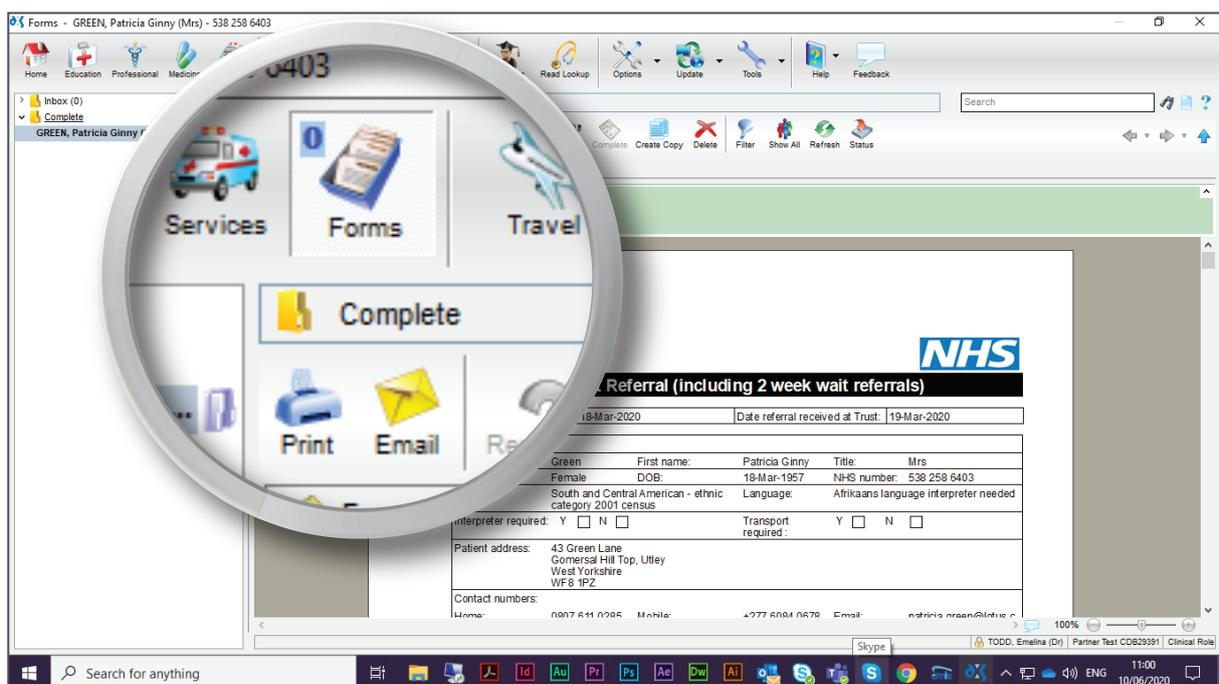# Point-of-Care

User Guide

How to Modify a Previously Completed Form
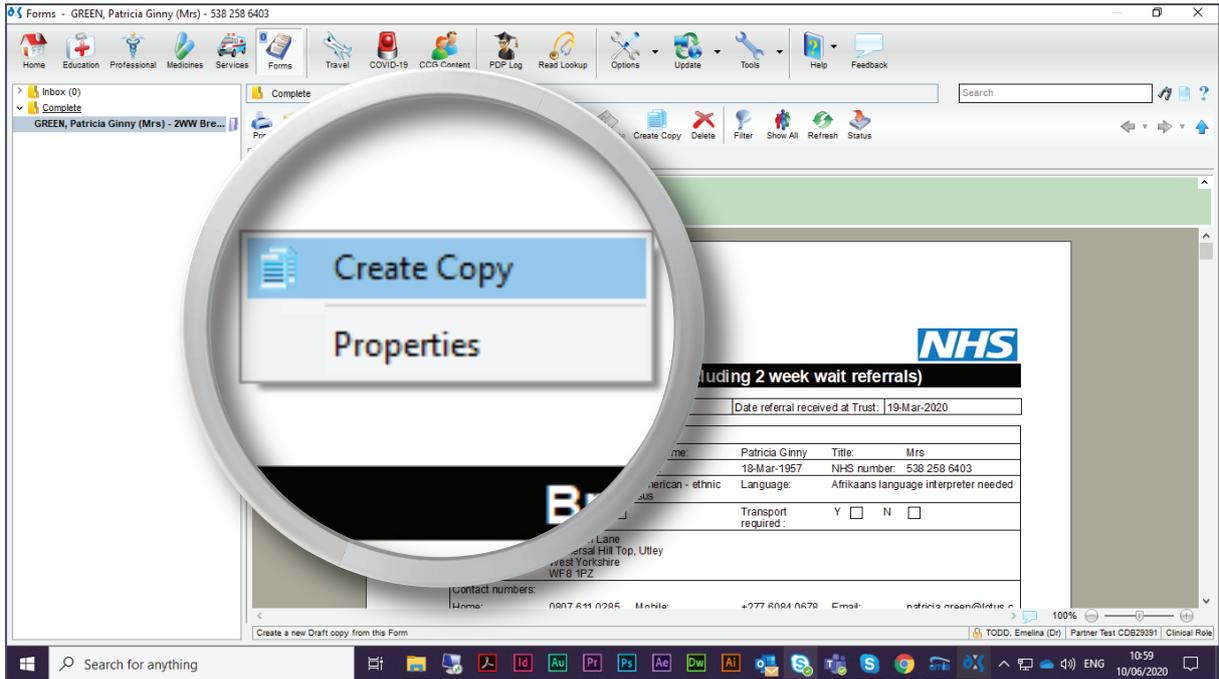
Introduction

This guide will show you how to make changes to a referral form that has previously been completed.
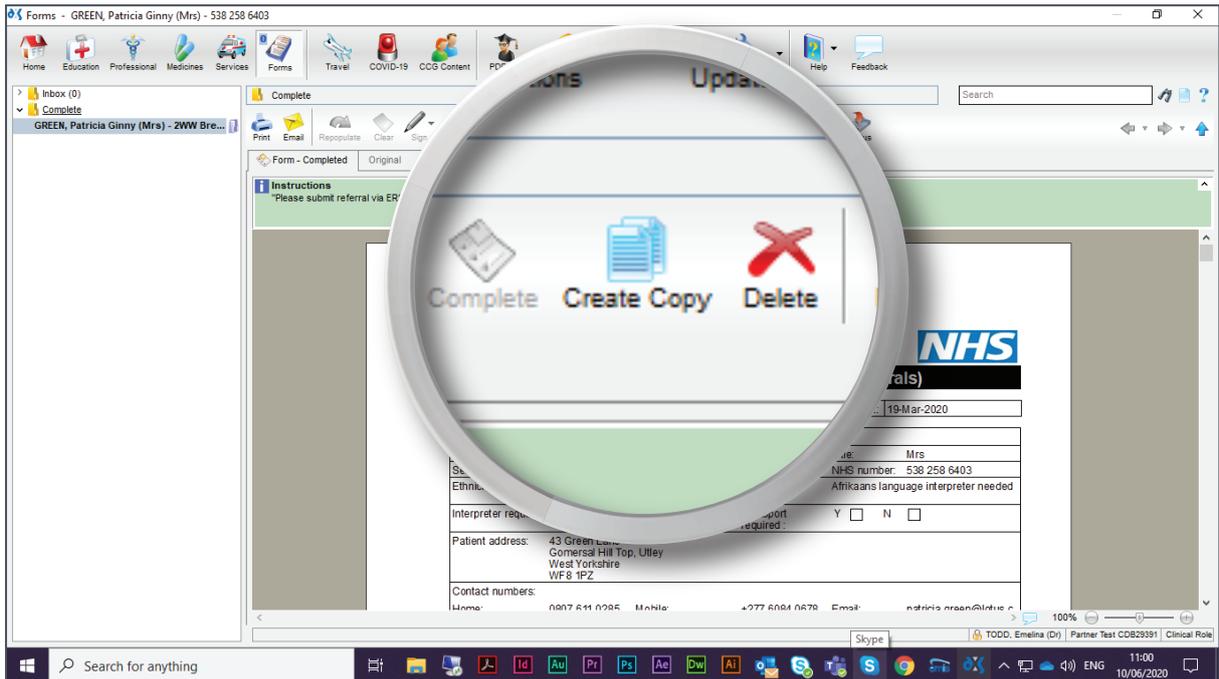
Instructions

1. Open DXS Point-of-Care and navigate to the relevant completed form in the 'Forms' section.
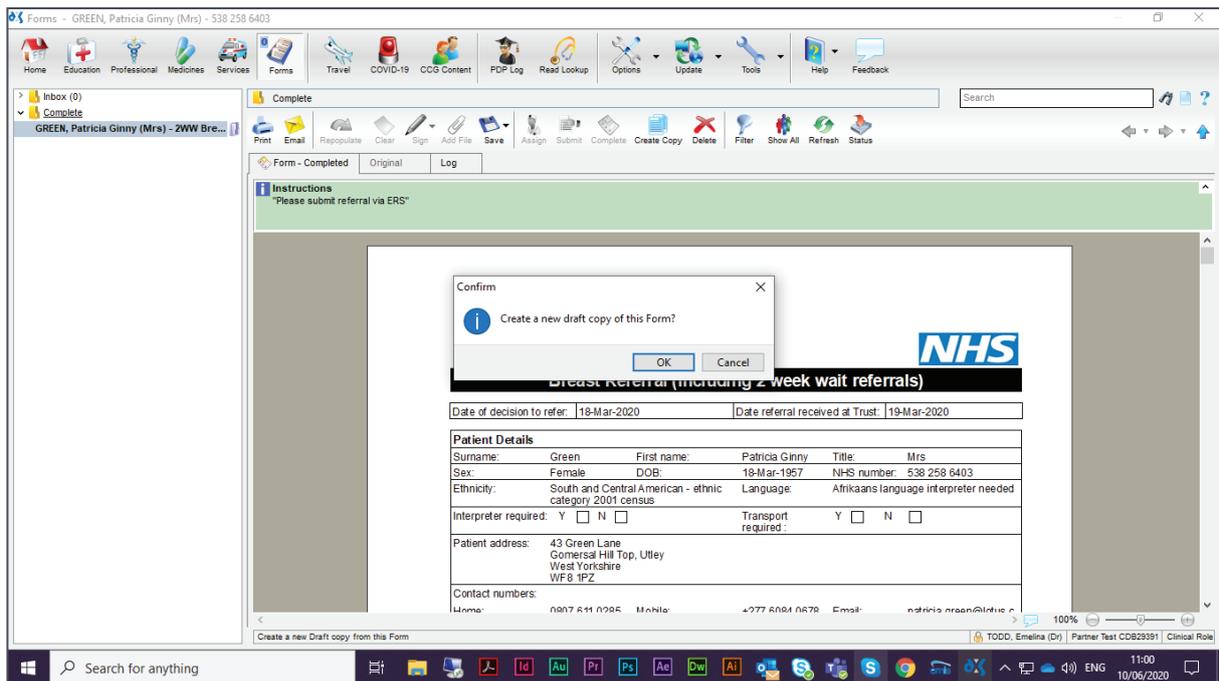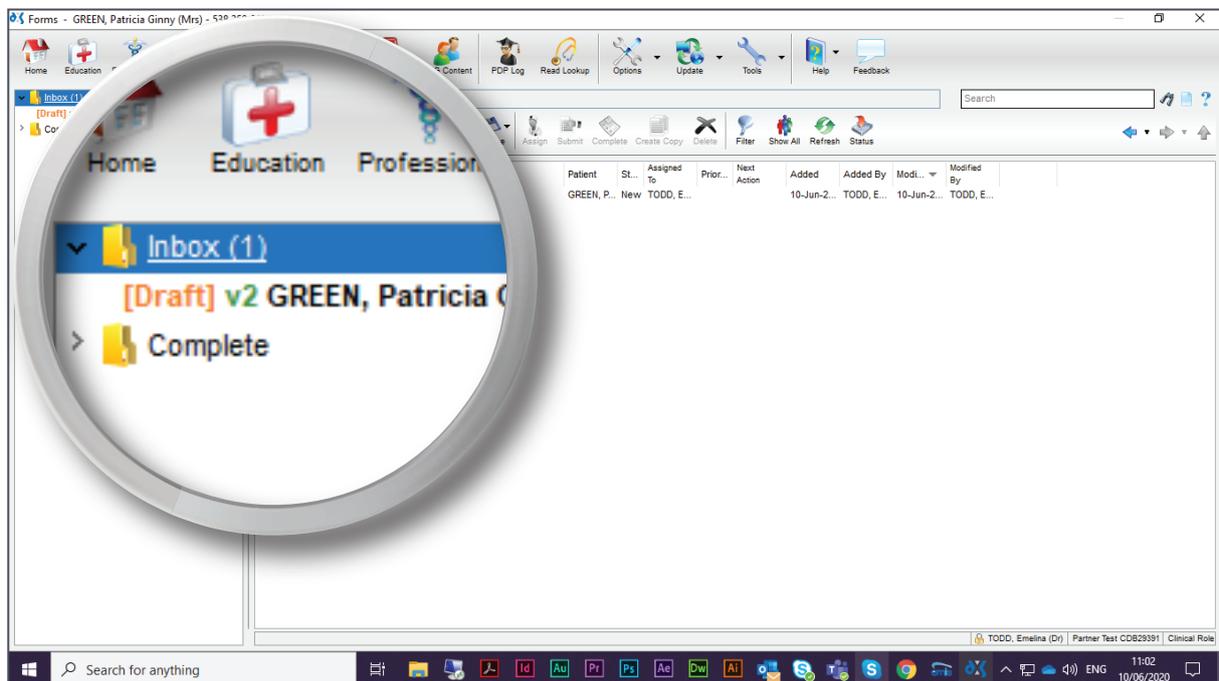
2. Right click on the form and select 'Create Copy'.

3. Alternatively, the 'Create Copy' button located in the toolbar can be selected.

4. A notification will appear stating that a new draft copy of the form will be created.

5. The copied form will be placed in the 'Inbox' folder with a corresponding version number.

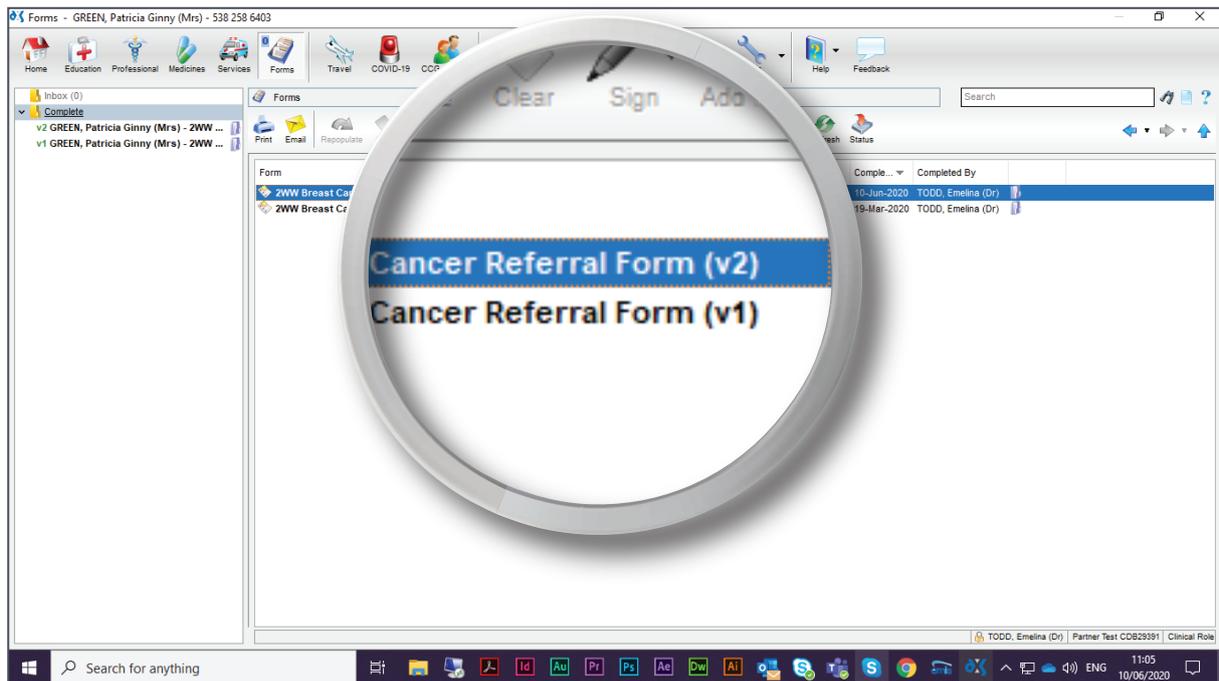6.   The form can now be edited and saved to the patient record.

7.   Read the 'How to Save a Referral Form to the Patient Record' user guide for step-by-step guidelines on saving to the patient record.
8.   Once the form has been saved, it will be moved to the 'Complete' folder.

9. Copied forms in the 'Complete' folder will be accompanied by a version number.

Support

🎧 0800 028 0004 (option 1)

✉ support-uk@dxs-systems.com

👆 dxs-systems.co.uk

Training

🎧 0800 028 0004 (option 2)

✉ training@dxs-systems.co.uk

👆 training.dxs-systems.com

6