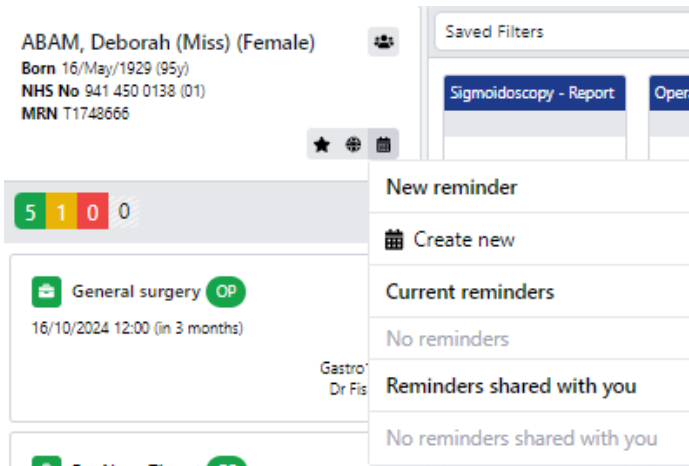


MEDVIEWER – CREATE/EDIT/SHARE/COMPLETE REMINDERS

Reminders allow you to save a patient’s details against a free text task or tasks, with a Due Date. You can then track any reminders, probably daily, if indicated in your Banner.

The following tasks can be carried out within a Patient’s Reminder menu:



- Create a Reminder
- Manage your own Reminders
- Manage Shared Reminders

Within the Banner’s Reminder screen, accessed from the Overdue and Scheduled Reminder indicators, it is possible to:



- View a Reminder
- Edit a Reminder
 - Share a Reminder (with or without editing rights)
 - Mark a Reminder as Complete

Warning: Reminders must NOT be used for recording any clinical noting for the patient as these are temporary actions that will never be filed in the patient’s Health Record.

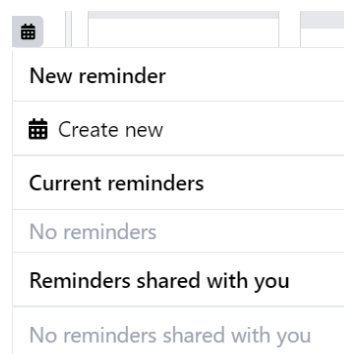
Reminders can’t be deleted once created.

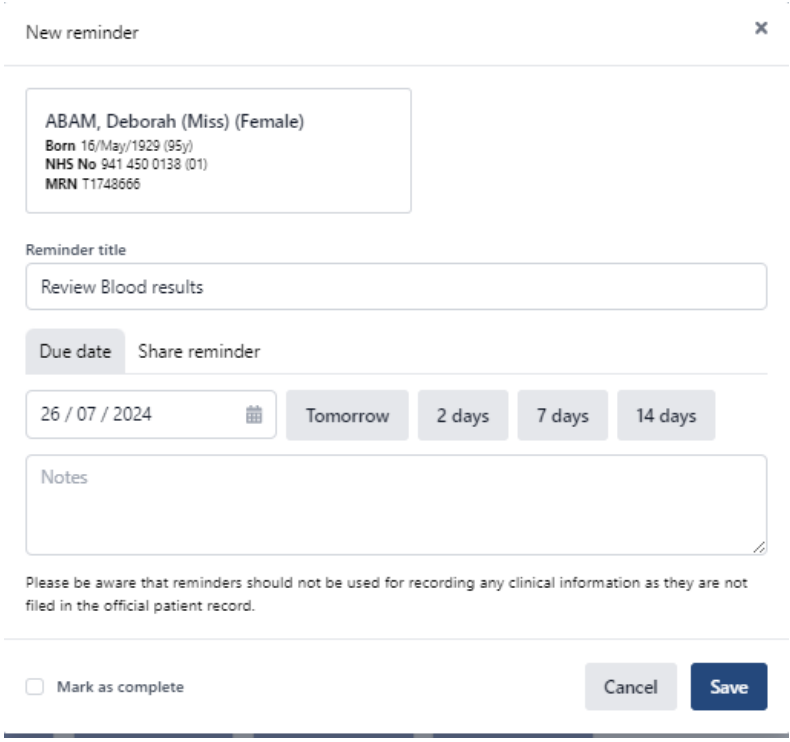


CREATE A REMINDER

Whilst in the patient’s Health Record, click the **Calendar** icon in the Patient Block, top-left



The **Reminders** menu displays:



	<p>It consists of three areas:</p> <ul style="list-style-type: none"> • New Reminder – Create a New one from here • Current Reminders – Only incomplete reminders you created for this patient • Reminders Shared with You - Only incomplete reminders for this patient a colleague has created and shared with you
<p>Click on Create New</p>	<p>The New Reminder window displays:</p> <p>Type in a Reminder Title, Set a Due Date with the Calendar icon or one of the date buttons.</p> <p>Add context in the Notes, if required, especially if sharing this Reminder with colleague(s).</p>  <p>Please be aware that reminders should not be used for recording any clinical information as they are not filed in the official patient record.</p>
<p>Click Save</p>	<p>The Reminder indicator number increments by one and the reminder will now be available from within Manage your own Reminders and either of the Reminder buttons in the Banner.</p>
<p>MANAGE YOUR OWN REMINDERS</p>	
<p>Click on Overdue Reminder or Scheduled Reminder indicators, from the Banner</p> 	<p>The Reminders screen displays:</p>  <p>Overdue for those past their due date, Scheduled for those not yet at their due date and Done for those manually marked as done.</p>

Click on the Reminder you want to view

The **Edit Reminder** window displays:

You can now:

- **Edit** any of the fields available, if required
- **Share** it with a colleague via the Share Reminder tab adding their name as view only or giving edit rights if you want them to mark it as complete
- **Mark as Complete** by ticking the tickbox
- **Cancel** to disregard changes or **Save** changes

Please Note: If you supply edit rights to colleague(s), they will also be able to edit any part of the reminder. You may also want to amend the Notes accordingly, when sharing with colleagues.

MANAGE SHARED REMINDERS

Click on **Overdue** Reminder or **Scheduled** Reminder indicators, from the Banner



The **Reminders** screen displays:



Overdue for those past their due date, **Scheduled** for those not yet at their due date and **Done** for those manually marked as done.

Reminders shared with you will also display in this screen

Click on the Reminder you want to view

The **Edit Reminder** window displays:

Edit reminder ✕

ABAM, Deborah (Miss) (Female)
 Born 16/May/1929 (95y)
 NHS No 941 450 0138 (01)
 MRN T1748666

Owner: Clinical Trainee1

Reminder title

Due date Share reminder

Scheduled date: 25/07/2024

Notes

Please be aware that reminders should not be used for recording any clinical information as they are not filed in the official patient record.

Mark as complete Cancel Save

If you have editing rights to someone else's reminder, it is the same as managing your own reminders.

- **Edit** any of the fields available, if required
- **Share** it with a colleague via the Share Reminder tab adding their name as view only or giving edit rights if you want them to mark it as complete
- **Mark as Complete** by ticking the tickbox
- **Cancel** to disregard changes or **Save** changes

Please Note: If you supply edit rights to colleague(s), they will also be able to edit any part of the reminder. You may also want to amend the Notes accordingly, when sharing with colleagues.

Scheduled (2)

CAT Scan review
 Miss Deborah ABAM
 T1748666
 25/07/2024 (today)
 Shared with: Clinical Trainee2

Review blood results
 Miss Deborah ABAM
 T1748666
 26/07/2024 (1 day)

Click on the Reminder you wish to edit, if you now want to change who you are sharing the reminder with or their access rights

The **Edit Reminder** window displays:

Click on the **Share Reminder** tab

The Search Name and Edit Rights options now display:

Remove any colleagues you no longer want to share this reminder with and/or add/remove **Edit rights** toggling the tick box accordingly.

Click **Save**

The sharing rights have now changed.