Electronic Discharge Summary

Version 2

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What is EPR

Electronic Patient Records

What information can I see in the EPR?:

At the moment the EPR can only display:

- Patient Demographics
- GP Details
- Next of Kin Details
- Future Outpatient Appointments
- Pathology Reports
- Radiology Reports
- Forms completed & published by Oncology, ENT, PAU & MAU.

Who uses the EPR and why?:

- **Oncology** – for their electronic Radiotherapy Booking Form.
- **ENT** – for their electronic Discharge Summary.
- **PAU/MAU** – for treatment planning and discharge summary.
- **Potentially anybody within the Trust** – to view patient info*

  (This will require appropriate authority & access rights once the system is fully deployed)

What is the future for the EPR?:

- To include a direct link to the **Anglia ERDT** (Electronic Requesting of Diagnostic Tests) system for ordering Pathology tests.
- To include a direct link to the **PACS** system to view diagnostic images.
- To display other departments’ electronic forms.
- Departments currently developing **Graphnet** systems are; **Colposcopy, Dermatology** and **Rheumatology**.
- In addition the **EPR** paves the way for the sharing of clinical information between **Primary** and **Secondary Care**.

  (Access to the EPR will be dependent on compliance with appropriate security policies)
Why do some people call the EPR graphnet?:

- The company that is developing the database for the EPR is called Graphnet Health Ltd.

- The database they are developing is called the Graphnet database.

- We call the system EPR (Electronic Patient Record) as we are only looking at a single record on the database.
Logging into EPR:

In this section you will look at how to:

- Access EPR from the Start Menu (Thin Client Users only).
- Log into EPR.
- Access EPR from Internet Explorer for the first time.
- Access EPR from Internet Explorer on subsequent occasions.

Accessing EPR from the start menu (Thin Client Users only):

Thin Client users will access EPR by selecting the MS Windows Start menu / Programs / Graphnet and Graphnet NET

This will launch ERP and offer you the choice of the LIVE or DEMO system

Remember – the LIVE system is subject to the Data Protection Act.

The DEMO system will allow you to explore EPR in an environment that will not contravene the Data Protection Act.

You would now need to type in your User ID and Password.

The first time that you log on to EPR your password will be the word “PASSWORD”. You will be asked to change it to a password of your choice.
Accessing EPR from Internet Explorer for the first time:

To access EPR via Internet Explorer, select the MS Windows Start menu / Programs / Internet Explorer

Alternatively, you could double click the Internet Explorer icon on the desktop.

Click to highlight the address bar and type http://eprweb/graphnet and Enter (return)

This will launch ERP and offer you the choice of the LIVE or DEMO system

Remember – the LIVE system is subject to the Data Protection Act.

The DEMO system will allow you to explore EPR in an environment that will not contravene the Data Protection Act.
Accessing EPR from Internet Explorer on subsequent occasions:

To save you the task of typing the address of EPR on subsequent occasions. Carry out the following short task:

Whilst you are currently on the page:

http://eprweb/graphnet

Click on Favorites and select Add to Favorites. The following dialog box displays.

Give your Favourite a Name: This can be EPR (as demonstrated here) or you can type “Electronic Patient Record”. And then click on OK

Now on subsequent occasions, when you start Internet Explorer, you can click on Favorites and select EPR from your list.
EPR - finding your patient

In this section you will learn how to:

- Look up a patient from the Patient List screen.
- Select a patient from a Patient List.
- Find a different patient from a Patient List.
- Look up a patient from the Patient Search screen.
- Find a different patient from the Patient Search screen.

Look up a patient from the patient list screen:

When you get into EPR you will arrive at the Inpatient screen by default:

![Inpatient screen](image)

A list of patients matching the chosen Consultant and Ward will be displayed. The list will be sorted alphabetically by Surname.

To change the order of the display, simply click on the heading of the column that you wish to order by: i.e. Patient No / NHS No / Date Of Birth

![Patient list screen](image)

To select a patient, click anywhere on the appropriate row. A single click highlights the patient. A double click will open the patient details screen for that patient. The contents of the patient details screen are described in the Viewing your Patent Details section.
Once that you have double clicked on the row of your chosen patient, the patient details screen will open as sampled below:

**Find a different patient from a patient list:**

If you wish to select a different patient from the same selection screen that you used for the current patient that you are viewing. Select the Patient Lists icon:

This will return you to the list of patients matching the chosen **Consultant** and **Ward** and you can then double click on a different patient in the list to view their details screen. Or, you can change the **Consultant** and/or **Ward** and select a patient from a new list of results.

**Look up a patient from the patient search screen:**

To select the patient search feature, click on the **Patient Search** icon:

You can find any patient recorded on PAS via the Patient Search screen. A patient does not need to be admitted to be found in EPR. You can find a patient using either:

1) NHS Number
2) PAS/District Number
3) By a minimum of three of the following:
   - Forename
   - Surname
   - Date of Birth
   - Sex – (this has a drop down choice menu)

When you have entered the search criteria, click **Search** and the patient is then displayed:

Double click on the patient to open the patient record screen.
When searching for a popular name you may find that you need to give more information. i.e. When searching for a male by the name of John Smith, you are likely to get several results:

To avoid this from happening, be sure to also enter John Smith’s Date Of Birth and the results will then be filtered down further:

To start a new search for a different patient, just click New Search. The previous search criteria/results will be removed and a new search can be made.
Viewing your patient’s details:

In this section you will be shown how to:

- Use each item on the screen.
- Access Patient folders.
- Display and view Patient information.
- Display and view future appointments.
- View the Patient’s electronic documents.

Once you have found your patient (by whatever method). You will be presented with a screen similar to the one below:

A brief explanation on the use of the icons:

1) **Previous Patient**: If you have located your patient from a Patient List you can click here to view the previous patient on that list.
2) **Next Patient**: If you have located your patient from a Patient List you can click here to view the next patient on that list.
3) **Patient Lists**: Click to go back to the previous patient list screen.
4) **Patient Search**: Click to display the patient search screen.
5) Not relevant to this tutorial
6) Not relevant to this tutorial
7) Not relevant to this tutorial
8) Not relevant to this tutorial
9) Not relevant to this tutorial
10) Not relevant to this tutorial
11) Not relevant to this tutorial
12) **View Audit Trail**: If available, this icon will display a log detailing who has viewed the patents details and when the details were viewed.
13) Not relevant to this tutorial
14) **Print Document**: Click to print the document that is currently being displayed in the right hand panel of the screen.
15) Not relevant to this tutorial
16) Not relevant to this tutorial
17) Not relevant to this tutorial
18) **Change Password**: This icon will display a dialog box in which you can change your password. You can change your password at any time you choose.
19) **Help**: Not relevant to this tutorial
20) Not relevant to this tutorial

On the top right of your screen the **Log Off** icon:
A brief explanation on the use of the other areas of the screen:

**Patient No:** The patient’s PAS number is displayed here
You can type a different patient’s PAS number and click on the arrow button to the right to view the detail of that patient.

**Patient’s Name:** The patient’s name is displayed here

**Date of Birth:** The patient’s DOB is displayed here

**Patient Information:**
To open to Patient Information folder, click on the plus sign to the left:

It will display the contents of the folder:

Three documents are usually displayed in the “live” system:
- Demographics
- Current GP
- Next of Kin

To select a document you would click on the title in the left column i.e. Demographics:

The patient’s Demographic information will be displayed in the right hand side of the screen.
To select a further document you would click on the title in the left column i.e. Current GP:

The patient’s Current GP information will be displayed in the right hand side of the screen.

Future appointments:

To open to Future Appointments folder, click on the plus sign to the left and it will display the contents of the folder:

A list of appointments is displayed. To see the detail of the appointments, click on the folder icon and the details show in the right hand screen.

Other Documentation:

The same functionality works for all the folders that you will find in the left hand column. Open the folder using the plus sign and click on the document that you wish to see. Remember all these documents can be printed using the print icon.