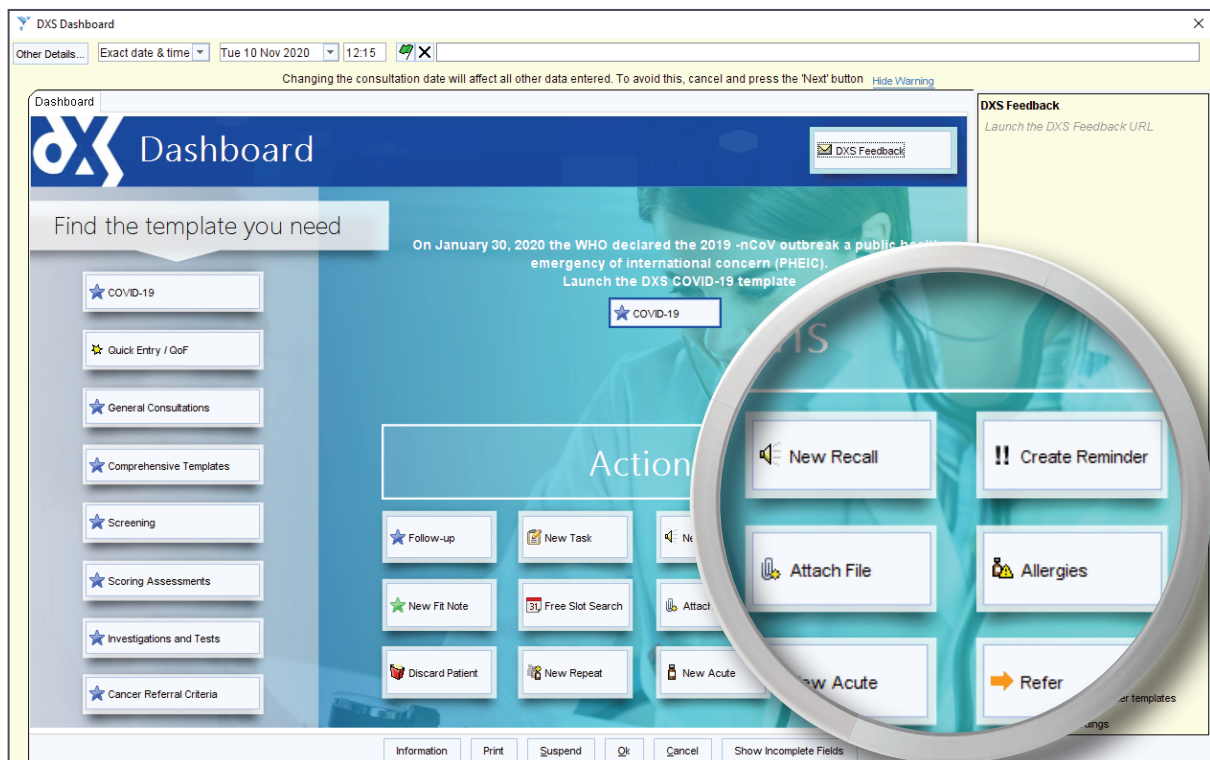# CompleteCare

User Guide

DXS Dashboard – Basic Navigation

SystmOne

Introduction

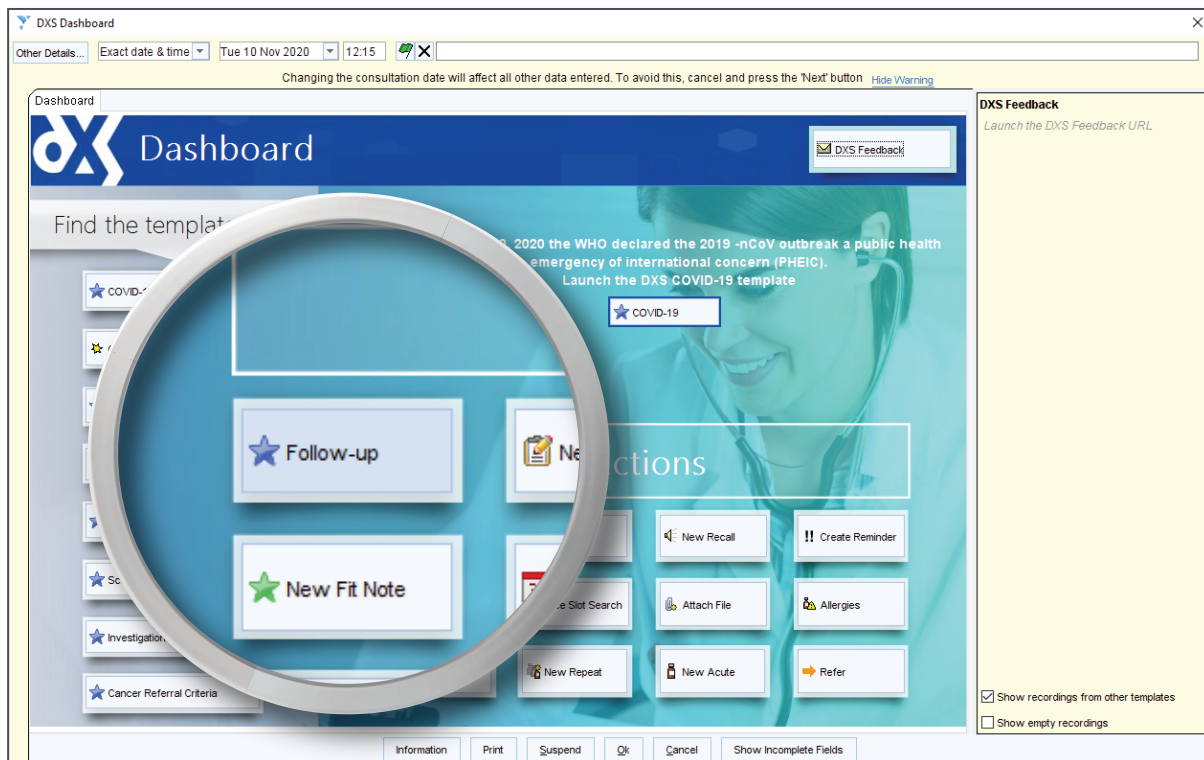This guide will show you how to navigate the DXS Dashboard.
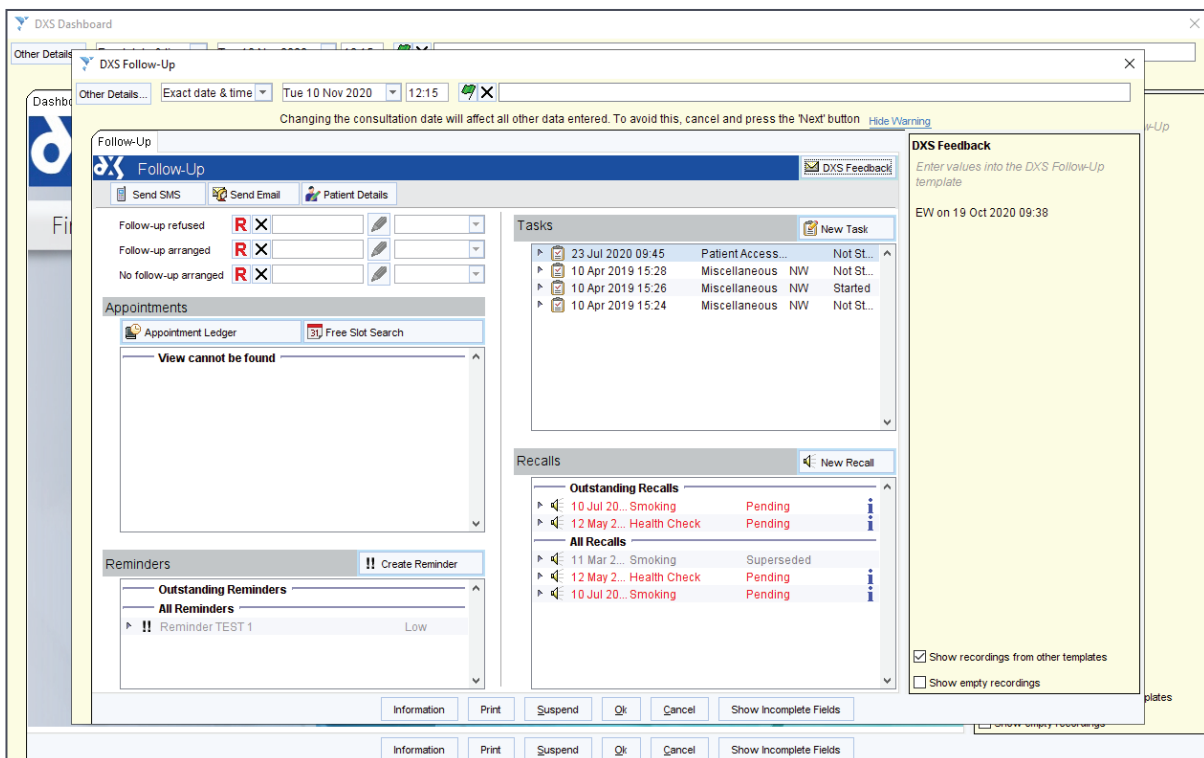
Instructions

1. The DXS Dashboard provides an overview of the clinical content available, as well as easy access to quick actions to streamline workflow.
2. Majority of these quick actions are core SystmOne functions, such as New Recall, Attach File, Allergies, etc.
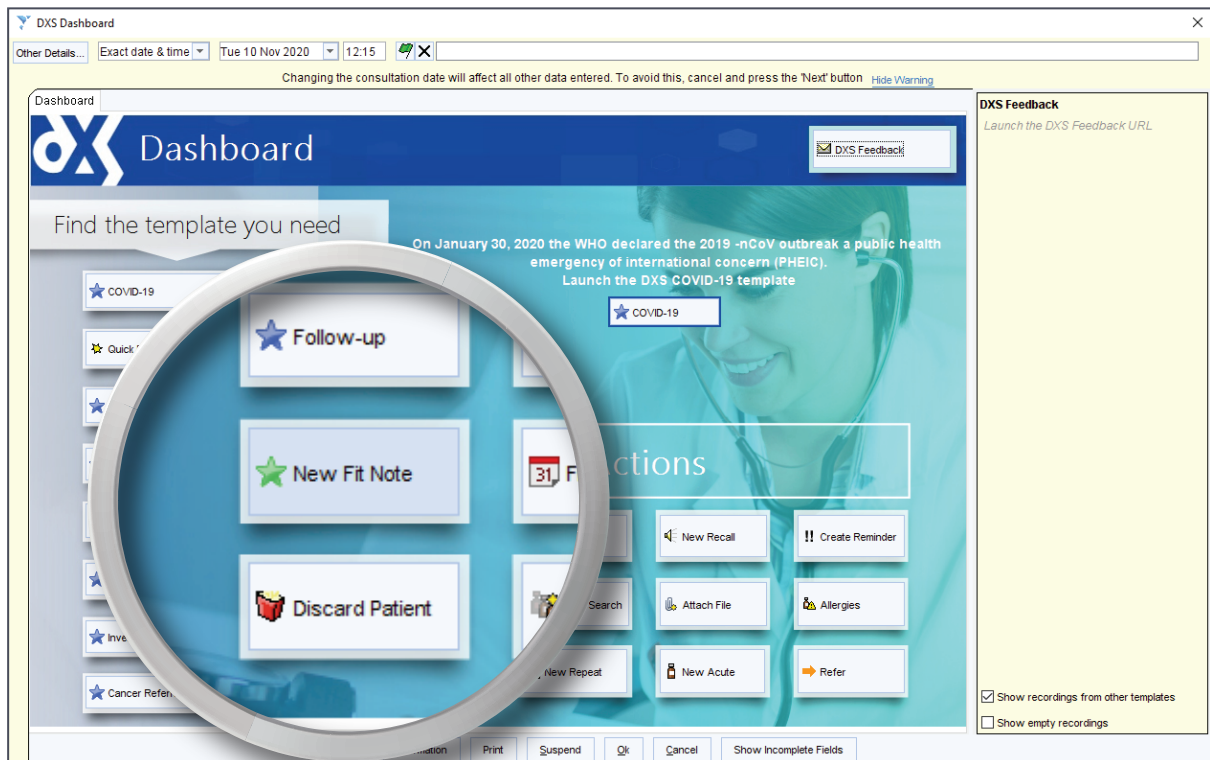
3.   The quick actions available that are DXS CompleteCare functions include:
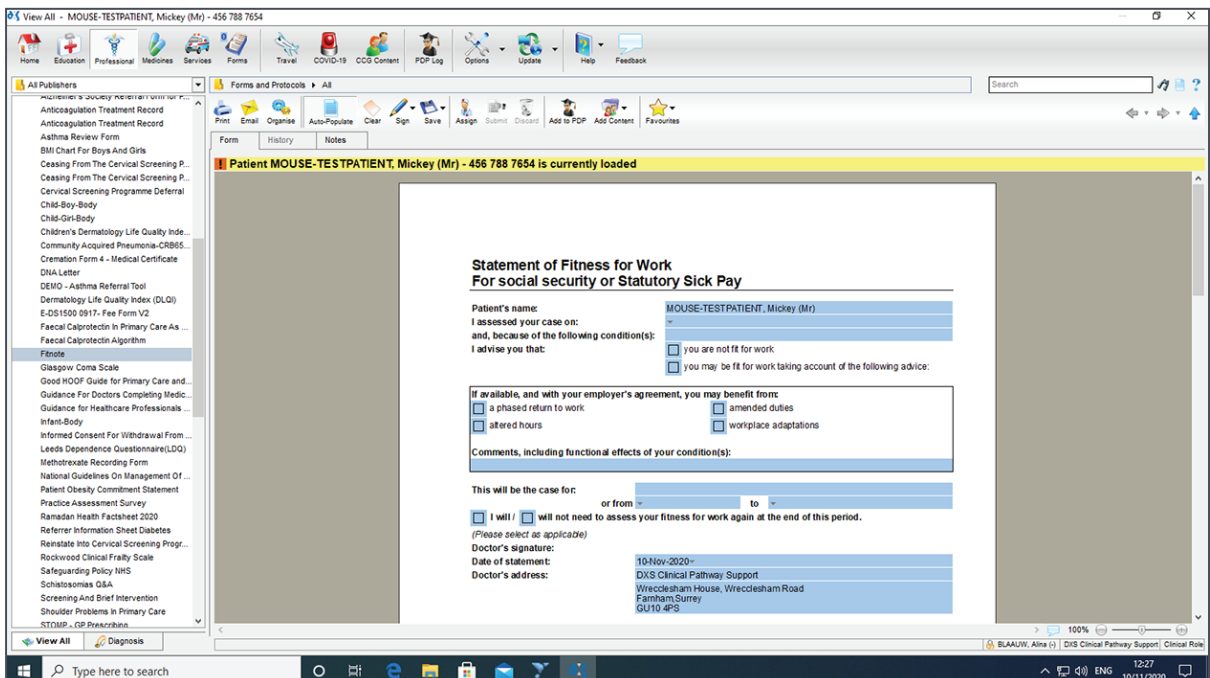-   **Follow-up**

-        This opens a DXS CompleteCare Follow-up template, which enables you to record whether a follow-up has been arranged for a patient.
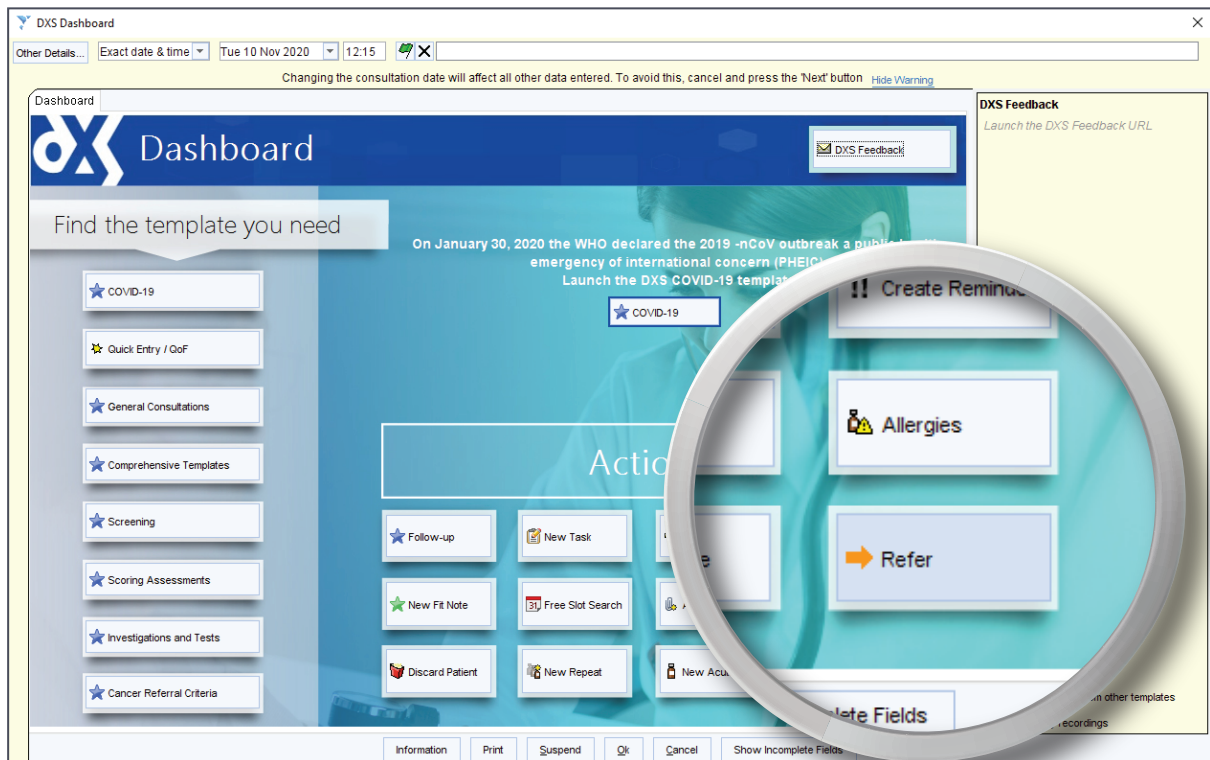
- **New Fit Note**

- This opens the Fit Note form in DXS Point-of-Care, which enables you to record a 'Statement of Fitness for Work' for a patient.
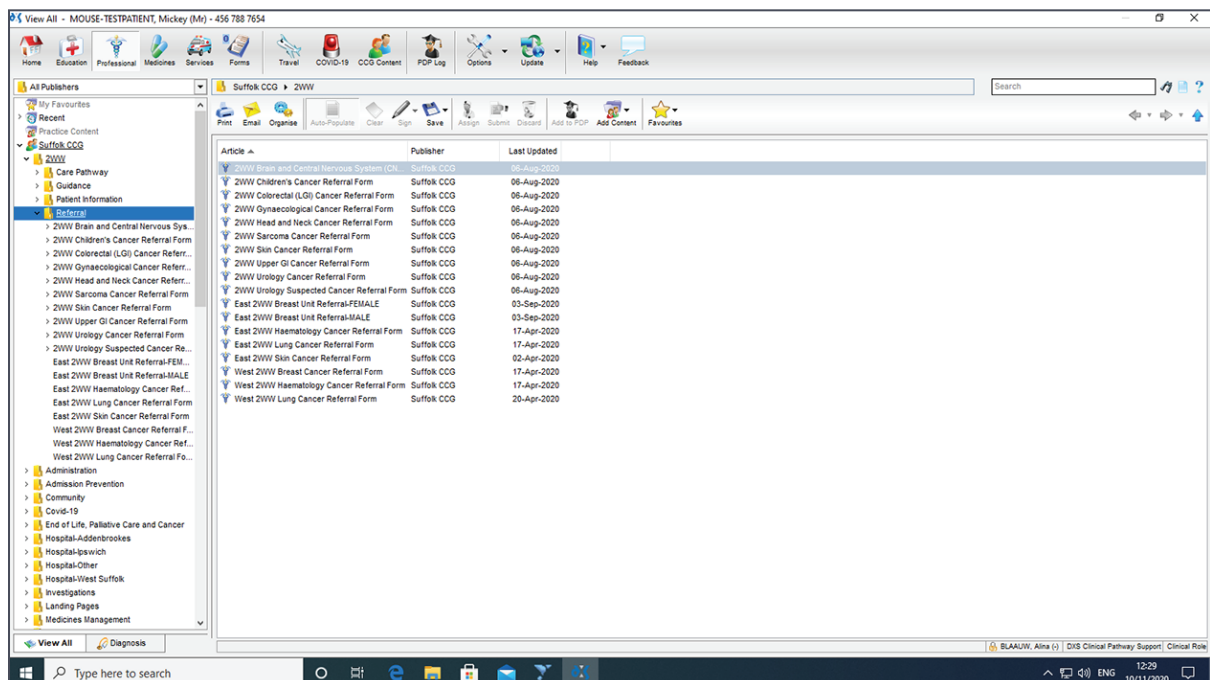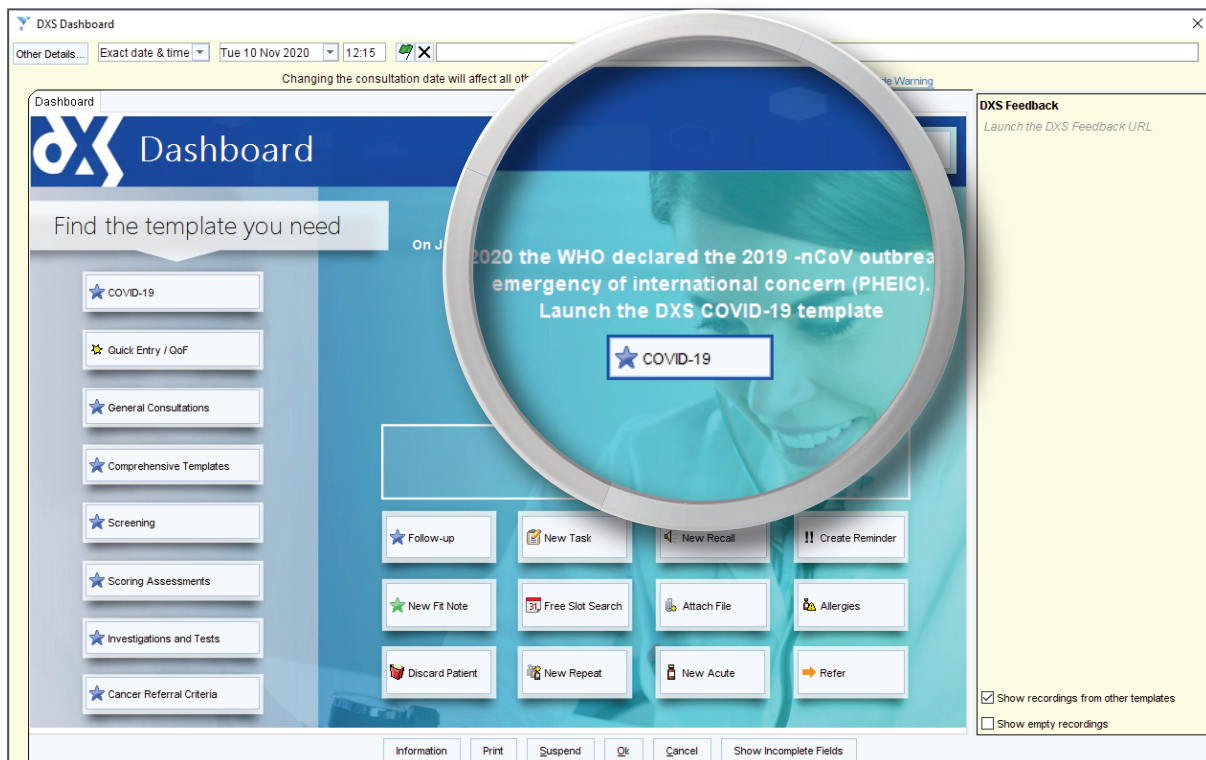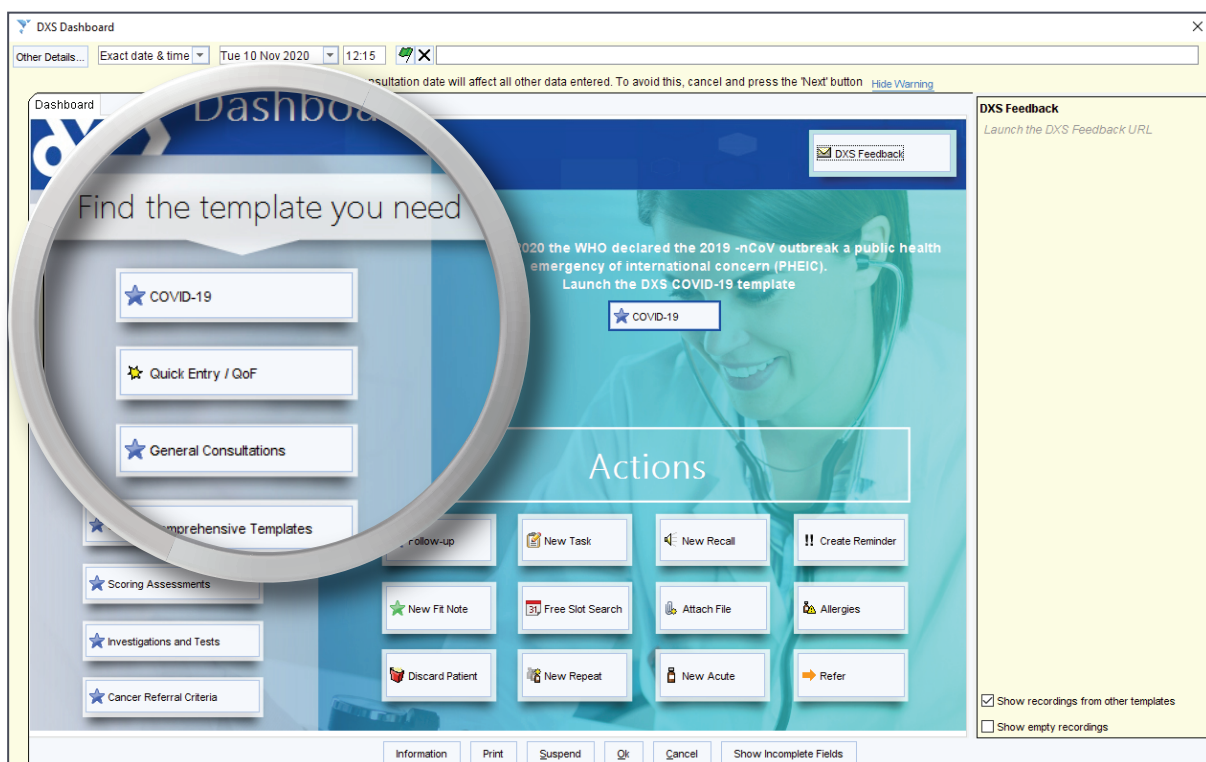
- **Refer**

- This opens DXS Point-of-Care where you can access content such as referral forms.
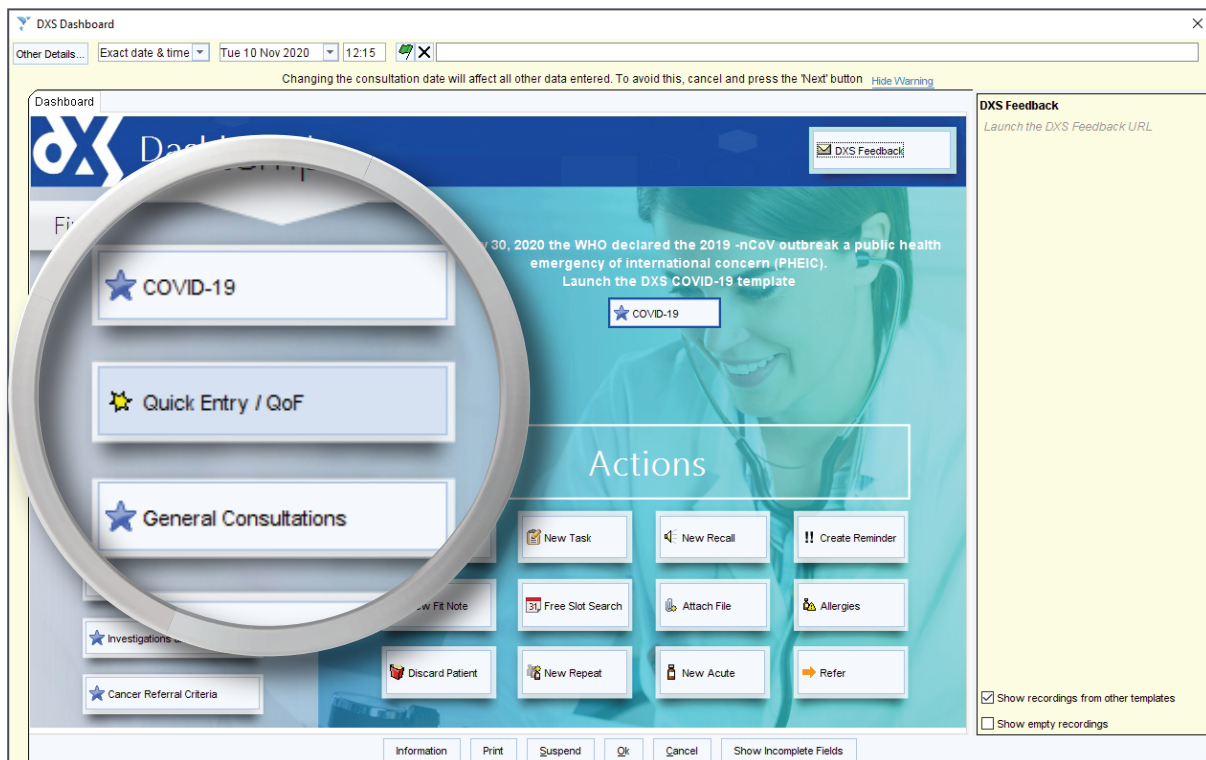
4. Above the quick actions, you will notice a section with additional information.
5. Here, any urgent or currently relevant content regarding national or local areas of concern will be published.
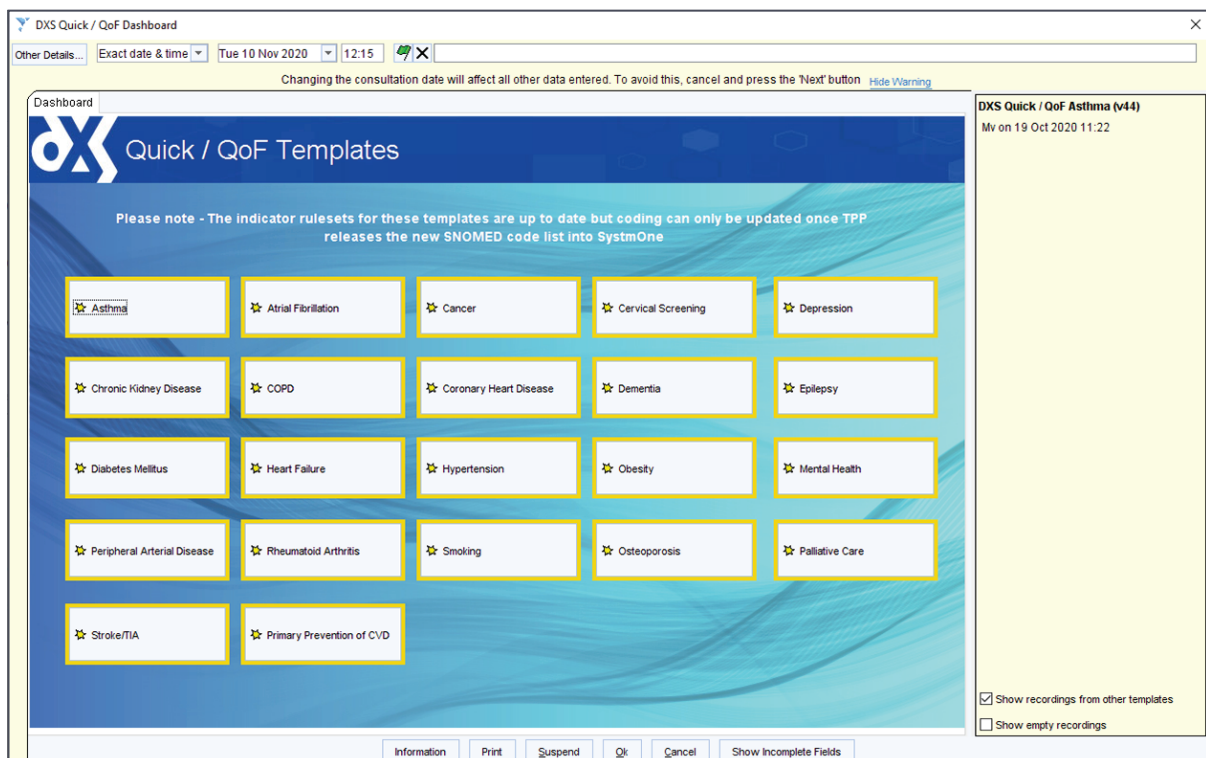

6. The clinical content available is listed on the left-side of the DXS Dashboard.

7.   Clicking on one of the categories will take you to a secondary dashboard, listing the content available in that category.

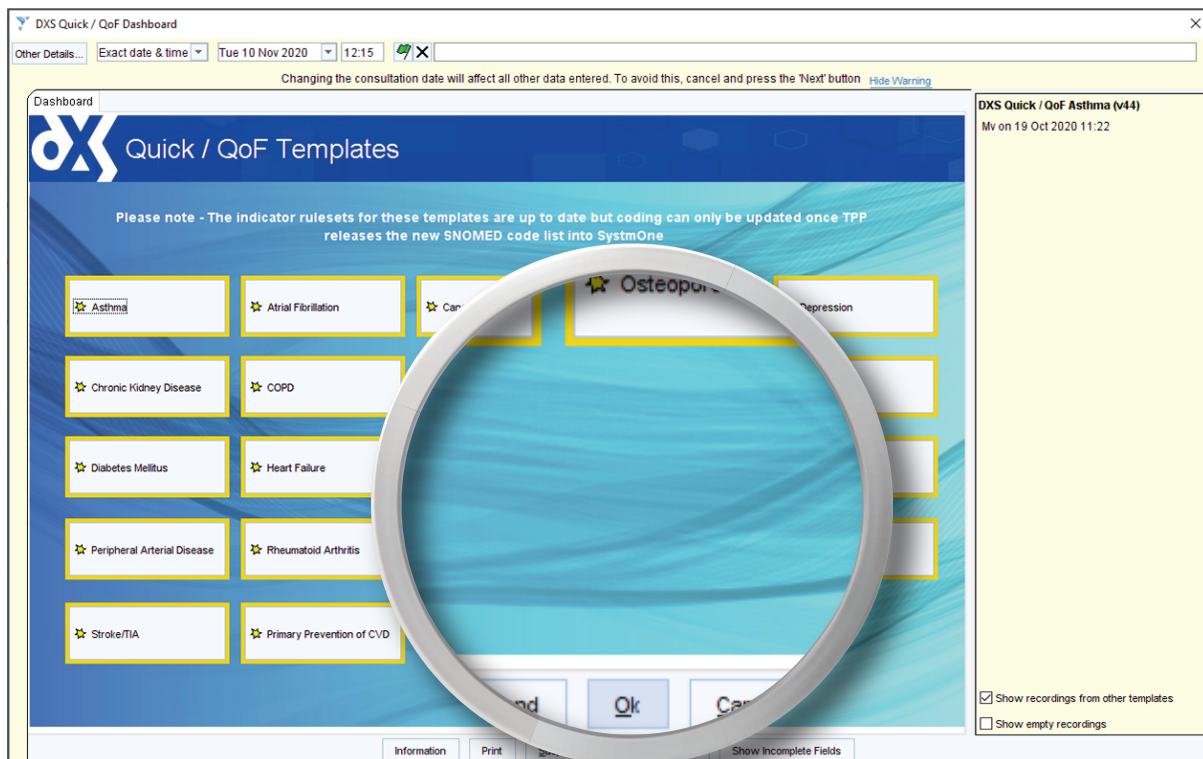8.   For example, clicking on 'Quick Entry / QOF' –

9.   Will take you to a secondary dashboard, listing all the current QOF areas.
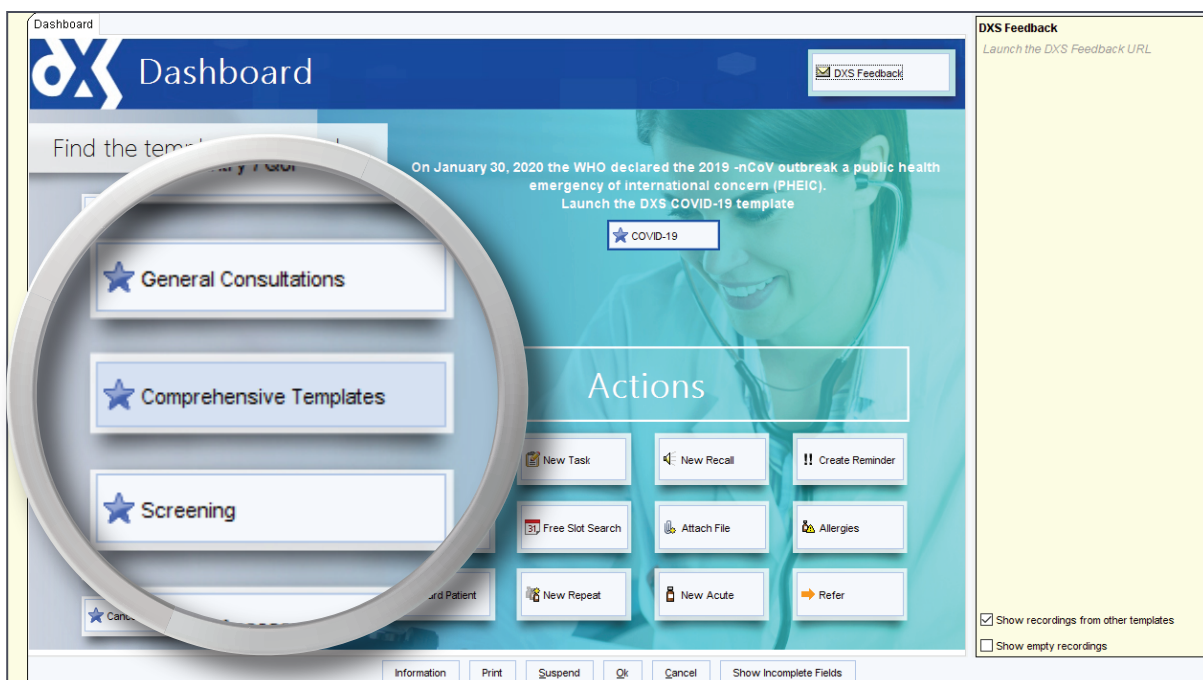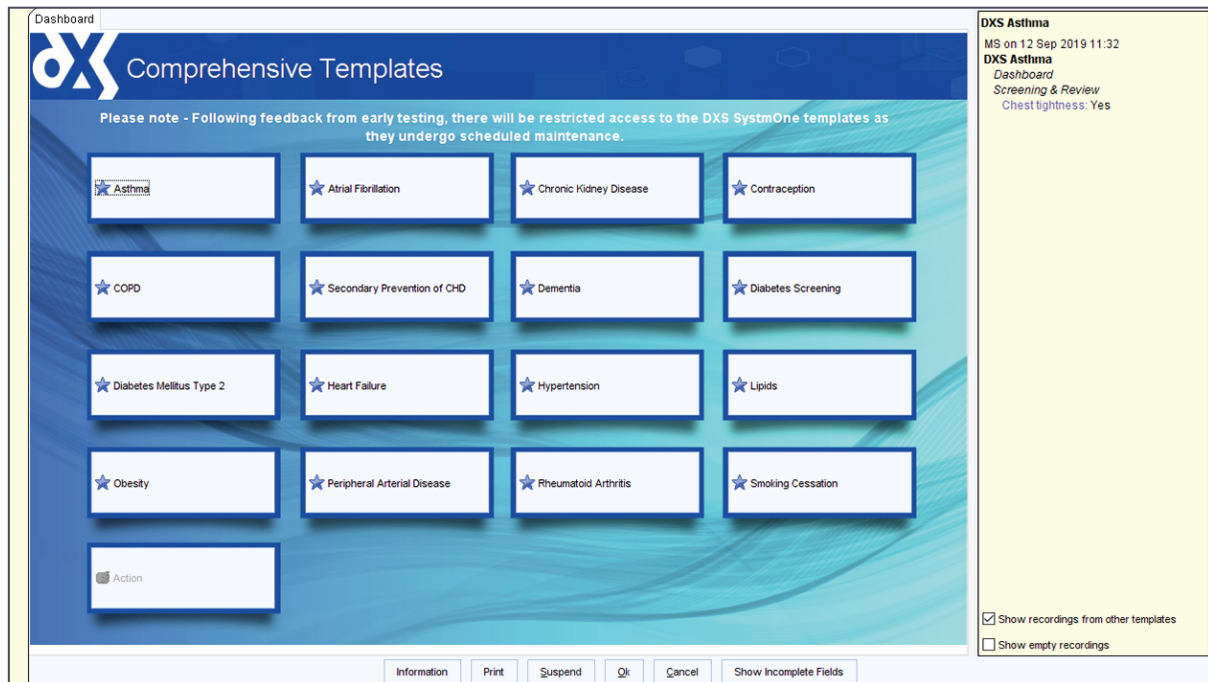
10. The Quick Entry / QOF templates are easy to use and allow for quick data entry.
11. These templates are aligned to the current QOF requirements in order to optimise clinical data entry as well as maximise practice QOF returns.
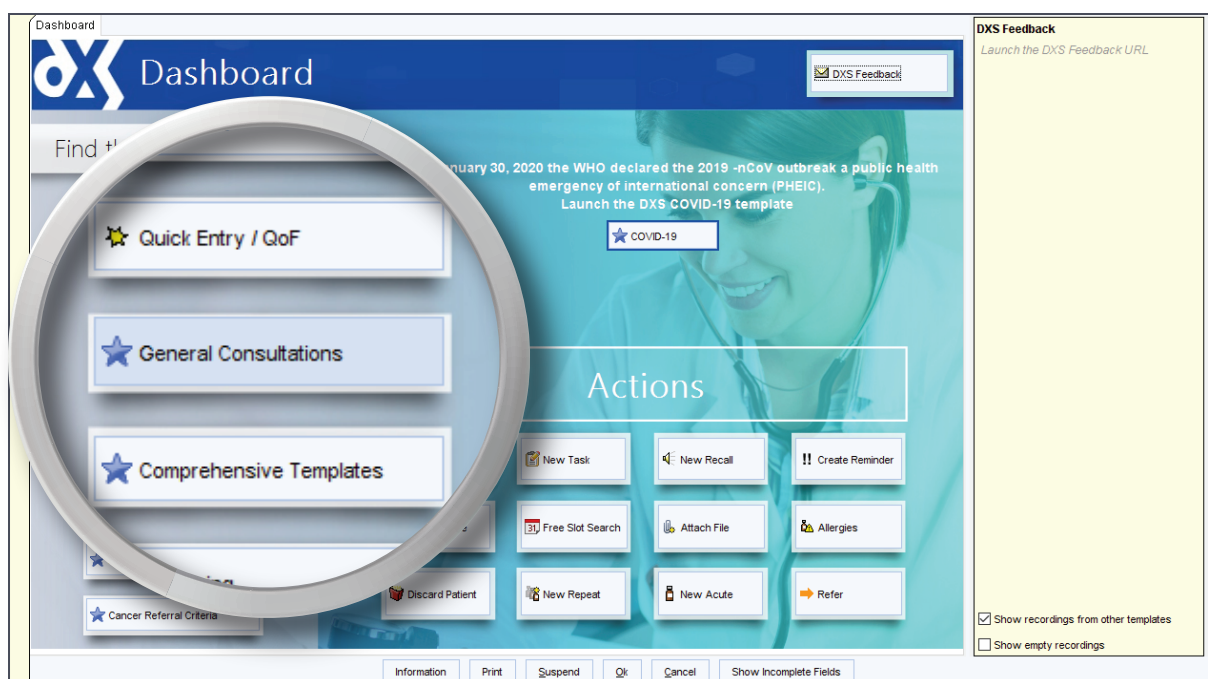12. Selecting 'OK' will take you back to the previous screen.

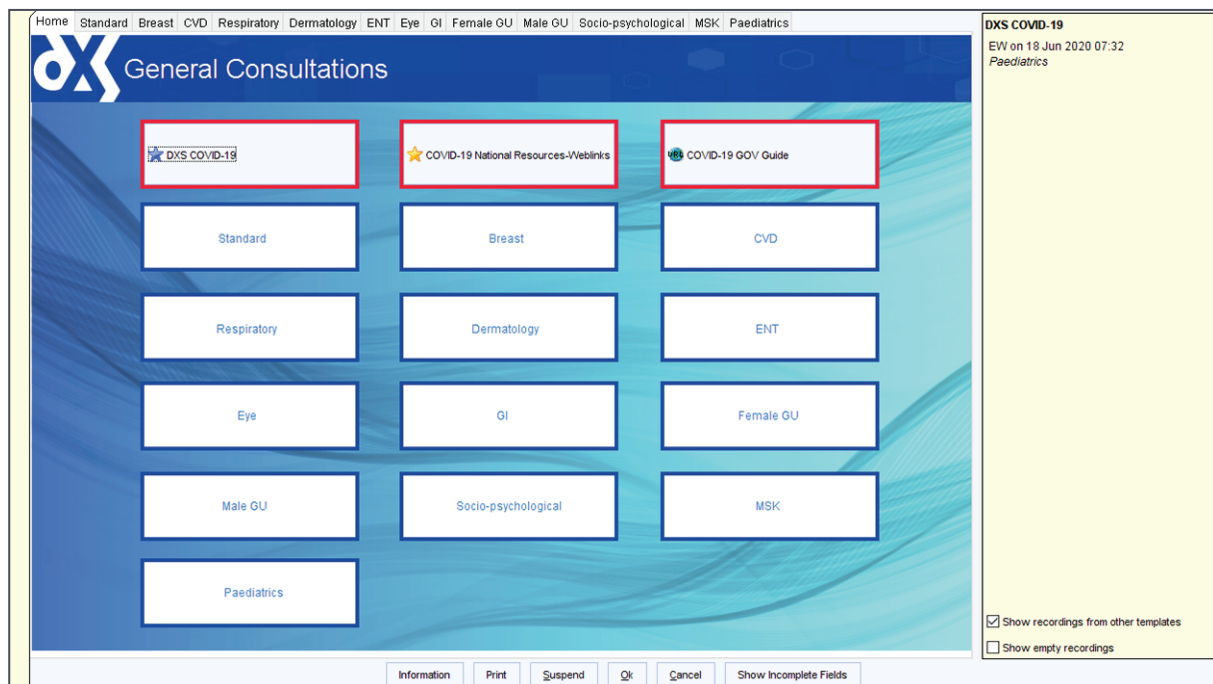13. Clicking on 'Comprehensive Templates' –

14. Will take you to a secondary dashboard, listing a variety of disease areas.
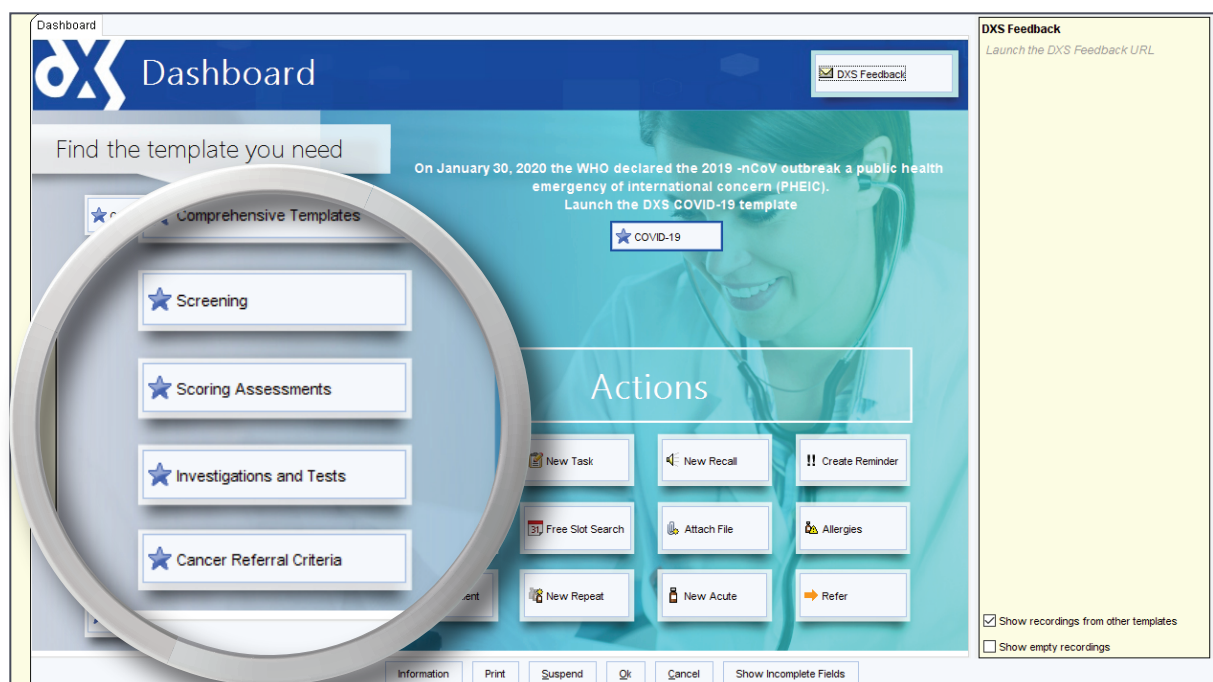

15. These templates are a more holistic and detailed consultation tool, which includes all aspects of each condition and supports best practice.
16. They enable you to monitor and manage the patient's specified condition from diagnosis throughout treatment.
17. Clicking on 'General Consultations' –

18.   Will take you to a secondary dashboard, listing the standard consultation templates available.

19.   These templates enable you to capture any observations, examinations, and diagnosis for a regular consultation.
20.   The contents of the last four categories are included and available in the aforementioned consultation templates where relevant.
21.   If you are however searching for a specific scoring assessment, investigation or test, you will be able to find it in one of these categories.

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