

OpenEyes for Look Up Only



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 (1) 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.

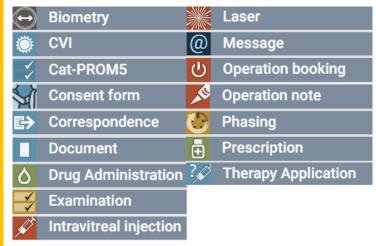
Viewing Data

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 Followups, Waiting Time for New Patients
- 3. Set further criteria then click **Update Chart**

Event Types



Event Icons

Icons	Description
ññ	Audit History - of an Event
₽ _M	Expand section - to view more
8	Black/White cross - Close an Event Preview
(1)	Info - More info when hovered over
Ø	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		
쉾	Home - Takes you back to the initial log in page, displaying the Messages window.		
\vee	Menu - Role-specific options might include: Advanced Search, Analytics, CVI, LA Admin, Practices, Practitioners, Reports, Theatre Diaries.		
88	Clinic Lists - Filter your clinic lists by Site > Context, > Date > a single list, e.g. SEH > Cataract > today etc.		
<ტ>	Recent Patients - View a list of patients you have added Events to, on a specific date. Patient Search too.		
\rightarrow	Log Out - Ensure you have logged out.		
CA P	and has not been been declared from the standards		
4	Lightning Viewer - Full size preview of Events, by a single Event Type, chronologically		
Q	Patient Overview - e.g. Last Visual Acuity, Diagnoses, Procedures, Medications, Appointments, Plans etc.		
Δ	Allergies / Alerts - Read only.		
3	Information - Address & Contacts, including GP and Preferences (Large Print, email?, Lang & interpreter?		
B	Patient - Management Summaries, Appointments, Problems & Plans		
•	Eye - Most Recent VA, Refraction, CCT, CVI, Diagnosis, Procedures, Meds & Hist - Trial Participation		
ம் Op	OpenEyes Logo - Click to flip between dark light theme.		

profile change Profile | Change - Edit Profile | Site & Context



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Event Statuses

Icons	Description
77	Urgent
	Draft
0	Event
Δ	Operation needs scheduling
11	Operation on hold
×	Operation cancelled
\checkmark	Operation complete
[*]	Exam has Virtual clinic data included
C	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