ORACLE Cerner

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 Person Resource Location Eligibility Rec Enquiry: Standard Patient Enquiry Patient: XXXTEST, BENNY TEST Start date: Start date: Start Time: 06/08/2020 • 2355 •	

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.					
	Standard Patient Enquiry					
	Task Edit View Help 전 % 없왕 안 집 제 % 해 상 0 % (요.리퍼하이 0 방 4 제로 제 2 2 1위)					
	Name: CALDERDALE, ROYAL General Event Details Resources. Instructions Guidelines Scheduling Comments Orders Move Criteria Reports Protocol Components Recurri					
	Person Resource Location Eligit + Appointment Homation					
5	Click on the preference button , to view Appointment View Preferences					
	Appointment View Preferences					
	Available tabs: Selected tabs: Correspondence General					
	HCV Event Details Post Document Resources Instructions					
	Scheduling Comments Orders					
	Move Otteria Pepots Protocol Components					
	Recurring Series Booking Notes Warnings					
	OK Cancel					
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).					
	NP: In addition you can also order where you want to see the Tablin your					
	appointment view by using the up and down arrows at the side of Selected Tabs					
	pan					
	Available tabs: Selected tabs:					
	Correspondence General A					
	Instructions					
	Scheduling Comments T					
	Move Citeria Reports					
	Protocol Components Recurring Series Racking Mittage					
	Warnings					
	OK Cancel					
	Once completed select OK					
7	The Post document tab is now available, in your appointments view					
	Standard Patient Enquiry Task Edit View Help					
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	Person Resource Location Filing () Pol Document					
	Broudy Point Document (Line) Point Freily ID Perform Type Code Document Type Code Document Type Code Document Type Code Decode Document Type Code Manual Credit Indicator Broudy Banded Patient Groupy 9981728 2502-1111 IP COMP Manual Credit Indicator Manual Credit Indicator Banded Patient Groupy 9981731 236772 SOL_EVENT IP COMP MAnue/2017 12.8 472894 Mon					
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Documen	t Name	How to add the Post Document tab to Patient Appointment view					
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V1.0	20/04/2017		Carolyn Waterworth		Live	Reviewed and approved	
V2.0	09/07/2021		Tehmoor Huss	sain	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