accident & Emergency NPA
 - 19-06-2018 Injection Pathway
 - 14-06-2018 09:19:07 Outpatient History Sheet (ely-harrism)
 - 06-06-2018 Clinical History Accident & Emergency (Edited)
- Correspondence (8)
- Investigations (1)
- Nursing and Therapies (1)
- Charts and Forms (2)
 - Care Pathway (0)
 - Unstructured Content (0)
 - Maternity (0)
 - Summary Notes (0)
 - Research Notes (0)
 - Safeguarding (0)
 - Rescinded DNACPR (0)

Fill in a Form (eForms)


Regardless of the means of selecting, the reference document will open in the right-hand pane and will be non-editable.

Except for **PRINT**, all Non-edit actions such as zoom in/out, move next page, search content, Select Text Mode are available on the reference document

Actions such as **Add/Edit Annotations** are not available as the document is in **Read-Only** mode. Should you wish to edit the document, please close out of **SplitView** and load the document directly

If you need to come back to the form later but haven't fully completed it, you can **Save as Draft**

At the top of the form, click on the **Save Draft** button

Fill in a Form (eForms)									
<p>You will be asked where you want to save the draft, you can choose Your Inbox (be very careful saving to this as you are the only person who can view the draft), you can save to a Pool (this is recommended so that everyone in a group can see the draft) or you can save to an Individual</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <h3 style="margin: 0;">Save Draft</h3> <p style="font-size: small; margin: 0;">Please select where the form should be saved to</p> <p style="font-size: x-small; margin: 0;">Assign to:</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 40%;"> <p><input checked="" type="radio"/> Your Inbox</p> <p><input type="radio"/> Pool</p> <p><input type="radio"/> Individual</p> </div> <div style="width: 30%;"> <p>Queue All Users</p> </div> <div style="width: 25%;"> <p>Pool Please Select...</p> <p>Individual Please Select...</p> </div> </div> <div style="display: flex; justify-content: flex-end; margin-top: 10px;"> Save Draft Cancel </div> </div>								
<p>To access a draft form:</p>									
<p>Click on the To Do tab</p>									
<p>Select My Items down the left if you've saved the form to your inbox or click on the group if you've saved to a pool</p>									
<div style="border: 1px solid #ccc; padding: 5px; font-size: x-small;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; border-right: 1px solid #ccc;">Priority</td> <td style="width: 35%; border-right: 1px solid #ccc;">Originator</td> <td style="width: 15%; border-right: 1px solid #ccc;">Subject</td> <td style="width: 35%;">Search in subject 🔍</td> </tr> <tr> <td style="border-right: 1px solid #ccc;">R</td> <td style="border-right: 1px solid #ccc;">Ely-Harris Marc (Western Sussex Hospitals)</td> <td style="border-right: 1px solid #ccc;">2021-03-18 13:54:01 Outpatient History Sheet (ely-harrism); Nut, Hazel A1001538</td> <td></td> </tr> </table> </div>		Priority	Originator	Subject	Search in subject 🔍	R	Ely-Harris Marc (Western Sussex Hospitals)	2021-03-18 13:54:01 Outpatient History Sheet (ely-harrism); Nut, Hazel A1001538	
Priority	Originator	Subject	Search in subject 🔍						
R	Ely-Harris Marc (Western Sussex Hospitals)	2021-03-18 13:54:01 Outpatient History Sheet (ely-harrism); Nut, Hazel A1001538							
<p>Click on the draft form to open it</p>									
<p>The form then displays ready for viewing/editing</p>									
<p>Complete the form and then to submit the form once it is completed, click on the Submit button</p>									
<p>The newly created form will be permanently stored in the patient's case note, To view a complete form</p>									
<p>Click back on the Patient tab</p>									

Fill in a Form (eForms)	
Expand the tab (Clinical History) by clicking on the + sign and this shows the document that has been added to that tab with the date and the name of the form	
Select the appropriate form by left clicking on it and this then displays in the main document area	
This will now show the form in a view only format	