

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.









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**

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
	Audit History - of an Event
	Expand section - to view more
	Black/White cross - Close an Event Preview
	Info - More info when hovered over
	Speech Bubble - Hover to view more
	Go to data - takes you to the Event
	Mark as Read - Messages
	Completed - e.g. Drug Admin, Signed Letter

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)

OpenEyes Reference Guide



for Look Up Only Users

**Have IT issues?
Contact IT Helpdesk on x65777**

Opening OpenEyes

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