**PMR – POP UP NOTES**

**This document has been created by users of the PMR Systems as brief guidance.**

**please refer to your PMR provider for any user information**

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| ProScript | * Search and select the Patient. * Select F1. * Add a Pop up (Red Type) * Enter the relevant note. (This will pop up when entering the PMR) * To add Details of DMS * For more detailed notes Search and select the relevant Patient * Click Counselling Notes * Add notes of Service given the note will be date and time stamped. * Stages 2 & 3 can be added to this note. * Tick the box for counselling note to pop up when entering the PMR. * There is Potential to upload the Discharge Note to the patients PMR |
| Pharmacy Manager | * Search and select the Patient. * Click Other * Enter the relevant notes. * Click Save * These will pop up when entering the PMR Next time |
| Rx Web | * Search and select the patient. * Click add note by pressing the + sign in the bottom right corner. * Chose the priority type – Low, Medium, High * Choose the category. * Enter the relevant notes. * Click update to save the information. * The message will pop up on entering the patient record |
| Columbus | * Search and select the Patient. * Click Edit (Right Hand Side of Screen) * Patient Notes – Click Add * Write Note * Tick Priority box to make it a Flash Note. * Click OK and Save |
| Compass | No Functionality? |
| Titan  (Provided by Titan) | **Add comments.** Search and select the patient Add notes in the Comments section on a patient flyout Click post Click on the "...." next to the comments Choose to show on prescription RX & check  Any new rx arrived for this patient will now have a note next to the patient's name. Users can then pin notes to the handout device to make sure staff is aware when patient collect their medication. *(Currently, those notes are collapsed by default but we are changing this so all notes will show expanded by default)*  Another function that may help is Tags functionality. The pharmacy can create the Tag ( ex "DMS") and use it aside with Notes. This way user will be able to see all patients with DMS on the board and filter the rx board view. Based on tag settings user can also hold the rx in the parked section if need.  **To create the tag**  Go to settings in Titan Open "Patient tag manager" Choose tag option ( "Add workflow tag" to send rx to park, or  "Tag" to create info only tag) Enter Tag name and description   **To assign the tag**  Search and select the patient Click on " See complete view" In profile go to "Tag and services" Click add and choose a tag to be assigned with this patient Click Save. |
| Analyst | * Search Patient and select the Patient. * Click on Notes and enter message in Box – this will flash on opening patient record. * For more detailed notes select Alerts * Click Add Alert and select type of alert from drop down list. * STOP – Gives a Red Stop message when entering a patient record – Can mark as DMS. * COUNSELLING – can add counselling notes about DMS and update at different stages * There is function to upload discharge notes to the patients records   Create Alert Label that Prints Out in Analyst   1. **Create a DMS alert label**   From the main screen click “Label”  Fill in the blank in such a way that it makes a clearly marked label, e.g.:  ####################################  ---- DISCHARGE MEDICINES SERVICE ----  ####################################  Click “Blank” and Save…” and save the label as DMS.ltf   1. **Create a Patient Flag**   Setup > Patients > Patient Flags…  New…  Add Description e.g. Discharge Medicines Service  Against Lablel template – select Dms from the list  Click OK   1. **Upon receipt of DMS referral flag patient**   Bring up patient’s PMR  Access Patient Details  Select “Notes” tab  Under Patient Flags check the “Discharge Medicines Service”  Click OK  Now there will be a DMS alert show under Patient Flags when the patient’s PMR is loaded, and an alert label will print out whenever a script is dispensed |