

Find a Patient

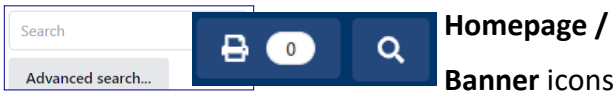
Use **Clinical Activity, My Recents, My Favourites** or options from the buttons on the homepage.

Note: A patient selector icon appears in the Patient Block when patients are chosen from a preset list.

Alternatively, use the **Smart Search** for a patient:

1. Type in their (partial) Surname, MRN or NHS Number
2. Tap **Enter** on the keyboard
3. Click the correct row
4. **Check their full demographics in the Banner**

The **Advanced Search** also allows you to search by Date of Birth, Gender, as well as including their first (Given) name. Use the **Show Empty Records** tickbox, when no results returned, in case their records have yet to be scanned.



Encounters	Activity type in PAS
Striped	Cancelled / DNA'd Appointments
Green	Outpatient Appointments
Orange	Inpatient / Daycase Spells

(Create and Save) Filters

Please use the **Saved Filters** field for filters you want to save and **Specialty, Document Type, Tags** fields and **Magnifying Glass** (text filter) icon for one-offs.

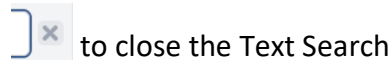
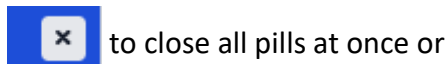
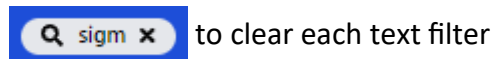
1. Click the **Saved Filters** field in the **Bundles View**
2. Click the **+ Create New Filter** option
3. Select as few or as many of these filter options:
 - Tick the **Document Type(s)** required - alternatively, use the **Search** field
 - Type each required word(s)
4. Type in the **Filter Name** you want to appear in the list within the Saved Filters field
5. Click the **Save** button

Click on the **Saved Filters** field itself, within **Bundles View** to toggle select, share, edit or delete a saved filter.

Find a Page with Text Search

Note: MediViewer recognises all **typed** text to enable searching on it. It is unlikely to recognise written text.

1. Click the **Magnifying Glass** icon in the **Bundles View**
2. Type in the required word or phrase to look for
3. Press the **ENTER** key on your keyboard



Icons	Pages, Bundles View options
	Display - Choose from Single (Default), Front/Back, Freestyle . Page Fit - Best Fit (Default), Height, Width .
	Full Screen View - Page Fit affects view. Press Esc key or mouse to top of screen for exit.
	Zoom out / in - or hover over the page to use mouse scroll. On mobile, use pinch gesture.
	Previous Next Page - navigate through the patient's full Health Record (ignores any current filters).
	Rotate Page - Once Rotate Page function is in motion, this save rotation icon displays, to save changes.
	eSign a Page - Once you sign a page, the Signed icon displays top-right of the page
	Tag Page - Some users will have rights to tag pages so it makes it easier to find certain pages. e.g. research.
	Filters - Bundles View minimises as Page View opens. Access Saved Filters, Specialty & Doc Types here.
	Expand / Collapse ALL Bundles Toggle to They also appear on each Bundle.
	Text Search - to find specific typed text on Pages .
	Collections - Group Pages and Bundles together under a user-defined title. Can also be shared with all users.
	Info - Audit Trail, Text Recognition and further Page Information can be viewed here.
	Settings - Access Preferences and Report a Problem . Other options may also display for authorised users.

(Create) Collections







1. Click on the Collections **Ribbon**, top-right of the **Bundles View**
2. Click on the **Create New Collection** button - all Bundles and Pages show a +
3. Click on each + (on a Bundle, for all its pages, or single page from an expanded bundle) reqd.
4. Within the **Collection View**, click the **Ribbon** then the **Save** option from the menu
5. **Name** the Collection, type a **Description**, if reqd, and always set an **Expires On** date
6. Click the **Save** button

Only tick **Public** when all users need to view this.
Access and Manage Saved Collections from the **Collections** ribbon, top-right of the **Bundles View**

Direct Uploads - Restricted Use

The **Direct Upload** icon in the Patient Block is for Bundles which are **not** Encounter-specific.

1. **Check patient's full details before continuing**
2. Click the correct **Direct Upload** icon (Patient Block or against a specific Encounter)
3. Select the file using Drag-and-drop or Browse
4. Select the Bundle Type from **Bundle Name**
5. Type in a **Description**, if useful
6. Type in the **Date** that the data in this file was produced, **not** the date you uploaded it
7. Click the **Upload** button

Icons	Meaning of Patient Block icons
	Favourite a patient. Favourite patients appear on the Homepage. Wards and clinics can be favourited too.
	Contextual Link - Open a supported system's patient page, without further navigation e.g. iGrow.
	Reminder - about a patient. You can share these with (a) colleague(s), so they can Mark as Done .
	Directly upload a non-Encounter specific file. Available against patient Encounters also. Restricted function.
 	Print Status. Current Print Jobs and status. Remove print jobs from this queue also.

(Create) Reminders

1. **Make sure you select the correct patient**
2. Click the **Calendar** icon in the Patient Block
3. Click on **Create New**
4. Type **Reminder Title** and set **Due date**
5. Type in a Description into the **Notes** field, if useful
6. Click the **Save** button

The **Share Reminder** tab allows you to search for a MediViewer user then click on to add; repeat if reqd - **Edit Rights** allows them to **Mark as Complete**.

Free Text Expressions

[SHIFT + \] - OR statement - sigm|colon
 .* - Same Line, Same Order - discharge.*summary
 [\s\S]* - Same Order on Page - heart[\s\S]*attack



MediViewer Reference Guide for All Users

Have IT issues?
Contact IT Helpdesk on x65777

Scan the QR Code to watch a quick video



Opening MediViewer

1. Double-click the **UHSussex Applications** folder
2. Double-click the **MediViewer** icon