


## Alerts and Problems: Adding an Alert

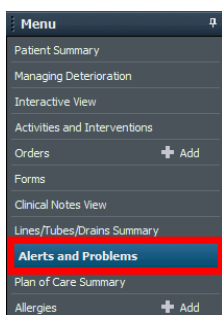
### Quick reference guide

#### Adding an alert

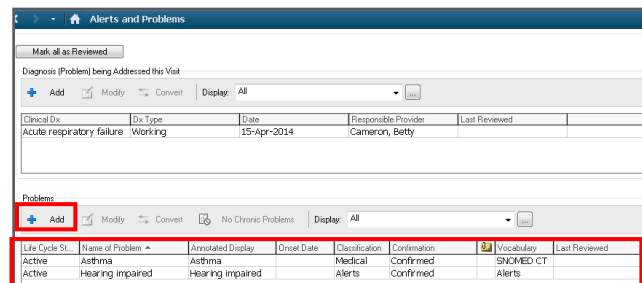
 Only Infection Control team members are allowed to add or remove Infection Control Alerts

To add an alert:


1. Select *Alerts and Problems* from the patient *Menu*

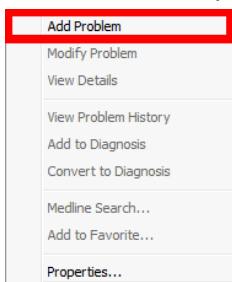


2. The *Alerts and Problems* profile page will display.
3. The top section of the profile page contains all *Diagnoses* for the patient's current encounter.
4. The lower section of the profile page will display all existing *Alerts and Problems* that have been added to the patient's medical record.

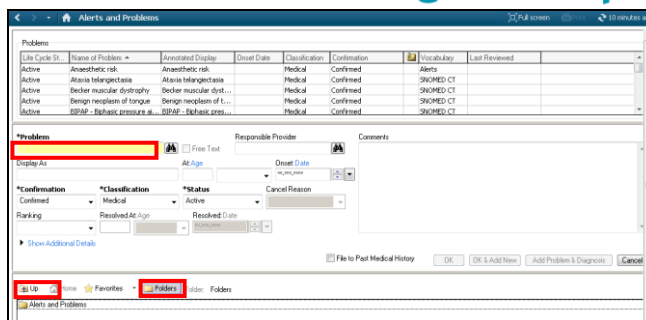


 *Problems* section where *Alerts* are displayed

5. Click the *Add*  *Add* icon in the *Problems* section of the screen, or
6. Right click in the blank space in the *Alerts and Problems* display field
7. Select *Add Problem* from the drop down menu



8. The profile page will update to display the *Add Problem* screen where a search can be conducted for an alert and appropriate details about the alert can be added.




#### Searching for an alert

An alert can be selected from:

- the *Problem* search field: use this method if the problem name or code is known
- folders containing *pre-defined code sets*
- from user defined *favourites folders*

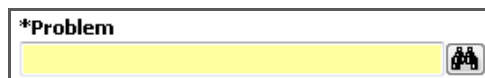
Refer to the appropriate quick reference guide for instructions on how to set up favourite alerts folders


 Where possible, use the pre-defined code sets from the folders (refer to the instructions below) as these fields are reportable.

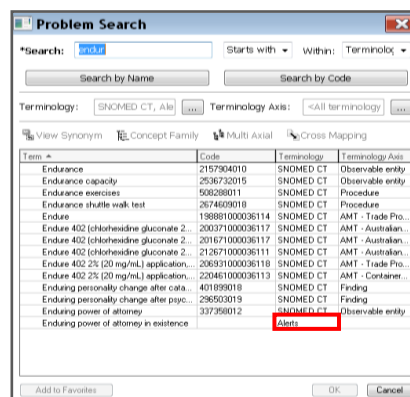
#### Using the Problem search field


To search for an alert using the *Problem* search field:

1. Enter the name or code of an alert into the *Problem* field if known



2. Select the *Search*  button to evoke a search
- The *Problem Search* window will open.



 When adding an alert by searching, ensure that the selected alert displays *Alerts* in the *Terminology* column. This will trigger the alert being displayed in the banner bar.

3. Double click on the required alert

Doctor

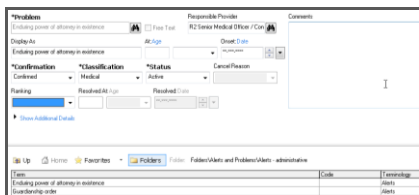
Nurse

Allied

Admin



The selected alert will now be added.



#### 4. Complete any mandatory fields

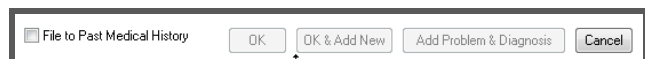
Fields that are bold with an \* asterisk are required fields that may already contain a defaulted view. Review these fields and complete as appropriate.

#### 5. Enter additional details if required

When details are complete, the alert can be added to the patient's record.

#### 6. Select one of the following:

- **OK** button: will apply changes and return to the **Alerts and Problems** profile page
- **OK & Add New** button: apply changes and keep the window open to add another alert
- **Add Problem & Diagnosis** button: apply changes to both the problem and diagnosis sections and return to the **Alerts and Problems** profile page
- **Cancel** button: return to the **Alerts and Problems** profile page without applying any changes.



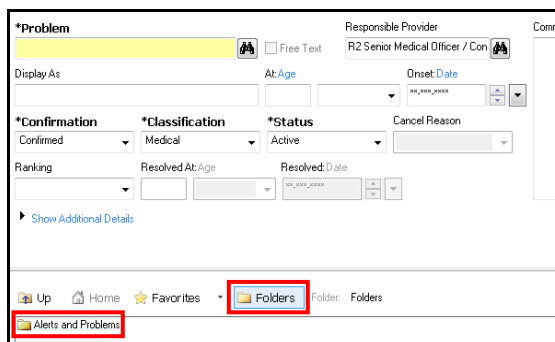
The alert will be added to the **Alerts and Problems** profile page and appear in the **Problems** section of the screen. The **Terminology** column will display **Alert**.

Life Cycle St...	Name of Problem	Annotated Display	Onset Date	Classification	Confirmation	Vocabulary
Active	Accident due to fall fro...	Accident due to fa...		Medical	Confirmed	SNOMED CT
Active	Asthma	Asthma		Medical	Confirmed	SNOMED CT
Active	Enduring power of atto...	Enduring power o...		Medical	Confirmed	Alerts
Active	Hearing impaired	Hearing impaired		Alerts	Confirmed	Alerts

### Using the pre-defined code-set folders

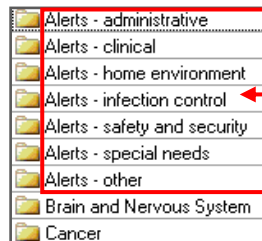
To add an alert from the folders on the Alerts and Problems profile page:

1. Click the **Add** icon in the **Problems** section of the screen
2. Click on the **Folders** button



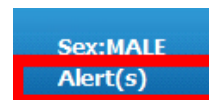
#### 3. Click on the **Alerts and Problems** folder

4. The **Alerts and Problems** folder will expand to display a catalogue view of all pre-defined alerts and problems folders. The **Alerts** folders appear at the top of this list are titled as such.
5. The **Alerts** folders appear at the top of this list are titled as such. **Problems** folders will follow the alerts folders in the list.



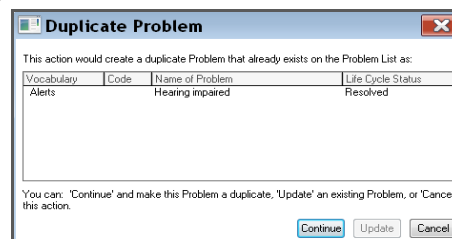
**Please note:** Infection Control alerts can only be added, modified or resolved by Infection Control staff. Please contact Infection Control with any questions.

6. Click on the required alerts folder (The selected folder will expand to display a list of related alerts.)
7. Click on the required alert (The selected alert will now be added.)
8. Complete steps 4-6 in the previous section
9. The new **Alert** has been added to the patient medical record and will appear in the **Problems** section of the **Alerts and Problems** profile page and will also appear in the banner bar as **Alert** notification.



### Warning of a duplicate alert

If an attempt is made to add an alert that has already been added to the problem list, a warning message will appear.



If the **Duplicate Problem** window opens, select one of the following:

- **Continue** button to make the alert a duplicate
- **Update** button to update the information on the existing alert
- **Cancel** button to return to the **Alerts and Problems** profile page without applying any changes.

It is important to keep the problems/alerts list up to date by managing their status and confirming with **Mark All as Reviewed** button.

Doctor

Nurse

Allied

Admin