

## Change Site

Use the **Change** link in the Banner to ensure the **Site** matches where you are for each patient.

## Find a Patient

Click the **Recent Patients** icon to access a **Search** function.

**Note:** To return to the **Search** box from the initial log in page where your Messages display, click the **Home** icon, then:

















1. Type in NHS Number, MRN or name format:  
firstname surname | surname, firstname
2. Tap **Enter** on the keyboard or click **Find Patient**
3. Click the correct patient row, if more than one
4. **Check their full demographics in the Banner using the ⓘ icon**

You can also use **Recent Patients** to select a displayed patient or **Set Date** first, if you have the ability to create Events such as Correspondence.












## Viewing Data
















**Hover over** Events and Patient Banner icons to quickly view. **Click them** to keep them on display.

## Event Types










	Biometry		Laser
	CVI		Message
	Cat-PROM5		Operation booking
	Consent form		Operation note
	Correspondence		Phasing
	Document		Prescription
	Drug Administration		Therapy Application
	Examination		
	Intravitreal injection		

## Event Icons

Icons	Description
	<b>Audit History</b> - of an Event
	<b>Expand section</b> - to view more
	<b>Black/White cross</b> - Close an Event Preview
	<b>Info</b> - More info when hovered over
	<b>Speech Bubble</b> - Hover to view more
	<b>Go to data</b> - takes you to the Event
	<b>Mark as Read</b> - Messages
	<b>Completed</b> - e.g. Drug Admin, Signed Letter
	<b>Backdate Event</b> - if added retrospectively
	<b>Comment</b> - Add free text comments
	<b>Grey Bin</b> - Remove Data Block eg Recipient

Icons	System, Event and Patient Functions available
	<b>Home</b> - Takes you back to the initial log in page, displaying the Messages window.
	<b>Menu</b> - Role-specific options might include: Advanced Search, Analytics, CVI, LA Admin, Practices, Practitioners, Reports, Theatre Diaries.
	<b>Clinic Lists</b> - Filter your clinic lists by <b>Site &gt; Context, &gt; Date &gt; a single list</b> , e.g. SEH > Cataract > today etc.
	<b>Recent Patients</b> - View a list of patients you have added Events to, on a specific date. Patient Search too.
	<b>Log Out</b> - Ensure you have logged out.
	<b>Sub Specialty Clinical Summary Graphs</b> - Graphs can be set by Layout and Scale to view the trends
	<b>Lightning Viewer</b> - Full size preview of Events, by a single Event Type, chronologically
	<b>Patient Overview</b> - e.g. Last Visual Acuity, Diagnoses, Procedures, Medications, Appointments, Plans etc.
	<b>Allergies / Alerts</b> - Read only.
	<b>Information</b> - Address & Contacts, including GP and Preferences (Large Print, email?, Lang & interpreter?)
	<b>Patient</b> - Management Summaries, Appointments, Problems & Plans
	<b>Eye</b> - Most Recent VA, Refraction, CCT, CVI, Diagnosis, Procedures, Meds & Hist  - Trial Participation
	<b>OpenEyes Logo</b> - Click to flip between dark light theme.
	<b>profile change</b> <b>Profile Change</b> - Edit <b>Profile</b>   <b>Site &amp; Context</b>

## Event Statuses

Icons	Description
	Urgent
	Draft
	Event
	Operation needs scheduling
	Operation on hold
	Operation cancelled
	Operation complete
	Exam has Virtual clinic data included
	Event has been backdated (at end of date)

## Add a Document Event

Once you have found your patient and are in the correct **Site** in the Banner:

1. Click on the **Add Event** button
2. Select the correct **Subspecialty > Context**
3. Click **Document** then the correct **Event Sub Type**
4. Choose the required **Upload** option then upload correct file then **Save**, adding **Comment**, if reqd.

## Correspondence

Ensure you are set to the correct **Hospital Site** - this affects the Letter Headers.

**One-off Recipients** - use **Add New Recipient**

**Permanent Recipients** - use **Contacts Element** in the Exam before completing the letter.

## Analytics

1. Click on the **Menu icon > Analytics**
2. Click on the required Sub-Specialty
  - **Clinical** - Select the Report
  - **Service** - Select the Diagnosis then the Report
    - ◇ Follow-ups Coming Due, Overdue Follow-ups, Waiting Time for New Patients
3. Set further criteria then click **Update Chart**

## OpenEyes Reference Guide



## for Clerical Staff

**Have IT issues?**

**Contact IT Helpdesk on x65777**

## Opening OpenEyes

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