

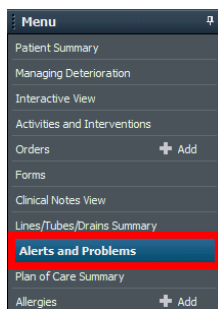
Alerts and Problems: Adding a problem

Quick reference guide

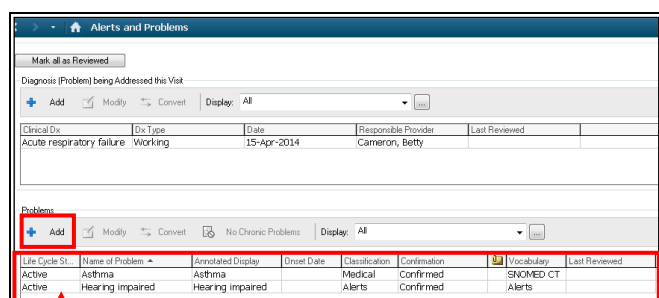
Adding a problem

To add a problem:


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

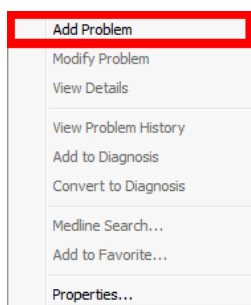


2. The *Alerts and Problems* profile page will display
3. The top section of the profile page contains all *Diagnoses* for the patient's current encounter.
4. The lower section of the profile page will display all existing *Alerts and Problems* that have been added to the patient's medical record.

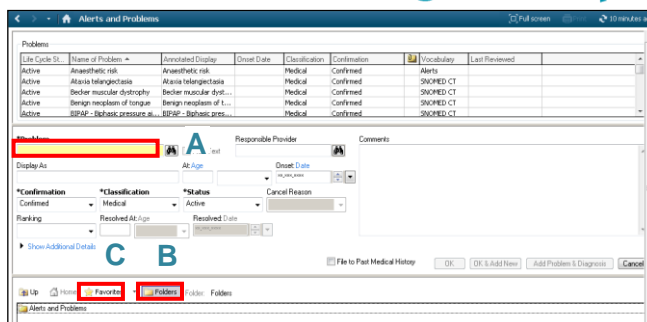


Problems section where *Alerts* are displayed

5. Click the *Add*  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 a problem and appropriate details about the problem can be added.



Searching for a problem

A problem can be selected from:

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

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

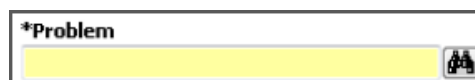



Where possible use the pre-defined code sets from the folders (refer to the instructions below) as these fields are reportable.

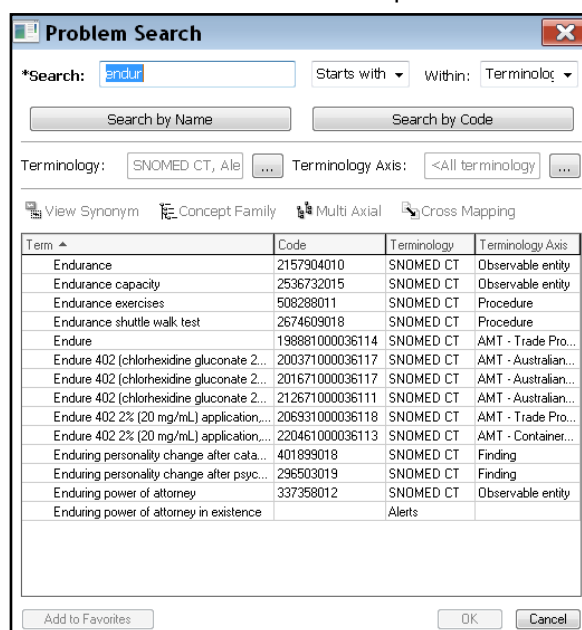
Using the Problem search field

To search for a problem using the *Problem* search field:

1. Enter the name or code of a problem into the *Problem* field if known



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



Doctor
Nurse
Allied

3. Double click on the required problem



Note: When adding a problem by searching, ensure that the selected problem displays the correct catalogue in the *Terminology* column.

4. The selected problem will now be added.

5. 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.

6. Enter additional details if required

When details are complete, the problem can be added to the patient's record:

7. 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 problem
- **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.

8. The problem will be added to the *Alerts and Problems* profile page and appear in the *Problems* section of the screen. The *Terminology* column will display *SNOMED CT*

Life Cycle St...	Name of Problem	Annotated Display	Onset Date	Classification	Confirmation	Terminology
Active	Accident due to fall fro...	Accident due to fa...		Medical	Confirmed	SNOMED CT
Active	Asthma	Asthma		Medical	Confirmed	SNOMED CT

Using the pre-defined code-set folders

To add a problem 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. Double click on the *Alerts and Problems* folder
4. The *Alerts and Problems* folder will expand to display a catalogue of all pre-defined alerts and problems folders.
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.

Alerts - special needs
Alerts - other
Brain and Nervous System
Cancer
Cardiovascular and Circulatory
Child Development
Child Protection
Chronic Conditions
Dementia
Ear, Nose, Throat, Head and Neck
Endocrine, Nutritional and Metabolic
Eye and Vision
Gastrointestinal and Liver
Genetic and Chromosomal

6. Click on the required problems folder. The selected folder will expand to display a list of related problems.
7. Click on the required problem. The selected problem will now be added.
8. Complete steps 4-6 in the previous section
9. The new *Problem* has been added to the patient medical record and will appear in the *Problem* section of the *Alerts and Problems* profile page.

Adding a problem from a diagnosis list

This option may be used in situations where the visit/encounter-based condition (*diagnosis*) is also a chronic health issue for the patient. If this is true, it is recommended to add it to the patient's *Problems* list.

To add a documented diagnosis to a problem list:

1. Select the diagnosis that will become a problem
2. Click and drag the *Diagnosis* to the *Problems* section at the bottom of the screen

Diagnosis (Problem) being addressed this Visit

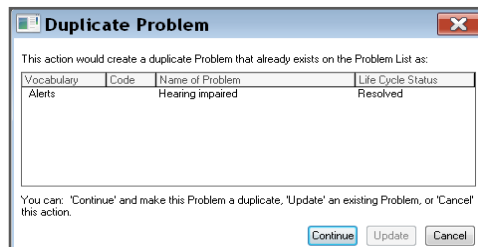
Problems section



The diagnosis is now listed as a problem under the [Problems](#) section on the [Alerts and Problems](#) profile page.

Warning of a duplicate problem

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.

Doctor

Nurse

Allied