NHS
University Hospitals Sussex
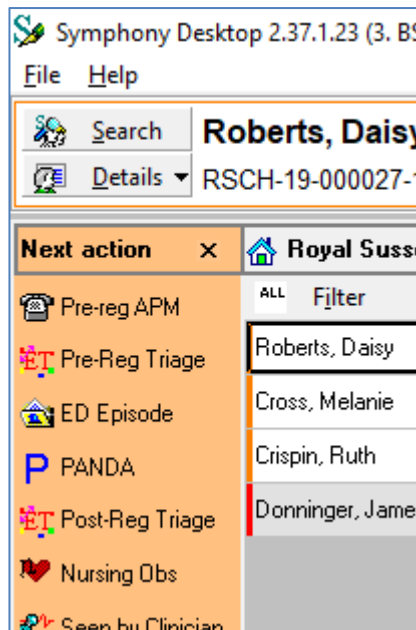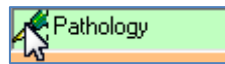**NHS Foundation Trust**

SYMPHONY – DATA ENTRY OVERVIEW

Data is recorded by selecting a patient on the **Patient List** to place their name in the **Patient Banner** then clicking on the relevant action from within the orange **Next Action** sidebar.
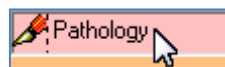

A dotted line between the icon and text of an Action means there is a request outstanding

Green

Hovering over the icon allows you to make further requests

Red

Hovering over the Action's text allows you to record the outcome

*Whilst it **is** possible to hover over the relevant squares of the **Tracking Grid** to request and outcome, it is **not** recommended* – as the Patient List refreshes automatically, the rows of patients move, which can cause you to record the data against the wrong patient.

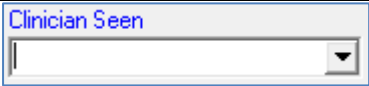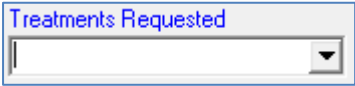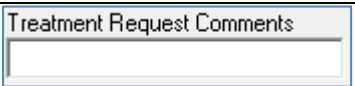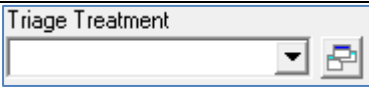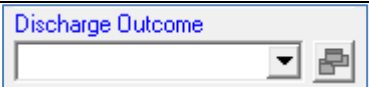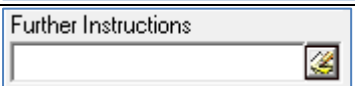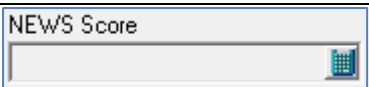The Action's window appears. *Please see the key below re: field text colouring*
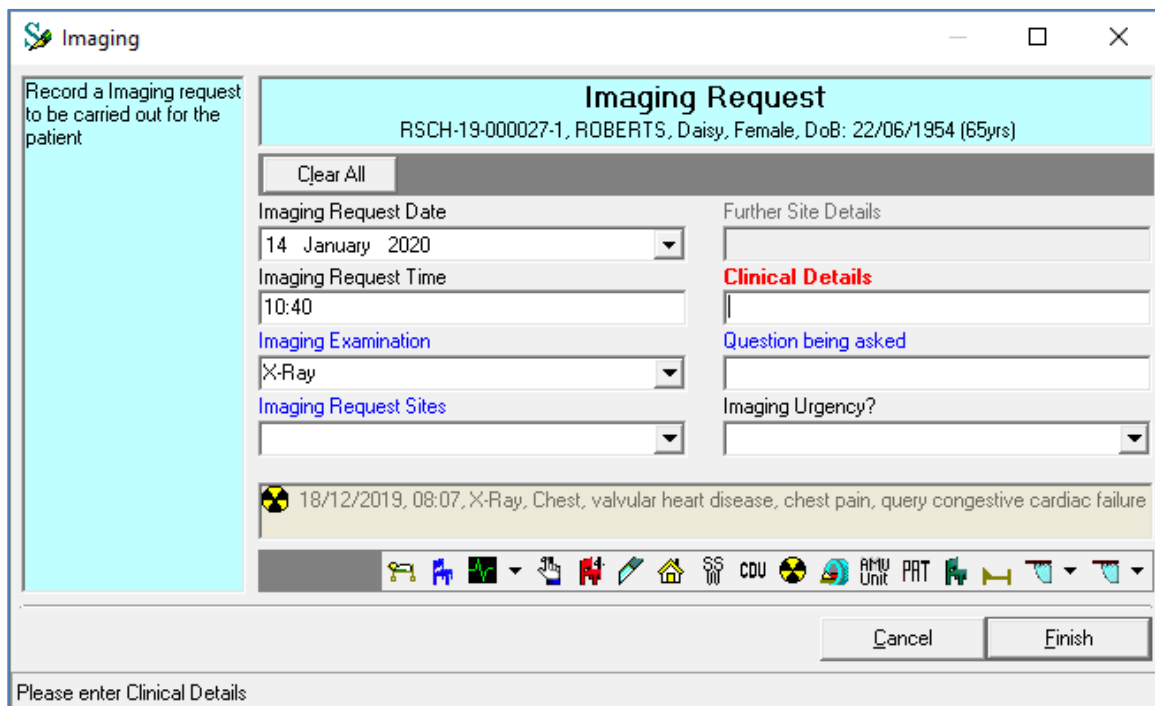
Black text - field is not mandatory, **Blue** text - field is mandatory, **Red bold** text – mandatory field is currently selected, Red text – not mandatory field is currently selected

SYMPHONY – DATA ENTRY OVERVIEW	

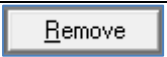**Field Types and Functions when recording data**
There are a number of functions above the **Patient List** and **Tracking Grid**. These are detailed below
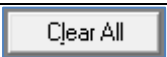
Clinician Seen	**Single Selection drop-down** – Double-click from the coded list
Treatments Requested	**Multiple Selection drop-down** – Select from the coded list with a double-click for each item needed then click OK to add the value(s)
Treatment Request Comments	**Free Text** – Double-click it, to be able to view the text box in a larger window before typing
Triage Treatment	**Further data *may* be required** – at least one option from the drop-down list will lead to another data entry window
Discharge Outcome	The **Further data *may* be required** functionality on this field has been deactivated
Further Instructions	**Prescription Further Instructions Quick Text** – Set prescription phrasing can be added to this button to save typing time
NEWS Score	**Calculator** – Clicking the calculator recalculates a score if changes have been made to the existing observation values

Recording Datasets
Datasets are screens where a set of fields can be added at a time to a patient record, usually where more than one set can be added at a time e.g. *Diagnosis* and *Prescription Drugs*. Because of this the set of fields need to be added, updated or removed as a group or dataset.

Please note: once you have saved the dataset(s) with the **Finish** button, you will no longer be able to use the buttons below – *you will have to either **edit** or **delete** the Action in the **e-View**.*

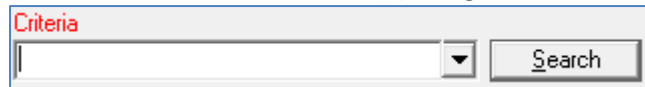|	
Add	Once you have entered the correct data in all the appropriate fields, this button adds the dataset to the bottom of the window
Update	Once you have highlighted the dataset in the bottom of the window and corrected the data in all the appropriate fields, this button updates it
Remove	Once you have highlighted the dataset in the bottom of the window, this button removes the dataset to the bottom of the window
Clear All	If you have highlighted a dataset by mistake and now want to input a further dataset, this button clears all fields without removing any datasets

Physical Locations of patients
It is possible, on *most* data entry windows, to record a change of patient physical location at the same time as recording the new Action, instead of using the Location button to record it separately.
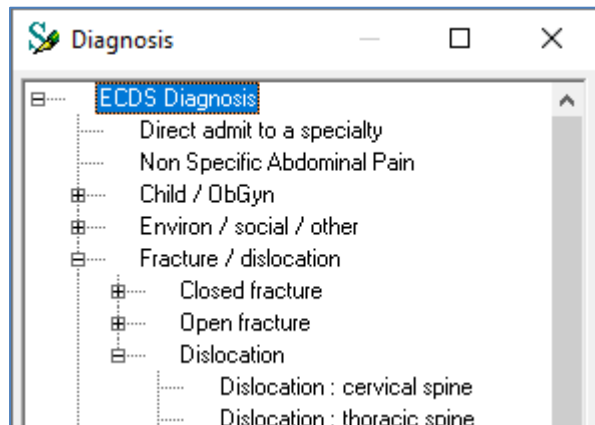
SYMPHONY – DATA ENTRY OVERVIEW

Diagnosis and Prescription Drugs - Both these Actions require the use of datasets & need to:

either **Search** for a coded value(s) using free text *Search Criteria*

or use **Classic** to choose from a limited tree-branch structure of coded values

Using the Wildcard *
Symphony uses an asterisk ***** as a wildcard in the **Criteria** field for both Diagnosis and Prescription Drugs.

If you need to find results where the search term you are using is text which could be at the beginning or in the middle of the word, use the wildcard.

e.g. Searching by ***Amox** will find you the following terms:

Amoxycillin
Co-Amoxiclav
Tamoxifen