

Change Site, E-Sign Pin etc.

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

Use the **Profile** link for a reminder if you have forgotten your E-Sign **Pincode**.

1. Click **Profile** in the Banner, at the top-right
2. Click **Pincode** on left, type password in prompt
3. Click the **View Pincode** button

If you wish to change your PIN code, click the **Regenerate Pincode** button.

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 **i** icon**

You can also use **Recent Patients** to select a displayed patient or **Set Date** first.












The Examination

- If you're the **first** to see the patient, click the:
 1. **Add Event** button > **Sub-specialty** > **Context** > **Examination** event - Complete exam fields then **Save**
- **OR** if patient already has an Examination event for this appointment, click the:
 1. Existing **Examination** event for it
 2. View the current Exam step's details then click the **Next Examination Step** button to move on
 3. Complete exam fields then **Save**

















Elements

<i>History</i>	Green - Active
<i>Systemic Diagnoses</i>	Grey - inactive

Note: Toggle extra (grey) elements on, if reqd

Functions	Description
	Add - Add a more detailed response
	Blue Bin - Remove element from Exam
	Black/White cross - Remove a response
	Copy - Select from previous values
	Speech Bubble - Add free text comment
	Info - More info when hovered over
	Grey Bin - Remove Data Block
	Audit History - of an event
	Mark as Read & Go to Patient - Messages
	Mandatory - Required to be able to save
	Change order - e.g. Problems & Plans

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		

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.

Viewing Data










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

Editing Data

Note: You are only able to edit data up to 24 hours after it was input.

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

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)

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 Clinicians

Have IT issues?

Contact IT Helpdesk on x65777

Opening OpenEyes

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