



Point-of-Care

User Guide

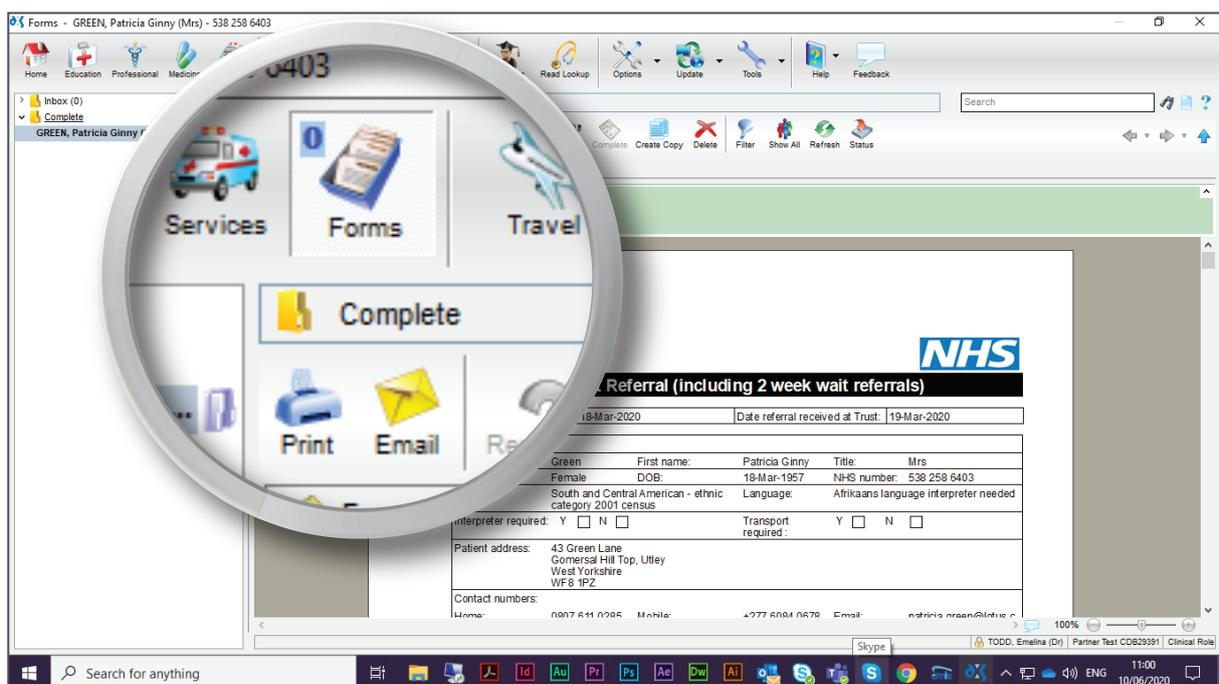
How to Modify a Previously
Completed Form

Introduction

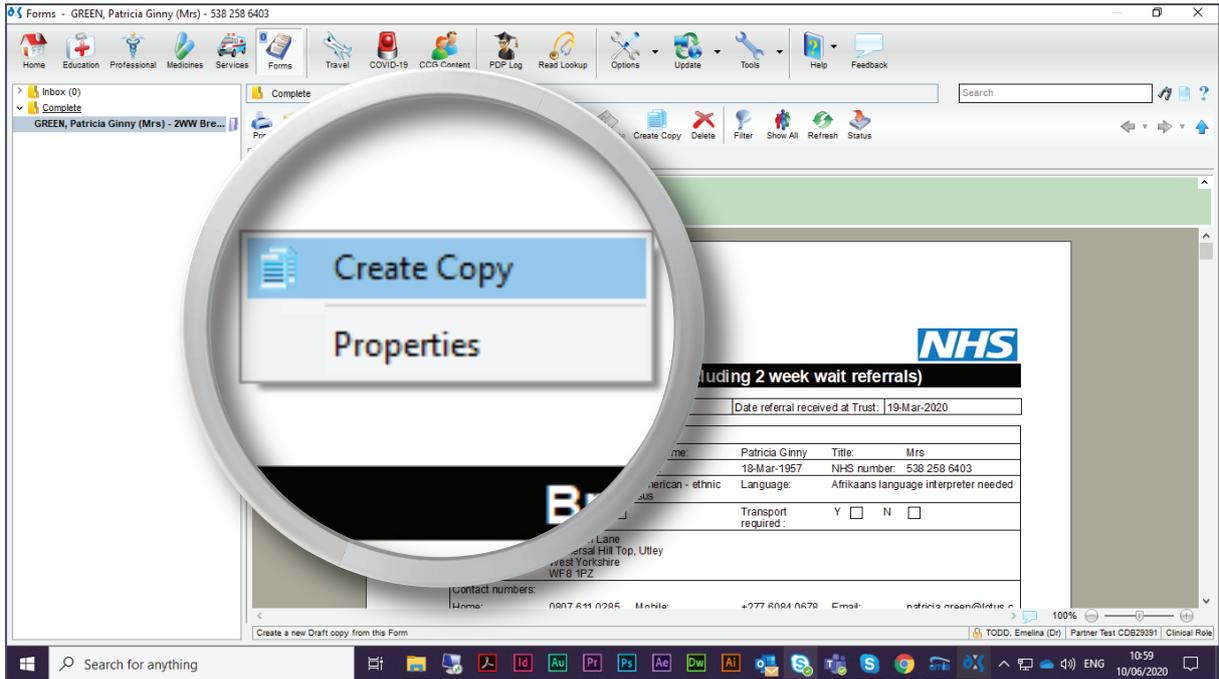
This guide will show you how to make changes to a referral form that has previously been completed.

Instructions

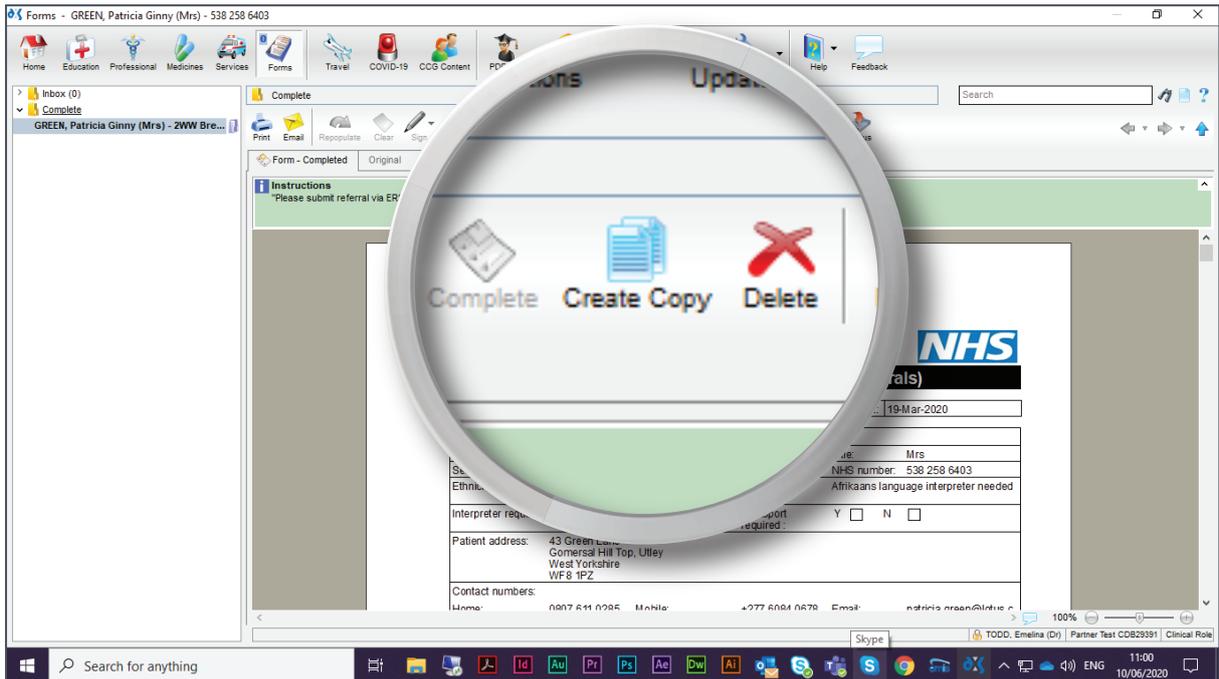
1. Open DXS Point-of-Care and navigate to the relevant completed form in the 'Forms' section.



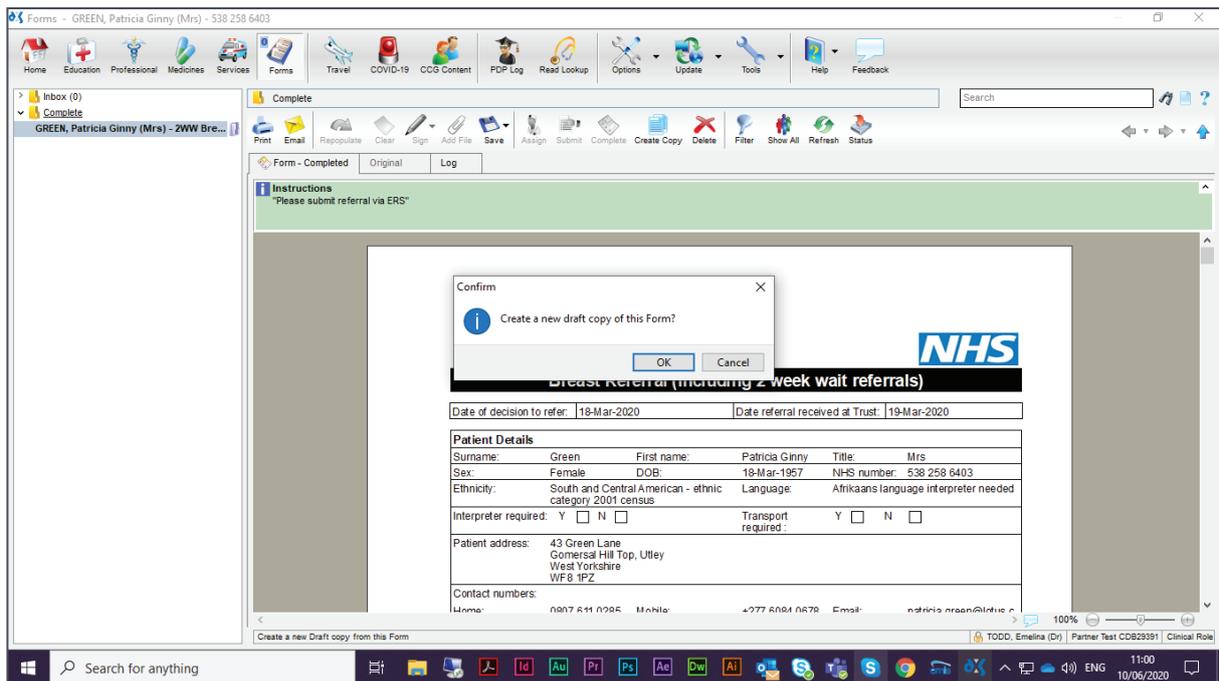
2. Right click on the form and select 'Create Copy'.



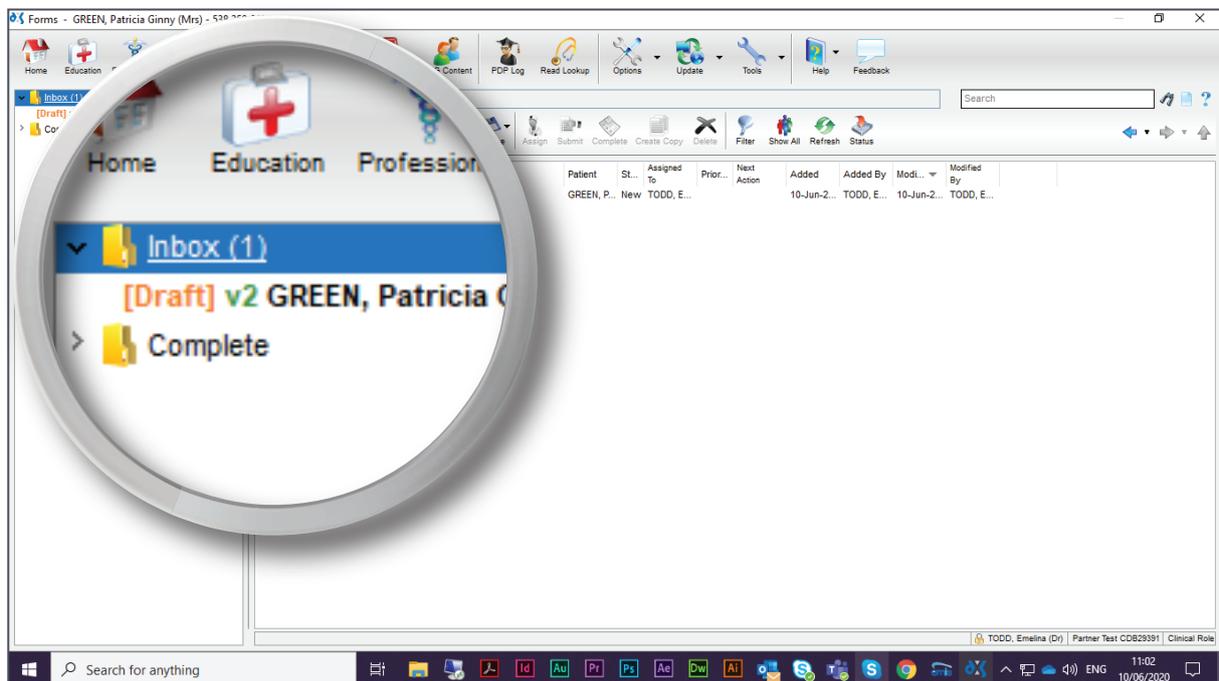
3. Alternatively, the 'Create Copy' button located in the toolbar can be selected.



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



- 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.

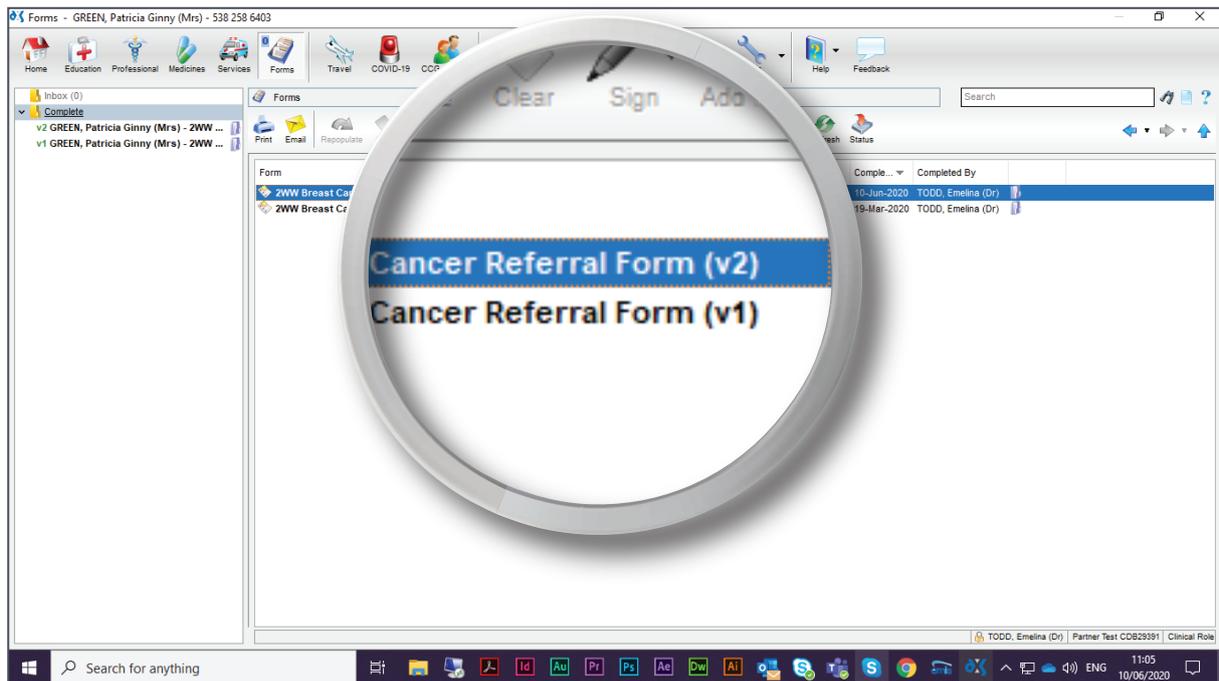
The screenshot shows a web-based form titled "Breast Referral (including 2 week wait referrals)" for patient Patricia Ginny. The form is displayed in a browser window with a toolbar at the top containing various icons for navigation and actions. The form itself is divided into several sections:

- Date of decision to refer:** 18-Mar-2020
- Date referral received at Trust:** 19-Mar-2020
- Patient Details:**
 - Surname: Green, First name: Patricia Ginny, Title: Mrs
 - Sex: Female, DOB: 18-Mar-1957, NHS number: 538 258 6403
 - Ethnicity: South and Central American - ethnic category 2001 census, Language: Afrikaans language interpreter needed
 - Interpreter required: Y N Transport required: Y N
- Patient address:** 43 Green Lane, Gomersal Hill Top, Utley, West Yorkshire, WF8 1PZ
- Contact numbers:** Home: 0807 611 0285, Mobile: +277 6084 0678, Email: patricia.green@otus.co.uk
- Practice Details:** Usual GP name: DXS, Dxs (Mr)

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.

The screenshot shows the software interface with the 'Complete' folder selected in the left-hand navigation pane. A magnifying glass is positioned over the 'Complete' folder name, highlighting it. The main area of the interface displays a list of forms, including 'v2 GREEN, Patricia Ginny (I)' and 'v1 GREEN, Patricia Ginny (I)'. The list has columns for Priority, Added, Added By, and Completed By. The bottom of the screen shows the Windows taskbar with the time 11:04 and date 10/06/2020.

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



Support



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Training



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