







Point-of-Care

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Vision

DXS Point-of-Care
Quick Reference Guide

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INTRODUCTION

What is DXS Point-of-Care?

DXS Point-of-Care is a Clinical Decision Support Tool that provides you with an easy way of accessing documents and content in your workflow.

Content is provided by your CCG and supplemented from trusted sources such as NICE, Patient UK, SIGN, Red Whale and many others. All content is linked to Read codes and can also be searched by description or browsed by category. Content is updated daily and usage reports are available to your CCG. Content includes:

- Care pathways
- Referral forms
- Patient education
- Medicine reference
- A directory of services including AQPs
- Treatment guidelines
- And more!

This reference guide will provide you with information on how DXS Point-of-Care works and how it will benefit you in your practice.

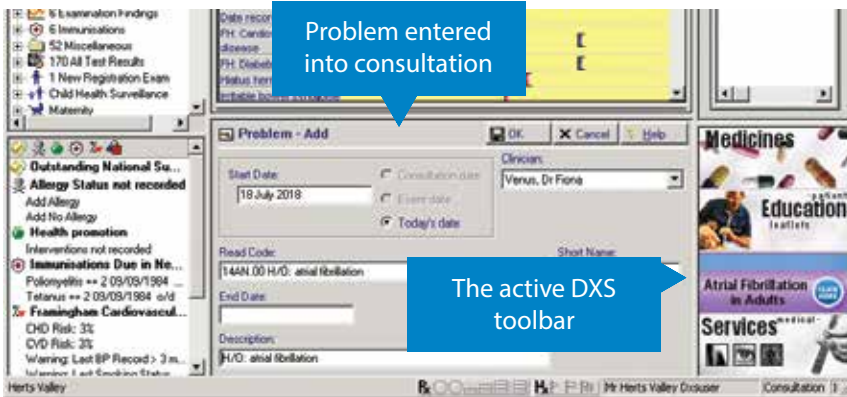


INTRODUCTION

How does DXS Point-of-Care function within Vision?

When logging into Vision, the DXS Point-of-Care toolbar will open automatically.

As Vision is used (e.g. entering a problem with associated Read code), the DXS toolbar will become active and present links to relevant information in DXS as shown below.



An active banner will indicate that there is content available for the specific problem. If no content is available, the banner will be greyed out.

In some instances a banner (such as the AF example on the left), may be used to highlight that important information is available and can be accessed by clicking on the banner

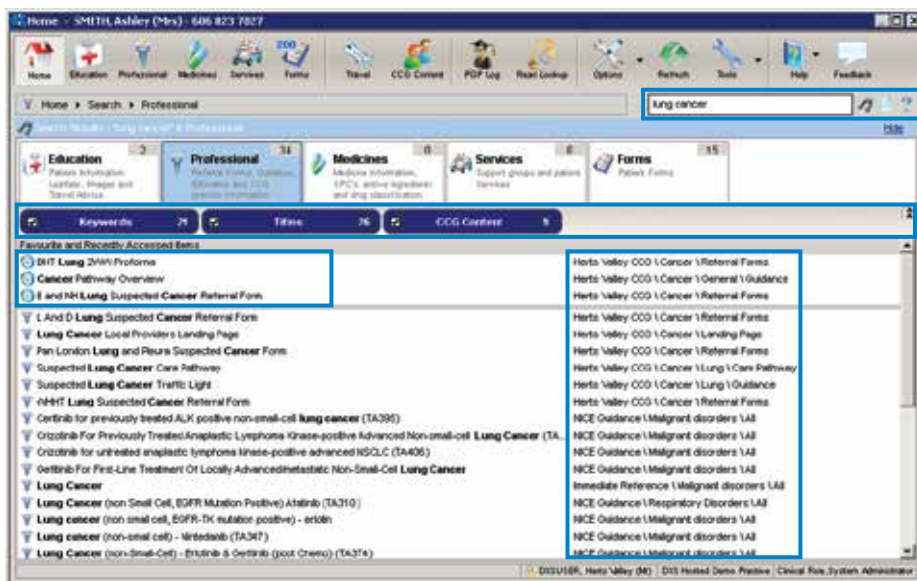
The Directory of Services banner will display folders with relevant information, if there are services available related to the problem



INTRODUCTION

How to search in DXS Point-of-Care

- The search bar allows you to search for items based on their title, category or conditions they are associated with.
- The search results window now prioritises any Favourite or Recently Accessed documents to the top of the list making it quicker and easier to access them.
- Results are displayed in alphanumerical order with CCG content displayed first.
- Results can be filtered by selecting the chevron icon and selecting/deselecting the tick box on the left of the button.



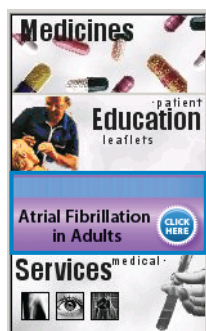


PROFESSIONAL

What is the DXS Professional section?

DXS Best Pathway is located under the Professional section of DXS and provides local CCG care pathways, guidelines and referral forms, plus national guidance from NICE and SIGN. All documents are triggered by pertinent diagnosis terms and Read codes when used in the patient record.

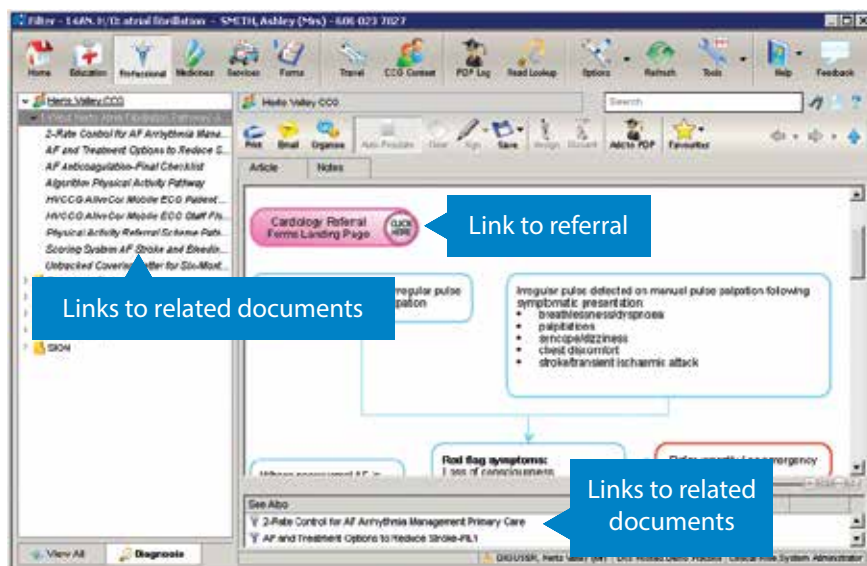
How does the Professional section work?



Click the CCG button on the expanded toolbar

When using Vision, the link for the relevant pathway can be found on the main DXS toolbar.

DXS will launch once the Professional banner is clicked, automatically opening the Professional section of the system on the associated pathway.





PROFESSIONAL

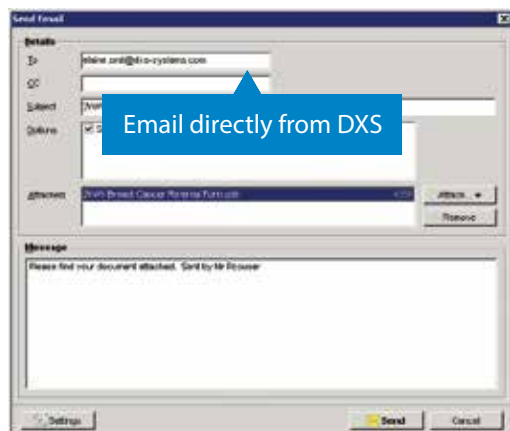
Key Functionality

Within the Professional section you can access key functionality when creating referrals. This includes adding an electronic signature, editing images and emailing. Utilising these features will enhance referral workflow. Referral forms can also be saved as drafts for modifying and completion later.

Electronic Signature

Insert an electronic signature where required on a referral form by clicking on the Sign button.

Multiple signatures can be added to the system and used by clicking on the Sign button.



Email

Completed referrals can be sent via email to the recipient, also saving to the Patient Record.

The DXS built-in email client works with any (personal and practice) nhs.net email account, and is compatible with Outlook or online NHS mail.

Edit Images

Draw on an image to indicate the area of concern.

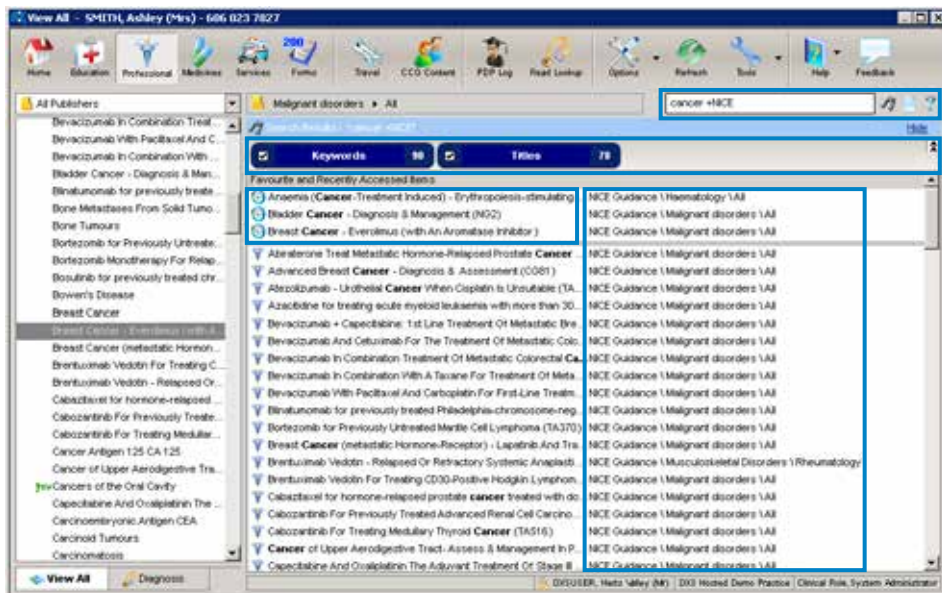




PROFESSIONAL

How to search in the Professional section

- The search for articles can be based on title or keywords.
- Results are displayed in alphanumerical order with CCG content displayed first.
- Favourites and Recently Accessed Items will be prioritised to the top.
- Results can be filtered by selecting the chevron icon and selecting/deselecting the tick box on the left of the button.
- **Advanced:** Results can be refined by searching for **ulcers +NICE**. The + sign indicates the next word must be in the name of the publisher of the article.





PATIENT EDUCATION

What is the DXS Patient Education section?

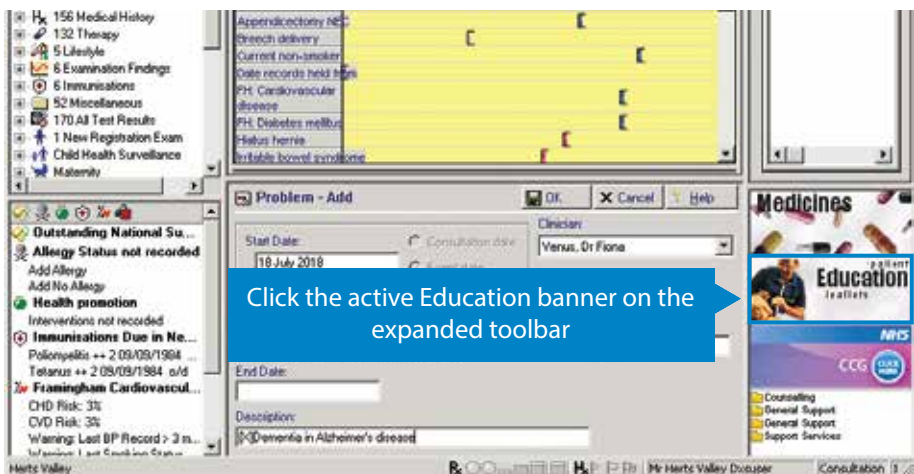
The Patient Education section of DXS provides you with printable patient articles about diseases, procedures, diet, lifestyle information and travel. It streamlines your ability to provide quality information directly to patients as needed.

Benefits of using DXS Patient Education

- Quickly and easily search by diagnosis, Read code, title or keywords.
- Annotate relevant illustrations and add notes that can be readily saved to the patient record.
- Flag articles that you approve for yourself or for the entire practice.
- Add your own practice documents and leaflets.
- Add frequently used leaflets to user-specific 'favourites' area for quick access.
- Centrally store leaflets in one location to allow all practice staff to access them easily, placing practice content within your workflow and clinical system.

How does Patient Education work?

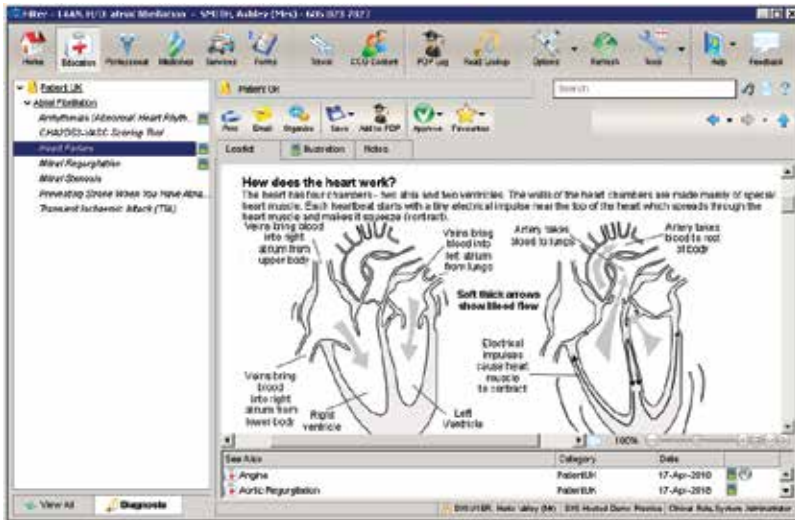
DXS will launch once the Education banner is clicked, automatically opening the 'Patient Education' section of the system.



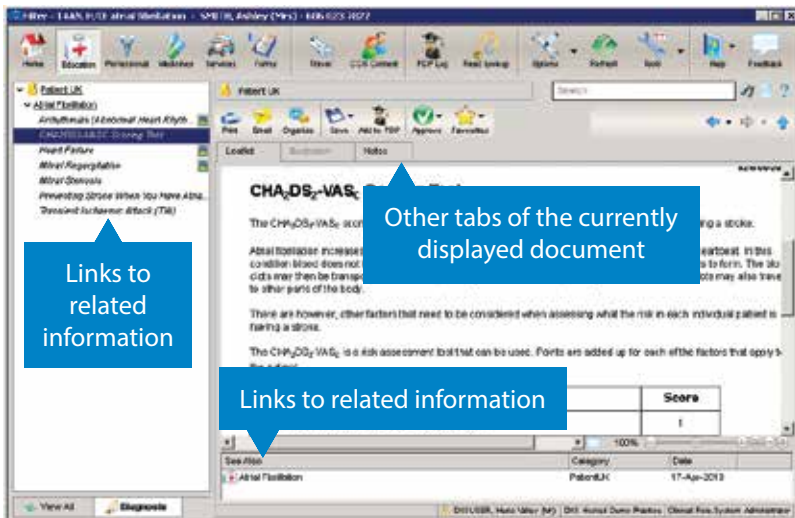


PATIENT EDUCATION

The Patient Education section displays any articles that are linked to the specified Read code or diagnosis that was entered into Vision.



There may also be a list of related articles or suggested articles that may be useful.

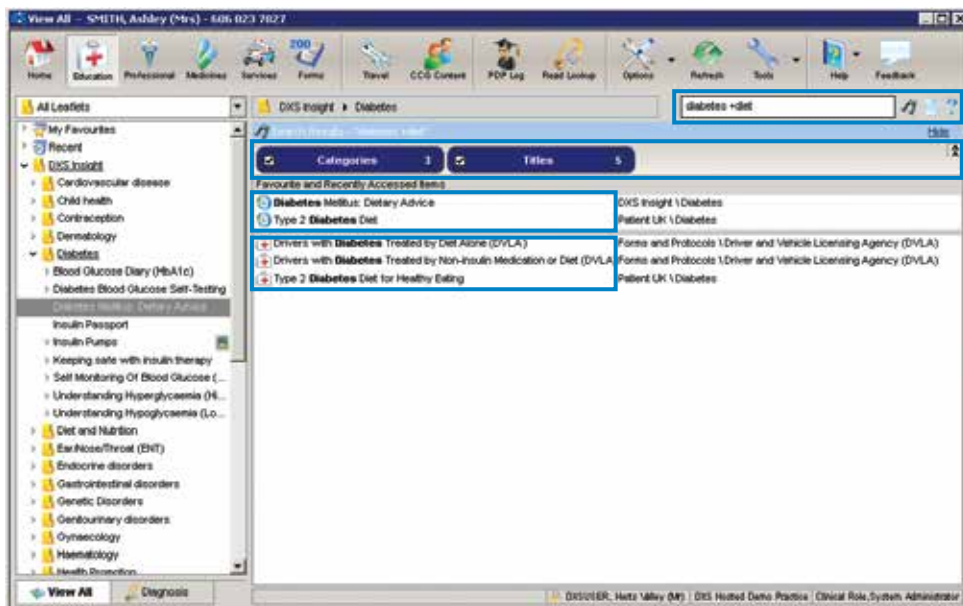




PATIENT EDUCATION

How to search in the Patient Education section

- The search for articles can be based on title or category.
- Results are displayed in alphanumerical order with Favourites and Recently Accessed Items prioritised to the top.
- Results can be filtered by selecting the chevron icon and selecting/deselecting the tick box on the left of the button.
- **Advanced:** Results can be refined by searching for **diabetes +diet**. The + sign indicates the next word must be in the title.





MEDICINES

What is the DXS Medicines section?

The Medicines section of DXS provides a comprehensive database of all generic and branded medication as well as other products such as needles, stockings, catheters, meters/strips and other appliances. All product information is updated weekly.

If your CCG has purchased DXS Best Traffic Light, you will also find drug alerts and prescribing advice in this section. More details about DXS Best Traffic Light are provided on page 14.

Benefits of using DXS Medicines

- Quick access to datasheets, leaflets and MHRA safety warnings.
- All drugs are categorised in BNF-style therapy classifications and linked to Read and drug codes/terms.
- Ability to view and print patient information leaflets (packet) and drug information leaflets (Patient UK).
- Easily compare medications through information on drug tariff packs and pricing.
- Where applicable, local medicine guidelines and protocols will be incorporated.

How does the Medicines section work?

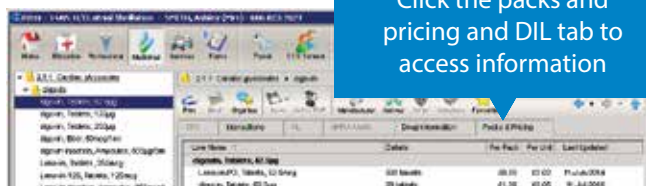
DXS will launch once the Medicines banner is clicked, automatically opening the 'Medicines' section of the system.





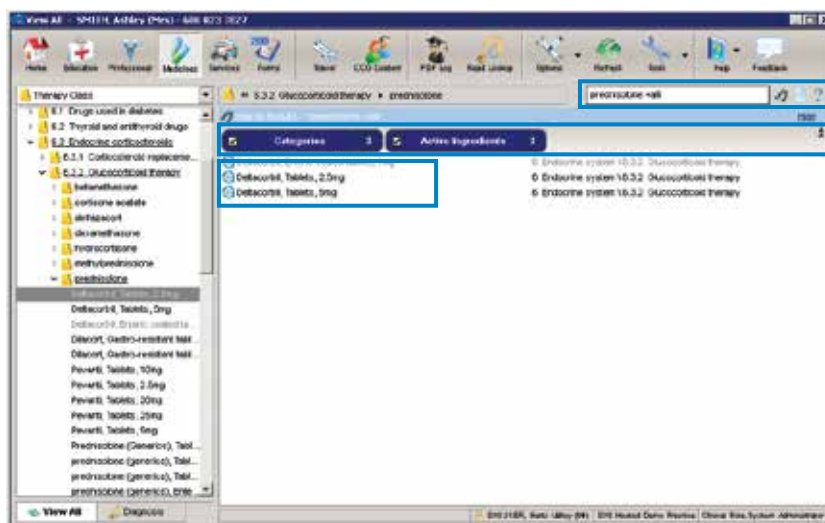
MEDICINES

A list of all medicines relevant to the entered Read code is displayed. You can then view available information on this medicine such as SPCs, drug information leaflets (DILs) for patients and packs and pricing.



How to search in the Medicines section

- The search for drugs can be based on name, category or active ingredients.
- Results are displayed in alphanumerical order with Favourites and Recently Accessed Items prioritised to the top.
- Results can be filtered by selecting the chevron icon and selecting/deselecting the tick box on the left of the button.
- **Advanced:** Results can be refined by searching for **prednisolone +alli**. The + sign indicates the next word must be in the name of the manufacturer of the drug.





MEDICINES

What is the DXS Best Traffic Light product?

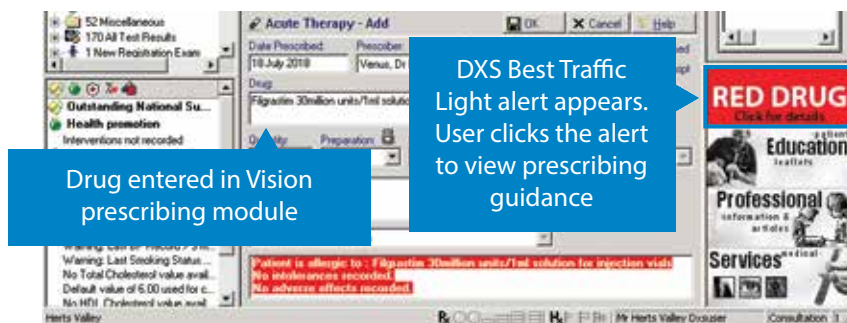
DXS Best Traffic Light provides the latest local CCG guidance for medicines management within your locality to assist the GP at the point of prescribing.

Benefits of using DXS Best Traffic Light

- Integrated CCG Medicines Management guidance at a glance via the Traffic Light brightly coloured banner.
- One click option for background information on the drug selected for prescribing.
- Reduced CCG/Practice prescribing costs.
- Up to date medication interactions/information/pricing and pack sizing.

How does DXS Best Traffic Light work?

Prescribers are alerted to CCG guidance via highly visible coloured banners that clearly highlight the local prescribing preferences.



How can I get DXS Best Traffic Light to display in my Medicines section?

In order to use and experience the benefits of DXS Best Traffic Light, you must request your CCG to purchase the product under GPSoC. Simply send an email to sales@dxs-systems.co.uk for an account manager to raise this with your CCG.



SERVICES

What is the DXS Services section?

The Services section of DXS contains information relating to national groups, charities and services.

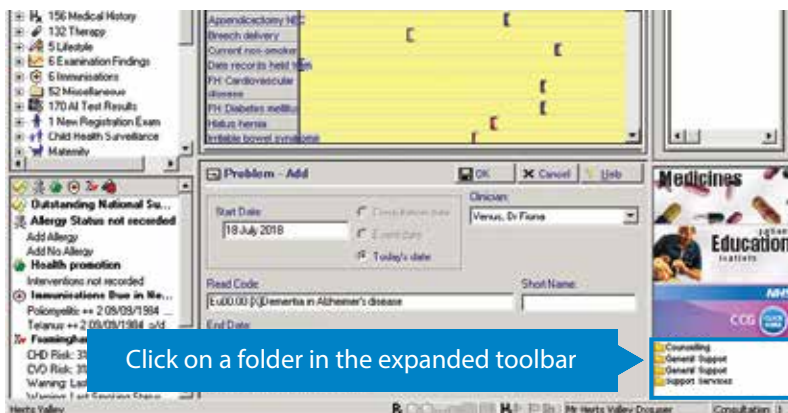
If your CCG has purchased DXS Directory of Services, you will also find information about locally approved services grouped by locality.

Benefits of using DXS Services

- Provides concise information about any CCG approved services, local charities and voluntary support groups.
- All information is regularly updated to ensure accuracy.
- Allows you to quickly search for any national or local service or support group.
- Search by name, town/city, postal code and area of expertise.
- Gives you the ability to print off a clear list of providers and supporting information for your patient.

How does the DXS Services section work?

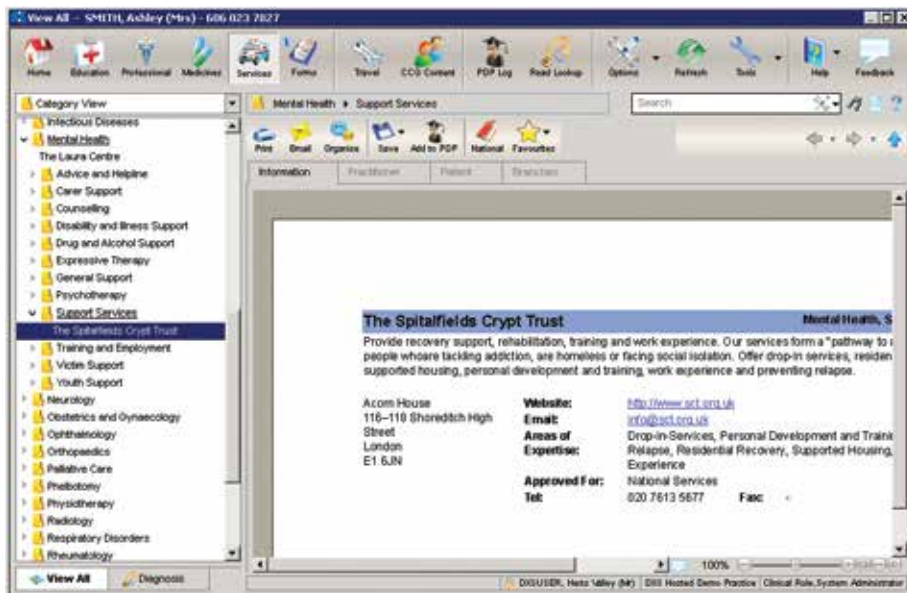
The DXS Services banner will display folders in which relevant information is available. Clicking on a folder will automatically open the 'Services' section of the system.





SERVICES

Having clicked on the folder, the list of services opens as illustrated below. Information can be printed or emailed.



How can I get DXS Directory of Services to display in my Services section?

In order to use and experience the benefits of DXS Directory of Services, you can ask your CCG to purchase the product. Please feel free to send an email to sales@dxs-systems.co.uk for an account manager to raise this with your CCG.



- The search for services can be based on name, category, address, associated condition and post codes.
- Results are displayed in alphanumerical order with Favourites and Recently Accessed Items prioritised to the top.
- Results can be filtered by selecting the chevron icon and selecting/deselecting the tick box on the left of the button.
- **Advanced Options:** Results can be refined by selecting the spanner icon. Services can be displayed for four different options, CCG Approved Services, All Services, Local Services Only, and Use Patient Post Code.





FORMS

What is the DXS Forms section?

The Forms section of DXS contains all referral forms. The **Inbox** folder contains documents awaiting an action, for example emailing or saving back to the patient's record (for eReferral Service), whilst the **Complete** folder contains all referral forms which have been finalised.

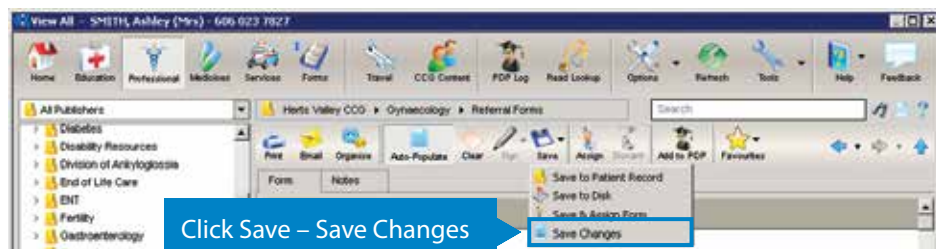
If your CCG has purchased DXS Best Triage+, you will also be able to submit referral forms to the referral support facility from the Forms and Professional sections once a form has been completed. More details about DXS Best Triage+ is provided on page 21.

Benefits of using DXS Forms

- Forms can be assigned to individual staff members or staff groups for further editing and inclusion in the workflow.
- Adaptable to fit in with your practice's workflow, allowing medical secretaries, administrative staff and clinicians to contribute to completing a referral form.
- Enables you to complete referral forms and attach them to the patient record (for submission via eRS).
- Search for referral forms using keywords such as patient's name or referral form name.
- Track when referral forms are complete.
- Create a copy of a previously completed referral form.

How does the Forms section work?

When editing a referral form, it will save any changes made automatically. You can also save changes manually by selecting the 'Save Changes' option. The form will now appear in the 'Forms' section as a draft, unless discarded.



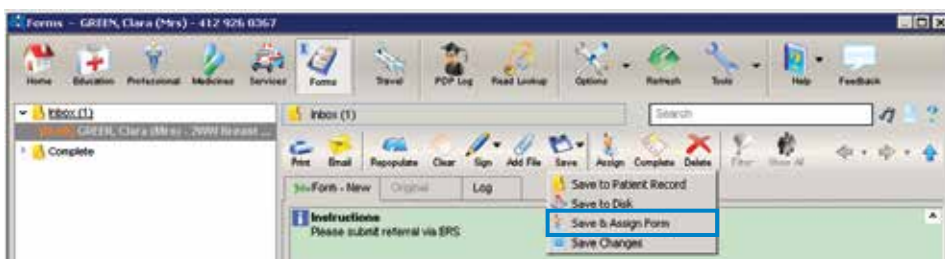


FORMS

Draft referral forms and completed referral forms can be found in the Forms folder structure. Forms that have been submitted for a decision to be made through DXS Best Triage+ can be found in the 'Submitted' folder (only relevant if you are using DXS Best Triage+). Completed referrals can also be found in the patient consultation history together with the relevant Read code.



When saving, the referral can be assigned to a specific member of staff or group by using the 'Save & Assign Form' function.



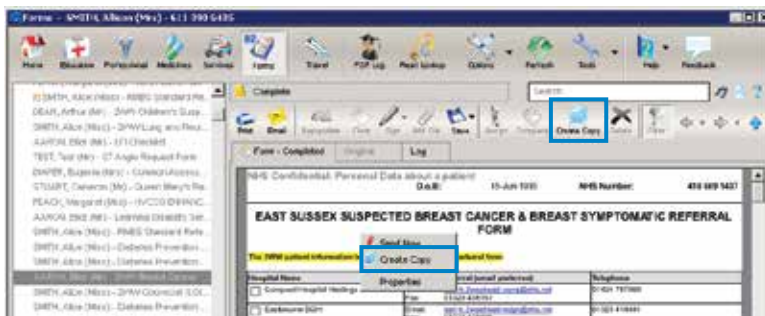
You can also choose to view the forms assigned to other users by selecting 'Show All' in the toolbar menu.





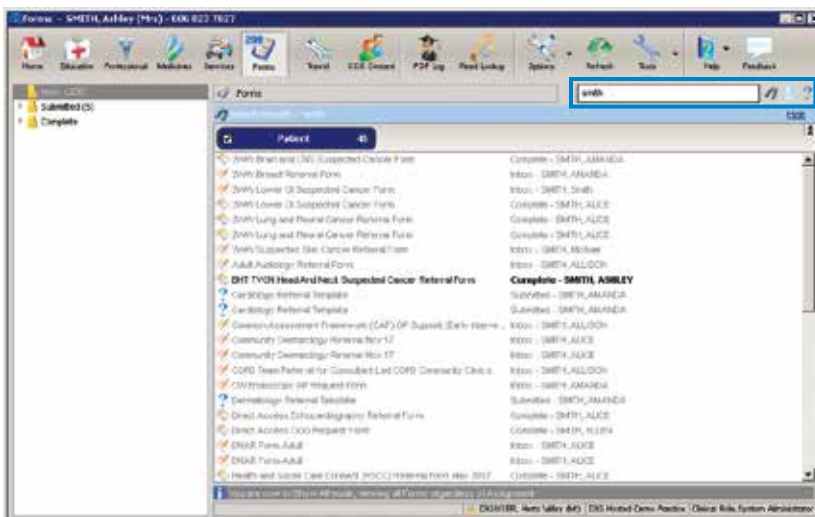
FORMS

Editing can be performed either by the clinician or a medical secretary, and the finalised copy saved to the patient record. In order to modify a previously completed form, right click on the relevant form and select 'Create Copy'. Alternatively, the 'Create Copy' button can be selected. Copied forms will be accompanied by a version number.



How to search in the Forms section

The search bar allows you to search for saved referral forms based on the patient's first or last name, NHS number, the title of the form, or by the name of the user who added the form.





What is the DXS Best Triage+ product?

DXS Best Triage+ securely facilitates the automated exchange of referral forms between a practice and a Triage centre.

Benefits of using DXS Best Triage+

- Provide an effective solution to CCG referral workflow and management requirements.
- Notify a referrer during the referral process that a particular referral is recommended for Triage.
- On acceptance of a Triage recommendation, automatically sends the referral form, together with letter and or notes to the Triage centre.
- Provides a management solution for the Triage centre, from which Triage clinicians can provide advice and guidance back to the referring clinician, approve, redirect or reject referrals.
- Referrals can be sent to the provider or returned to the practice.
- Improve CCG referral efficiencies by systemising the workflow and document management and distribution.
- Improve clinical safety by ensuring that referral letters/notes are complete and include all necessary information and attachments.
- Management reports on referrals provided to CCGs.

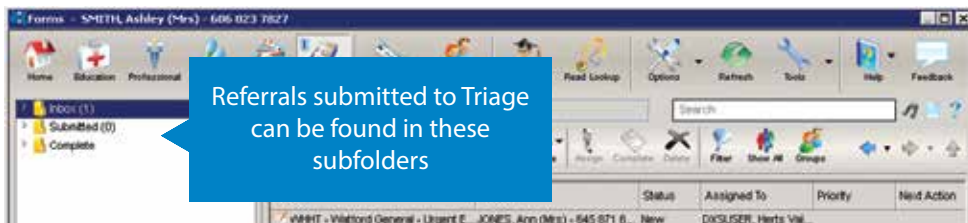
How does DXS Best Triage+ work?

When a user completes a referral form DXS will notify you if that referral form needs to be submitted to Triage. If required you may need to add attachments. Once all supporting documents have been added the referral will be submitted to the referral support service.

The referral is then processed by the Triage centre, at which point it is either accepted, rejected or redirected and the practice is notified of the outcome.



DXS BEST TRIAGE+



Referrals submitted to Triage can be found in these subfolders

Referrals submitted to Triage can be found in the Forms section, in one of four subfolders:

- Submitted – Submitted to the Referral Support Service (RSS) and awaiting a response.
- Inbox – **Accepted referrals:** The referral is approved by the RSS and has been forwarded to the service provider – at this point, the RSS may have added an advisory note for the practice for future referrals. Once the referral has been accepted, you can complete it, which saves the document to the patient record and moves the document to the 'Complete' folder.
Rejected referrals: The RSS has rejected the referral request and provided a reason. Once you have dealt with the reason for the rejection, you can complete the referral and save the document to the patient record. In DXS the document is moved to the 'Complete' folder.
- Outbox – Referral forms that have been submitted for Triage, but have failed to be sent. Forms in the Outbox will be resent with each update.
- Complete – Both accepted and rejected referral requests are stored here once they have been dealt with by your practice. This acts as a record of all completed referrals and can be used as reference.

How can I get DXS Best Triage+ to display in my version of DXS?

In order to use and experience the benefits of DXS Best Triage+, you must request your CCG to purchase the product.

Please feel free to send an email to sales@dxs-systems.co.uk for an account manager to raise this with your CCG.



What is the DXS PDP section?

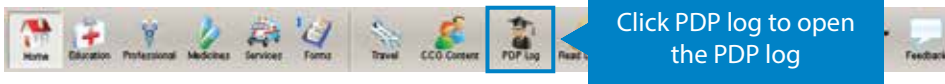
The PDP section of DXS provides you with an effective tool to record and manage your re-appraisal progress. You can add any relevant content from DXS or other external sources to your personal PDP log in DXS.

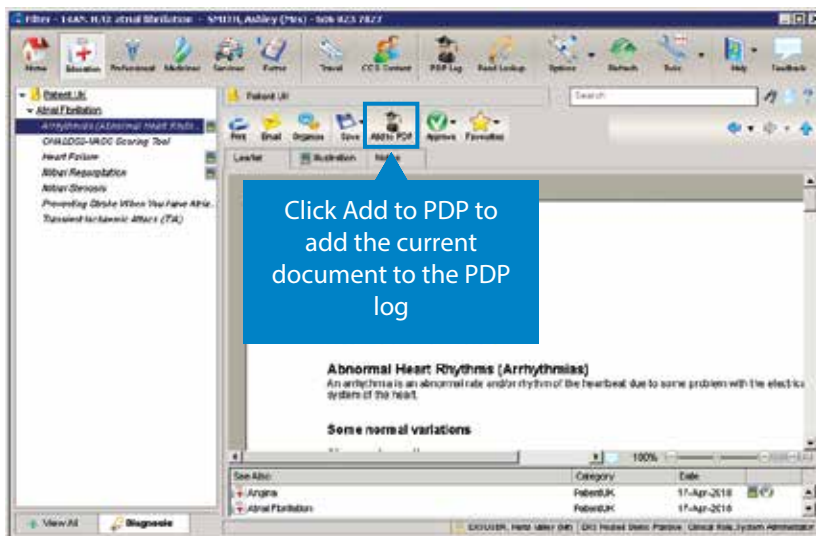
Benefits of using DXS PDP

- Set personal reminders, add reflections and award credits.
- Quickly log any learning from external sources (websites, documents) or within DXS.
- Logging is easy and can be accessed for editing or review at any time.
- Export your full log, or any individual entry, to upload to your specific appraisal website (e.g. Clarity or RCGP).
- Allocate PUNs, DENs, articles and other sources to yourself or make them a practice-wide task, allowing you to share important documents like meeting minutes across your entire practice, saving time and improving efficiency.
- Record, manage and create audit trails for PUNs and DENs with the ability to track PUNs through to completion by implementing the associated DEN.

How does the PDP section work?

When using any part of the DXS system, with or without an open patient record, content can be added to the user's PDP log simply by clicking the 'Add to PDP' button.





The PDP log can be managed by opening the 'PDP log' section from the main DXS toolbar.



View and manage PUNs and DENs easily, tracking activities through to completion. The toolbar allows you to quickly delegate to other practice members and close activities.

You can view, edit, add or delete entries in your PDP log using the buttons on the toolbar.

PDP logs can be printed or exported in any format, e.g. XLS, PDF, CSV, etc.



ICONS AND BUTTONS



Home

Directs you to the home page where you can view hints, tips and any recent changes



Patient Education

Access to more than 1 500 articles and illustrations. You can also add your own articles



Professional

CCG pathways, referral forms, letters and guidance supplemented with information from NICE, SIGN, Immediate Reference, clinical opinion and more



Medicines

Medicine database with SPCs, PILs, packs, pricing and CCG prescribing guides



Directory of Services

Opens Directory of Services, linked to Read code and locality



Forms

Referral forms saved for editing and completion are stored and accessed here



Travel

Provides a shortcut to global travel health information on travel diseases and travel risk advice per country



CCG Content

Navigate directly to the CCG content folder



PDP Log

Open and manage your PDP appraisal content and points, including PUNs and DENs. You can add your own content here



ICONS AND BUTTONS



Read Lookup

Search read codes and extract relevant information



Options

Set preferences for general, printer, email, header and footer, signature, updating, plug-ins and conduit settings



Update

Manually update the DXS system with this button



Tools

Access the cardiac calculator, populate/import additional tools and populate the icon toolbar with any missing buttons, e.g. PDP, DOS, etc.



Help

Provides access to helpful information and guidance



Feedback

Enables you to provide feedback on the content or product

Home icon bar



Hints & Tips

View useful hints and tips with regards to the information available in the various sections



Changes

Displays all updates to content. Can be set to only display new content in accordance with a specific time span



ICONS AND BUTTONS

Patient Education icon bar



Add your own or practice content

Add your own content to the patient education section



Approve

Clicking this button will add a tick next to an article, easily identifying useful/relevant information approved by practice members/yourself



Illustrations

This icon next to an article indicates a relevant illustration is available for this article. These can be viewed, annotated and labelled through the 'illustration' tab found at the top of the page



Notes

This icon will appear next to an article if notes have been added to the article by yourself or practice members. Notes can be added through the 'notes' tab found at the top of the page

Professional icon bar



Auto-populate

Selected as a preset. When deselected, the next form navigated to will not auto-populate



Clear

Clear the auto-populated referral form



Sign

Setup and add an electronic signature



Assign

Enables you to assign a referral form to a specific staff member or staff group for further editing and inclusion in the workflow



ICONS AND BUTTONS



Discard

Removes the edited version of the referral form



Add your own or practice content

Add your own content to the professional section



New

This icon will appear next to any recently added or updated content

Medicines icon bar



Manufacturer Information

View information on the selected medication



Similar products

View drugs containing the same active ingredients

Services icon bar



National

View National Services only

Forms icon bar



Repopulate

Reloads the current form's data, removing any unsaved changes (reloads the last saved version)



Clear

Clear the auto-populated referral form



ICONS AND BUTTONS

**Sign**

Setup and add an electronic signature

**Add File**

Add a specific document/file to a referral

**Assign**

Enables you to assign a referral form to a specific member of staff or staff group for further editing and inclusion in the workflow

**Complete**

Complete a referral form. Once completed, the form will save directly to the patient's record and will be available under the Complete folder

**Create a Copy**

Allows you to create a copy of a previously completed form

**Delete**

Permanently delete a referral form

**Filter**

Allows you to filter the list of content displayed according to column and filter value, as well as according to a specific date range

**Show All**

Displays all referral forms located within the folder. This includes referral forms assigned to another staff member or staff group, as well as forms assigned to you

**Groups**

Create and manage staff groups (only available to DXS Administrative users)



ICONS AND BUTTONS



Submit

Submit a Triageable referral form to the Triage Centre



Exclamation mark

Located next to a referral form to alert the user that the form has been completed but has not been attached to the patient record yet

Common to all icon bars



Print

Print a document



Email

Email a document



Organise view

Customise your content views



Save

Save the document to the patient record (useful for personal audits of patient advice and treatment) or save the document to your computer



Add to PDP log

Add any content in the DXS Best Pathway system to your PDP appraisal log (this button is the same icon as found on the main icon bar but serves a different function it will simply add content, not load your PDP)



Favourites

Bookmark any important content to your favourites inbox



Search

Search for articles based on their title or keywords (may vary between the sections)



ICONS AND BUTTONS



Clear search

Clear the search results displayed



Search tips

View useful tips to refine your search



Chevron icon

Select to narrow down your search results



Navigation

Use these buttons to navigate back to pages viewed



TRAINING

Your choice of training:

On-site Classrooms

Training is experienced in a flexible manner to support the needs of the user and the practice. Class size can vary from one person to many. We will develop the training based on your needs.

Role-based training covers the requirements of the attendee, providing the same consistent learning experience whilst also being reflective and dependent on their area.

Bespoke training sessions can be set up for individuals or groups, depending on the needs of the practice.

Downtime is minimised as each attendee can be trained at a time based on their availability, between consultations or day-to-day work.

Floorwalking is popular after training to apply the new-found knowledge and skills whilst using DXS Point-of-Care. It allows time to respond to individual enquiries, assist with referrals and content queries.

eLearning

Is an ideal tool for locums, new starters, whether Clinical or Administrative Staff, and is accessible from our website:

<https://training.dxs-systems.com>

Our eLearning platform offers practices access to:

- Online Quick Reference Guide
- Specific practice referral process workflow maps
- A variety of short 'How-to' videos
- Numerous 'How-to' Guides, Quick Start Guides and training material
- Online lesson courses on all aspects of the DXS software



TRAINING

Virtual Classrooms

Also known as web-based training or distance learning.

- Suitable for practice managers, clinicians, administrative staff, and medical secretaries
- With a live trainer and hands-on practical activities

Our virtual classroom offers maximum flexibility with full interactivity. Information is conveyed in several ways including presentations, demonstrations, whiteboard and hands-on activities.

Attendees are encouraged to participate through asking questions via voice or chat, and practice exercises can also be provided. Attend the class from any suitable device that has Internet access. Call in using your computer or telephone.

Version Release

As DXS Point-of-Care dynamically changes to provide you with improvements and updates on product performance, we provide you with the following to keep you in the know.

- A short video showing highlights
- Executive Summary included in the Release Notes

Contact Us

Email: training@dxs-systems.co.uk

Telephone: 0800 028 0004 option 2



Point-of-Care

www.dxs-systems.co.uk

If you have any questions about DXS, please feel free to contact us using one of the following options.

Telephone: 0800 028 0004

Support – option 1

Training – option 2

Email: support-uk@dxs-systems.com

Service desk operating hours:

07:30 – 19:00

09:00 – 13:00

Closed

Monday – Friday and Public
Holidays

Saturday

Sunday, Christmas, New Year
and Easter Weekend