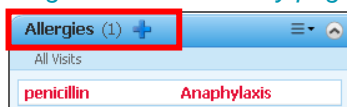# Allergies: Modifying an Allergy

Quick reference guide
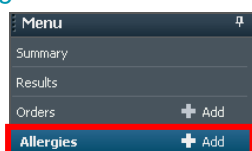
Modifying an allergy

1. Select *Allergies* in the *Summary page*
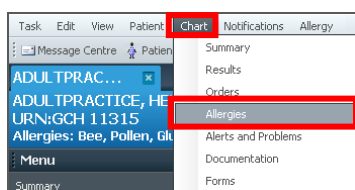

Or,

Select *Allergies* in the *Patient Menu*

Or,

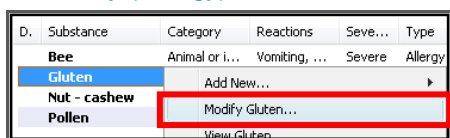Select *Chart* in the task menu bar, and select *Allergies*

A list of the patient's allergies displays.

1. Select the allergy to be modified

2. Select the *Modify* button

Or,

1. Right-mouse click the allergy

2. Select *Modify (Allergy)* from the list
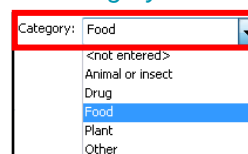

The *Modify (Allergy)* window opens.

Modifying the substance

The substance field cannot be modified once entered, however it can be cancelled if recorded incorrectly, or resolved if the allergy is no longer active. (Refer to the appropriate QRG for more information on cancelling or resolving allergies.)
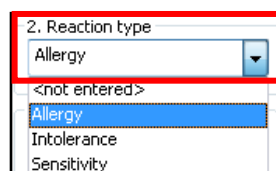
Modifying category

To modify the *Category:*

1. Click the drop down arrow for *Category*

2. Select the new *Category*

Modifying reaction type

To modify the *Reaction type:*

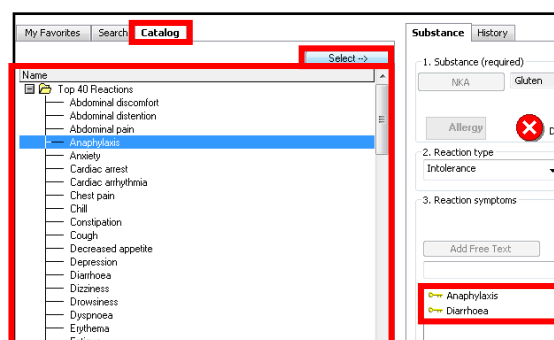1. Click the drop down arrow for *Reaction type*

2. Select the new *Reaction type*

Modifying reaction symptoms using the catalogue

It is recommended that the *Catalogue* tab is used to search for *Reaction symptoms* that require modification.

1. Select the *Catalogue* tab

2. Click the *plus sign* icon to expand the *Top 40 Reactions* folder

   Or,

2. Click the *plus sign* icon to expand the *Other Common Reactions* folder

3. Select the *Reaction symptom*

4. Click *Select*

5. The *Reaction symptom* is now added to the *Substance* tab

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Doctor

Nurse

Allied

Doctor

Nurse

Allied

Modifying reaction symptoms using Search

Use the *Search* tab to search for and modify reaction symptoms if the reaction symptom can't be found in the *Top 40 Reactions* or *Other Common Reactions* folder.

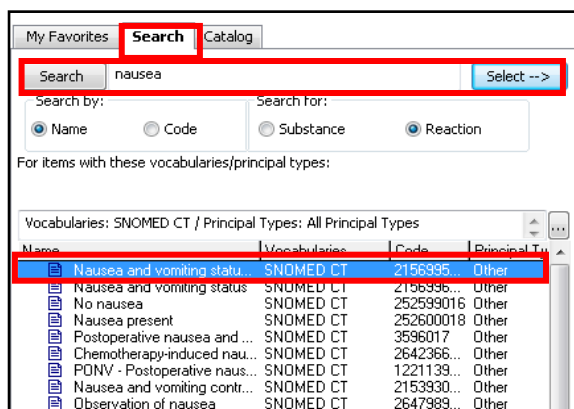To modify the *Reaction symptoms* using the *Search* tab:

1. Select the *Search* tab
2. Enter the search criteria in the search field
3. Click *Search*

    Or,

3. Press *Enter*

    The search results are displayed.

4. Select the reaction symptom from the search results
5. Click the *Select* button

Selected search result

The reaction symptom is added to *Reactions symptoms* in the *Substance* tab.

Modifying reaction symptoms using free text

The *Add Free Text* field may be used to add reaction symptoms. Please refer to your local business processes to determine when it is appropriate to add reaction symptoms using the *Add Free Text* field.
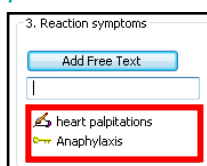
To modify the *Reaction symptoms* using the *Add Free Text* field:

1. Click in the *Add Free Text* field
2. Enter the *Reaction symptom*
3. Press *Enter*

    Or,

3. Click the *Add Free Text* button
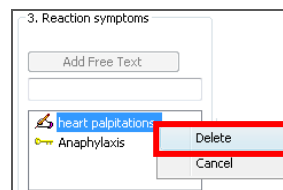
The *Reaction symptom* is added to the allergy.

The *Writing* icon indicates the reaction sympton was added using the *Add Free Text* field.

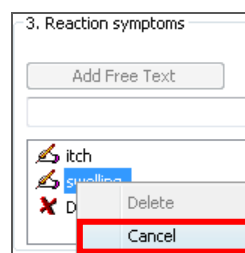The *Key* icon indicates the reaction symptom was added using either the *Search* or *Catalogue* tab.

To delete a reaction symptom:

Right-mouse click the *Reaction symptom*
Select *Delete*

To cancel a reaction symptom:

1. Right-mouse click the *Reaction symptom*
2. Select *Cancel*
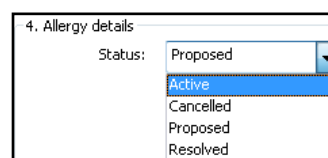
The reaction symptom is cancelled, indicated by the *Cross* icon.
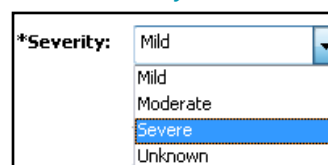
Modifying allergy details

To modify the *Status:*

1. Click the drop down arrow for allergy *Status*
2. Select the new *Status*

To modify the *Severity:*

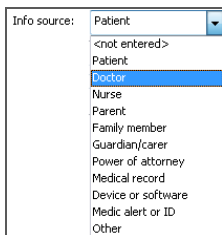3. Click the drop down arrow for *Severity*
4. Select the new *Severity*

5. Click the drop down arrow for *Info source*

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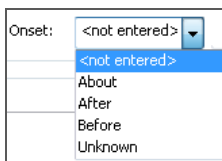
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6. Select the new *Info Source*

When the date of the allergy's onset is known, the *Onset* date field can be updated.
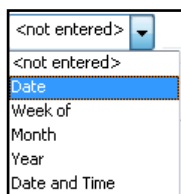
To modify the *Onset:*

7. Click the drop down arrow for *Onset*
8. Select an option from the list

9. Click the drop down arrow on the next list
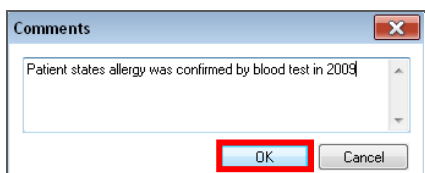10. Select an option in the list

11. Select a date from the calendar

> These three lists combine to make the onset date of the allergy

Adding comments

If necessary, comments can be added to an allergy record.

To add comments:

1. Click the *Add Comment* button
2. The *Comments* window opens.
3. Enter appropriate comments
4. Click *OK*

The comment is added to the comments field.

To save modified allergy record:

1. Click *Apply*
2. Click *OK*

The allergy is now updated in the patient's medical record.

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