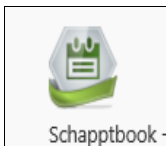

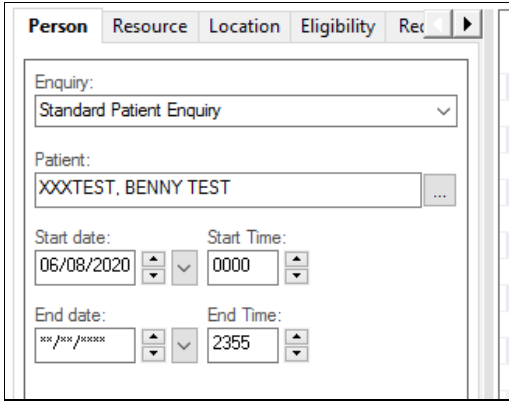


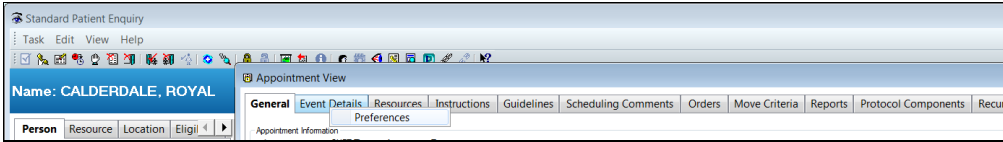
Electronic Patient Record (EPR)

**Standard Operating Procedure (SOP)**

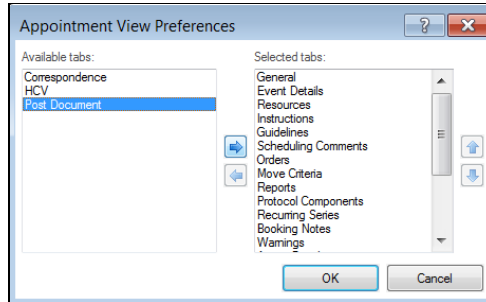
Title	How to add the Post Document tab to Patient Appointment view
Purpose	This SOP shows user how to add the Post Document (Letters) Tab to their Appointment view screen to see what letters have been generated for the patient.
Scope	Patient Administration
Pre-Requisite	This SOP assumes that the reader has had formal training and is designed to ensure that the trained user can follow the process without supervision
Role/s	Admin
EPR Module/s	Schappbook
Performance Measures	This SOP assumes that the reader has had formal training and is designed to ensure that the trained user can follow the process without supervision
Related Documents	

Step	Action	Responsible Role/s
1	Launch the SCHAPPbook icon from the desk top  	
2	Select appointment Enquiry icon  	
3	Select the Person Tab, and search for the patient  NB: the start date will default to today's date, the end date should be left blank, as it will include all confirmed Daycase/Inpatient appointments  	

- 4 When the patient appointments have loaded, double click on any appointment type, and then right click on any tab to reveal the **Preference** button.

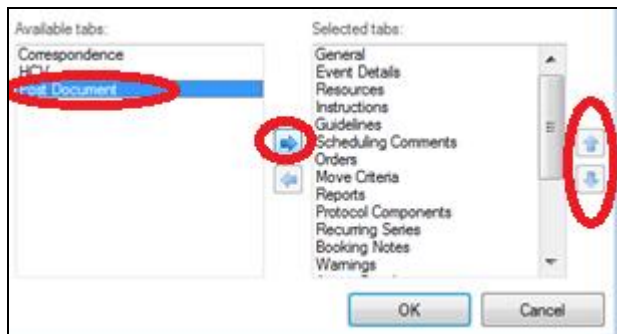


- 5 Click on the preference button , to view **Appointment View Preferences**



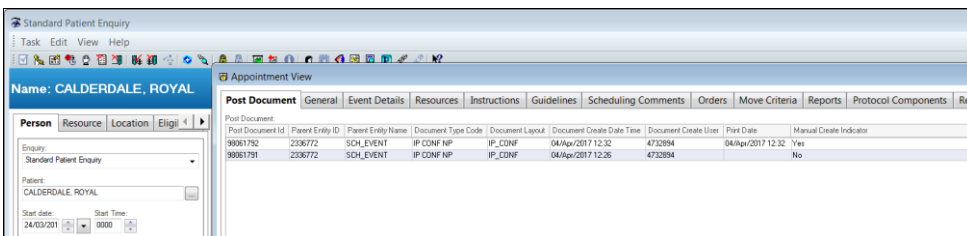
- 6 Select the **Post Document** option from the left hand pane, namely **Available Tabs** and select the forward arrow; this will move the **Post Document** option into the **Selected Tabs** Pane, (right hand pane).

NB: In addition you can also order where you want to see the Tab, in your appointment view, by using the up and down arrows at the side of Selected Tabs pan



Once completed select **OK**

- 7 The Post document tab is now available, in your appointments view



Document Name	How to add the Post Document tab to Patient Appointment view			
Code	CHB- PAS-Let-05			
Version	V2.0			
Effective Date	09/07/2021	Review Date	08/08/2025	
Author/s	Eugene Opoku			
SOP Owner	EPR PAS Team			
Approved by Trust Sponsor (name & job title)				
Approved by	Carolyn Waterworth			
Approval date	20/04/2017			
Distribution	All relevant staff			
Location/s	EPR SOP Repository BTHFT/CHFT			
Document Control				
Version	Date	Author (AU) Approver (AP) Reviewer (R)	Status	Comments
V0.1	06/04/2017	Eugene Opoku	Draft	Initial Document creation
V1.0	20/04/2017	Carolyn Waterworth	Live	Reviewed and approved
V2.0	09/07/2021	Tehmoor Hussain	Live	Reviewed and screenshots updated
V2.0	08/08/2023	Katharine Abbott(R)	Live	Reviewed, no change

Version Retired	Date Retired	Reason For retirement	Additional Comments