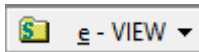


**SYMPHONY – VIEW, EDIT & DELETE WITHIN e-VIEW**

If the patient is currently in A&E, e-View will display the current episode details only, *although this can be changed*. If the patient is not in A&E and you have found the patient using the Search button, e-View will show **all** A&E episodes, in date order.

Ensure the patient details are displayed in the Patient Banner (see the **Search for a Patient** and **Register a Patient** guides for details.)

Click on the **e-VIEW** button *top-right*

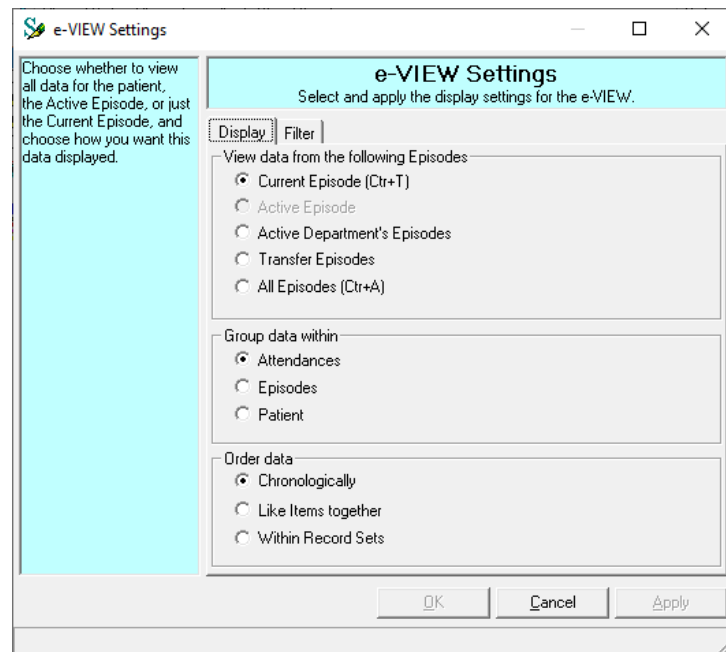


The e-AUDIT screen displays

Clinical Data - Chronologically - Within Attendances		Date, Time
RSCH-21-000010, 15/02/2021 - 15/02/2021 (1)		
T,		15/02/2021 14:05
A&e Review - Dr. Victoria Rizzo		29/09/2021 12:05
Imaging - X-ray		24/09/2021 13:13
Waiting For Imaging From Imaging		24/09/2021 13:13
Sepsis Screening - Yes		20/09/2021 14:07
Seen By Clinician - Dr. David Paradise-pat		16/09/2021 10:33
Waiting Rm-Minor		15/02/2021 14:12
e-Notes		15/02/2021 14:11
Pre-reg Triage		15/02/2021 14:05

Click the **e-VIEW** button again

The **e-VIEW Settings** window displays



Select **All Episodes** then click on the **OK** button

A list of all previous episodes displays in chronological order.

Use the + and – buttons to expand / hide details

View more detail in e-VIEW

Clinical Data - Chronologically - Within Attendances		Date, Time
RSCH-21-000010, 15/02/2021 - 15/02/2021 (1)		
F	T,	15/02/2021 14:05
	A&e Review - Dr. Victoria Rizzo	29/09/2021 12:05
	Imaging - X-ray	24/09/2021 13:13
	Waiting For Imaging From Imaging	24/09/2021 13:13
	Sepsis Screening - Yes	20/09/2021 14:07
	Seen By Clinician - Dr. David Paradise-pat	16/09/2021 10:33
	Waiting Rm-Minor	15/02/2021 14:12
	e-Notes	15/02/2021 14:11
	Pre-reg Triage	15/02/2021 14:05

A patient with a T against the Episode folder means the patient has had a Pre-Reg Triage and is not yet formally admitted, so Admission data is not yet available.

Clinical Data - Chronologically - Within Attendances		Date, Time
RSCH-20-073878, Abdo Pain, 18/12/2020 - 18/12/2020 (1)		
F	1, Abdo Pain	18/12/2020 10:21
	Imaging - X-ray	23/09/2021 09:21
	Waiting For Imaging From Imaging	23/09/2021 09:21
	Waiting Rm-Minor	15/04/2021 16:33

<b>ED Episode</b>		<b>Discharge</b>	Audit
Created By: SymphonyAdmin, 18/12/2020...		Created By:	Attachment
Last Updated By: Mrs. Alison Crofts,		Last Updated By:	
Field	Value		
Attendance Type	New Attendance		
Registration Date	18/12/2020		
Registration Time	10:21		
Arrival Date	18/12/2020		
Arrival Time	10:21		
Complaint	abdo pain		
Source of Referral	Self		
Organisation referred from?			
Reason for Attendance			
How did you get to the ED?	Foot		
Ambulance Station			
Ambulance Incident No.			
Has anyone come with you?	Unaccompanied		

A patient who *has been admitted* enables you to select the Episode folder row and view: 1. The admission details (ED Episode tab) if they are yet to be discharged or 2. The discharge details tab is selected by default. Simply select the ED Episode tab, to also view their admission details.

Scroll up and down the entries to navigate the data.

All other data rows within the e-VIEW work this way. *See the next page for more details.*

With the patient's e-VIEW already on display, select the row you wish to know more about.

In this example, you can see the **Request** details of the X-Ray.

Click on the **Outcome** tab to view the Outcome recorded.

Field	Value
Imaging Request Date	24/09/2021
Imaging Request Time	13:13
Imaging Examination	X-Ray
Imaging Request Sites	Skull
Clinician Ordering	Dr. David Paradise
Pregnancy test done?	Yes
Results of Pregnancy test	Negative
Reason Pregnancy test not d...	
LMP Date	23/09/2021
Breast Feeding?	No
For Contrast studies indicate ...	Asthma
eGFR Pending?	No
eGFR Result (mls/min)	20

### Edit Entries in e-VIEW

Once entries has been added using the Next Action Menu or the Tracking Grid, they can only be *edited* in e-VIEW. Where an action has two-steps to it – e.g. A Request and an Outcome, an Order and a Result – the **Next Action** sidebar allows you to record an outcome where one has yet to be recorded.

Right-click on the entry you want to change then select the appropriate **Edit** option

Field	Value
Date	20/09/2021
Time	14:07
Pre-hospital obs - NEWS => 5	No
Pre-hospital obs - News => 3 i...	No
Initial obs - NEWS => 5	No

The relevant screen... will open

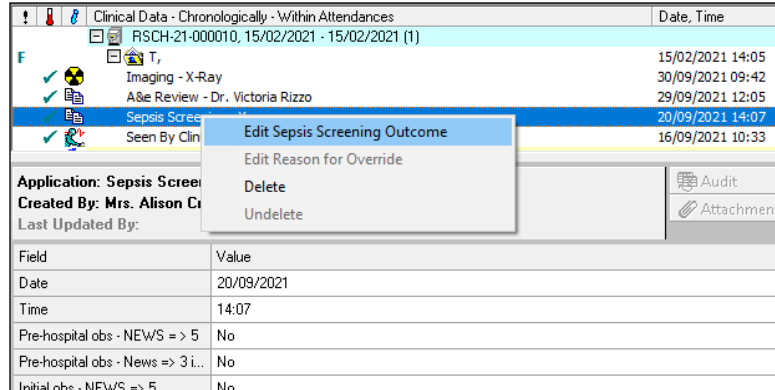
Enter the required details then click **OK** or **Finish**

The entry is updated.

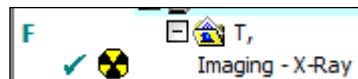
### Delete Entries in e-VIEW

Once information has been added, using the **Next Action** menu, it can only be deleted in e-VIEW. However, the details are not removed completely, only struck through.

Right-click on the entry you want to delete then select **Delete**



The entry is deleted and the letter **F** is displayed



This means FULL and you can click on the **F** to see the full episode *with all the deleted entries included*

Click on the letter **F**

The Episode details expand and the **F** changes to an **E**



This means EDITED and you can click on the **E** to *hide all the deleted entries*

To undo the deletion:

Right-click the deleted entry then select **Undelete**

