



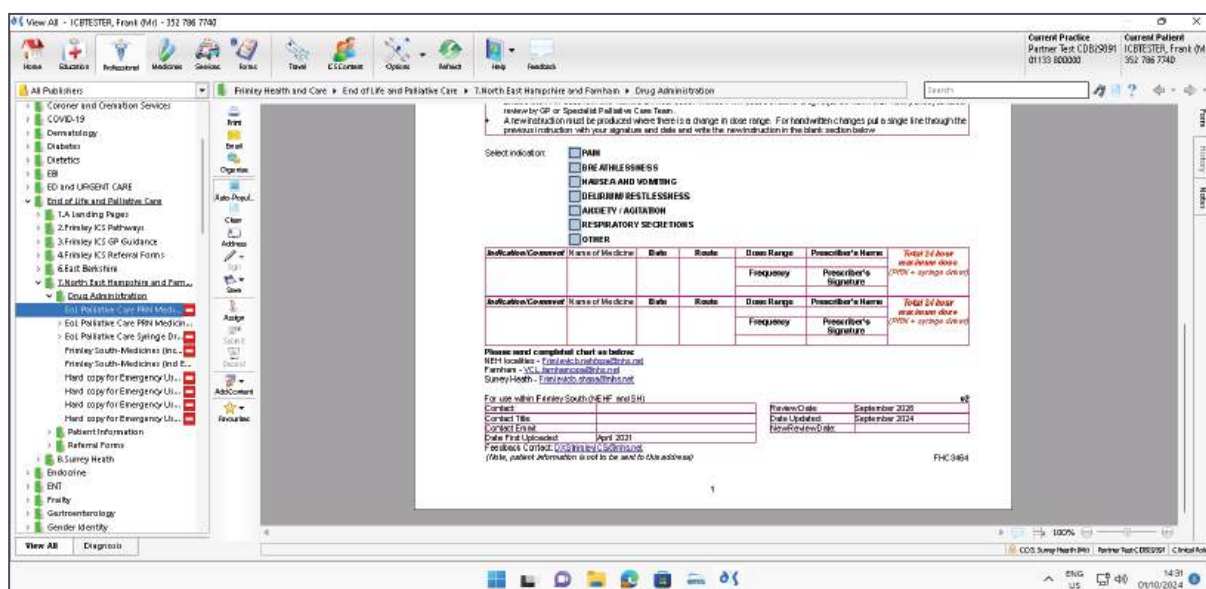
# Point-of-Care

## **User Guide**

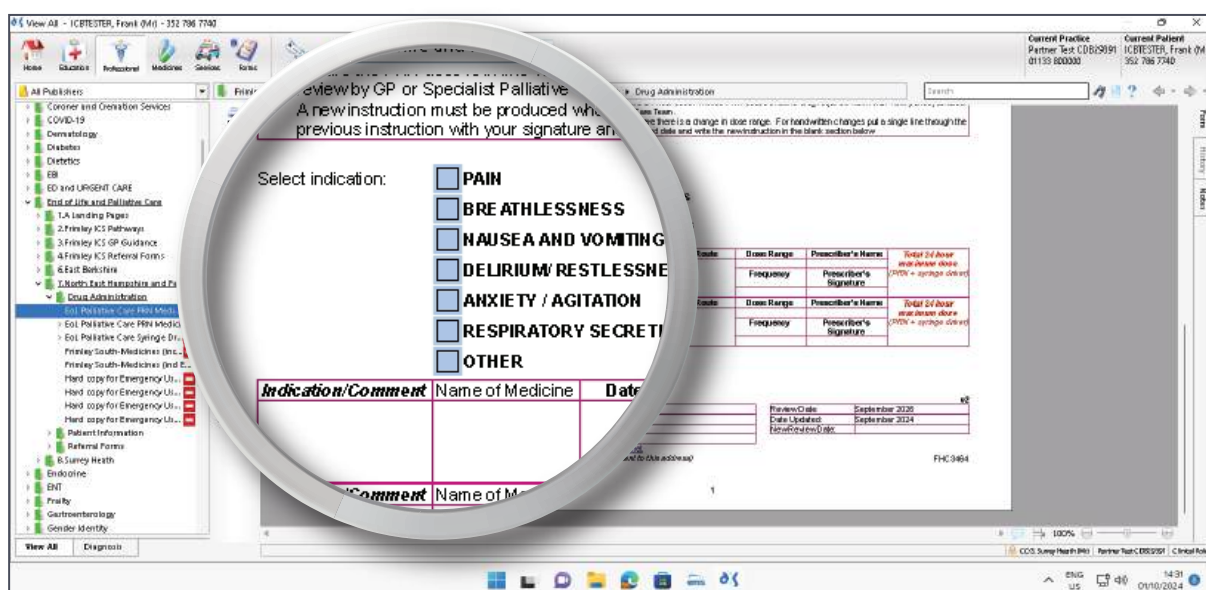
Drug Chart Functionality

# Instructions

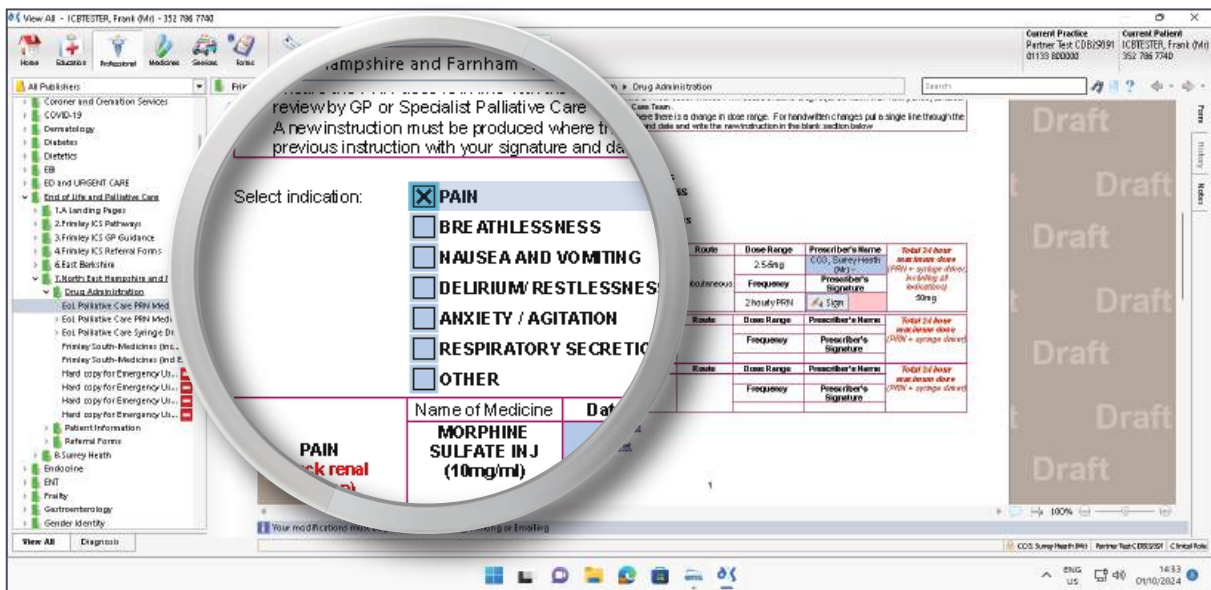
1. Open DXS Point-of-Care and navigate to the relevant drug chart.



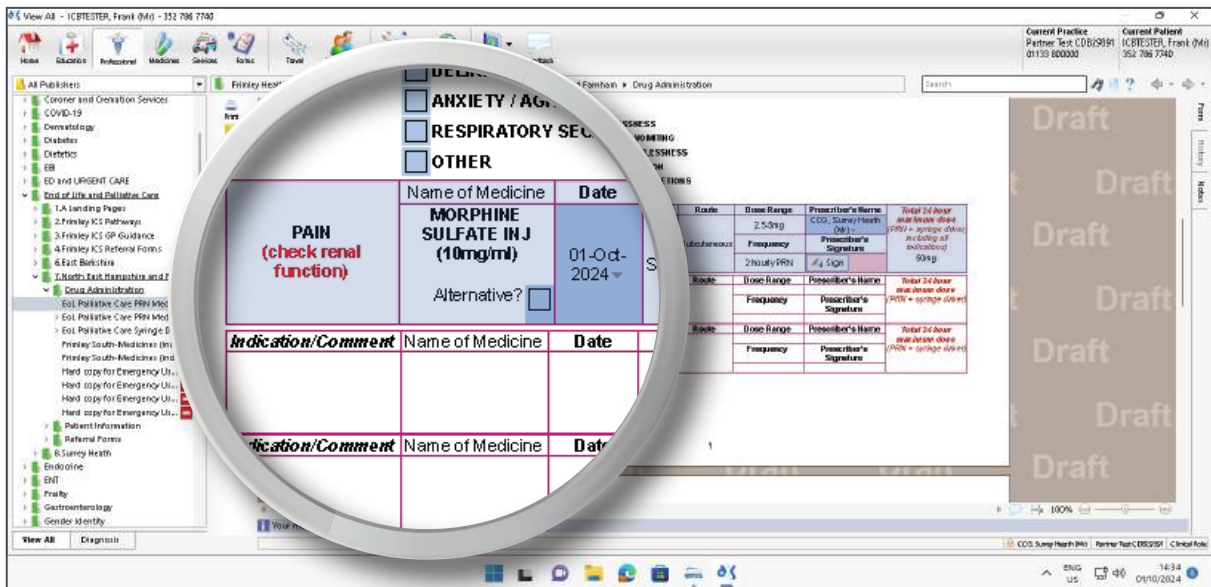
2. To add a drug instruction, click on the relevant 'Select indication' checkbox from the list provided.



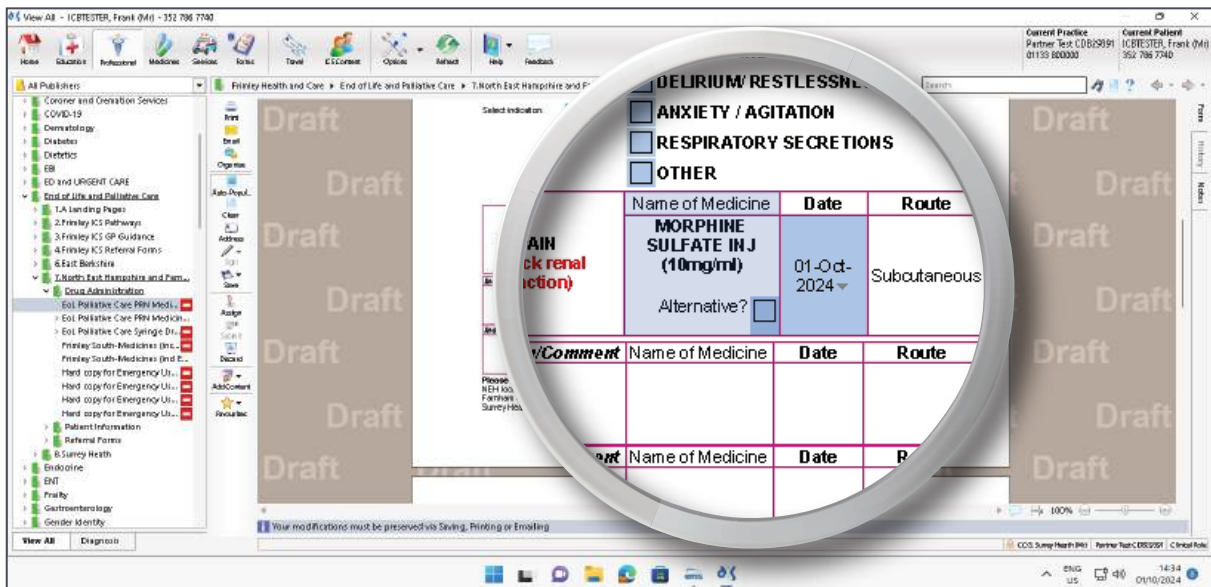
3. In this example, 'Pain' is selected.



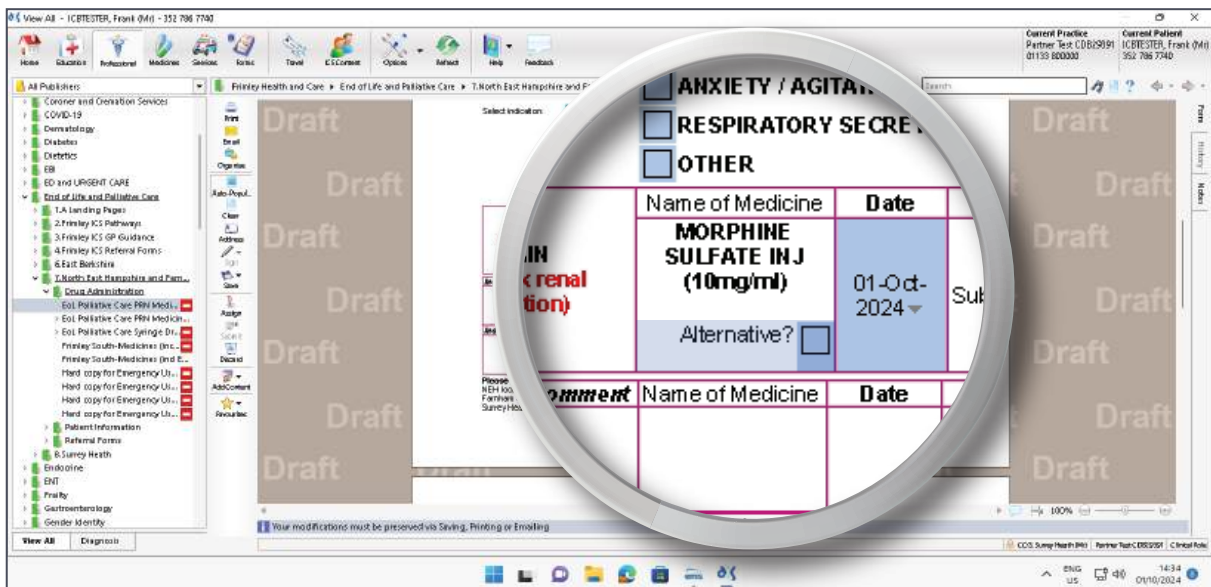
4. The 'Pain' section will appear in the drug chart.



- The pre-populated 'Pain' section will show a standard drug.

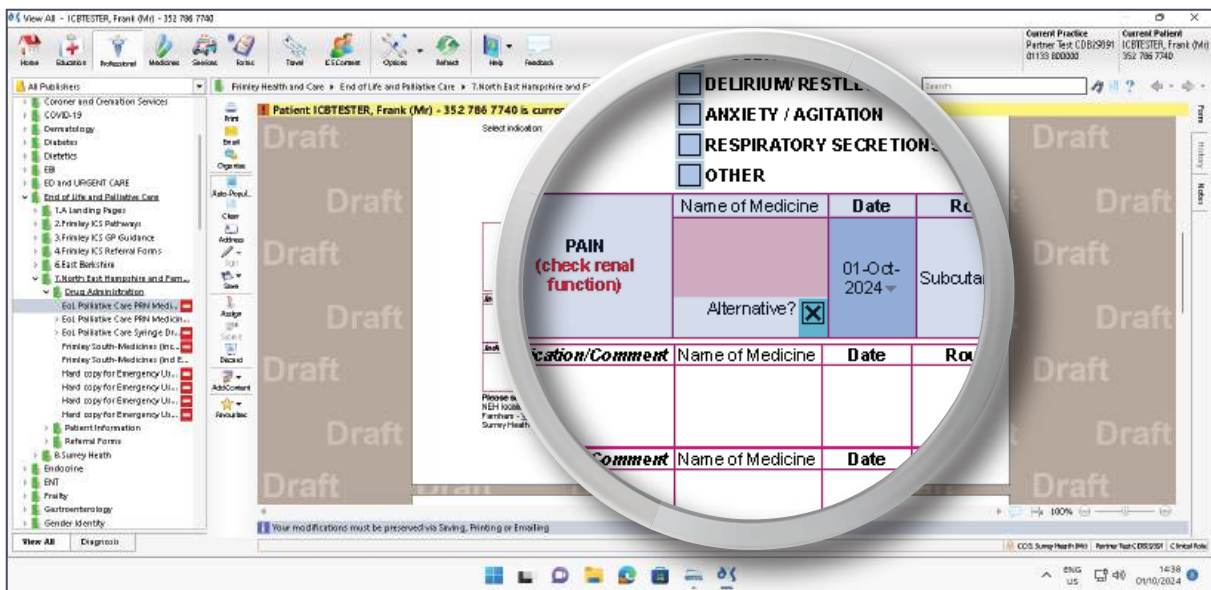


- If you would like to add a different medicine than the one provided, the 'Alternative' checkbox can be selected.



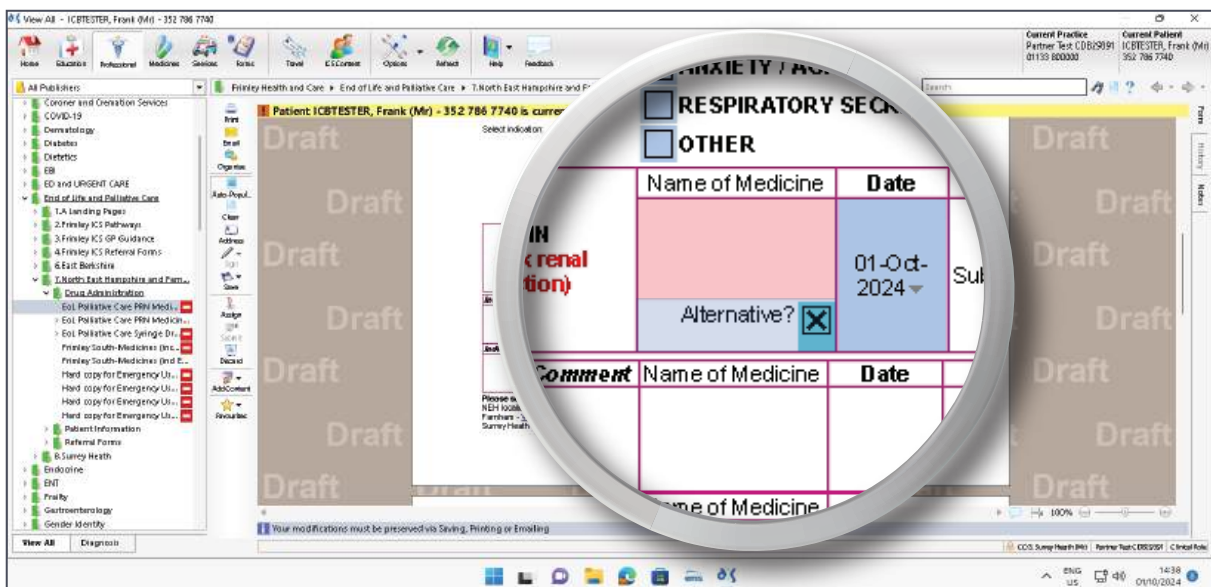


7. An identical but blank 'Pain' section will appear.

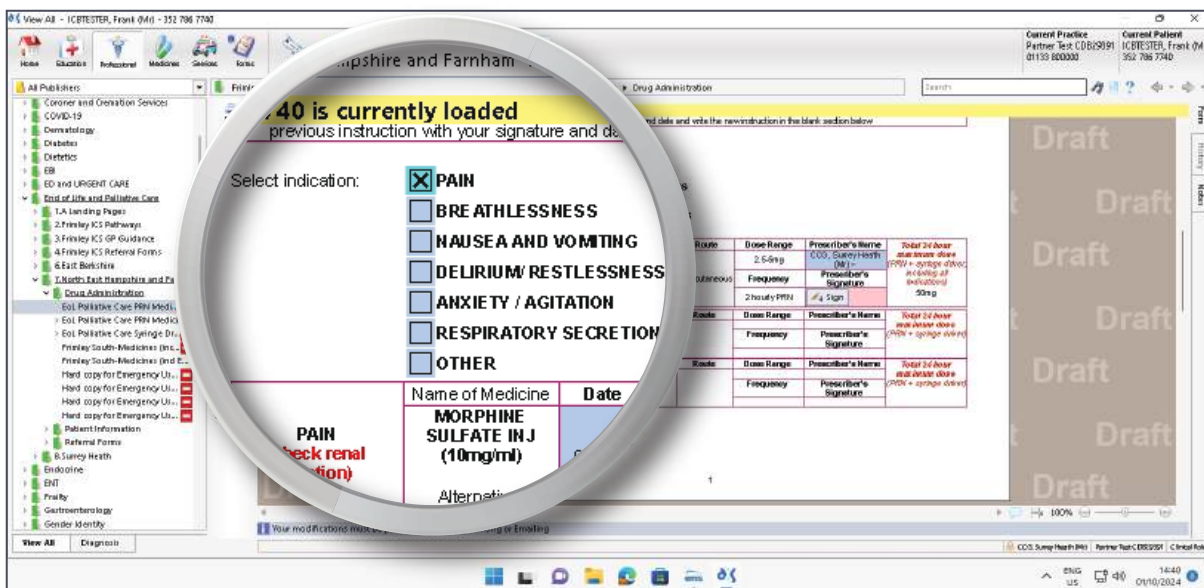


8. Complete all the necessary fields.

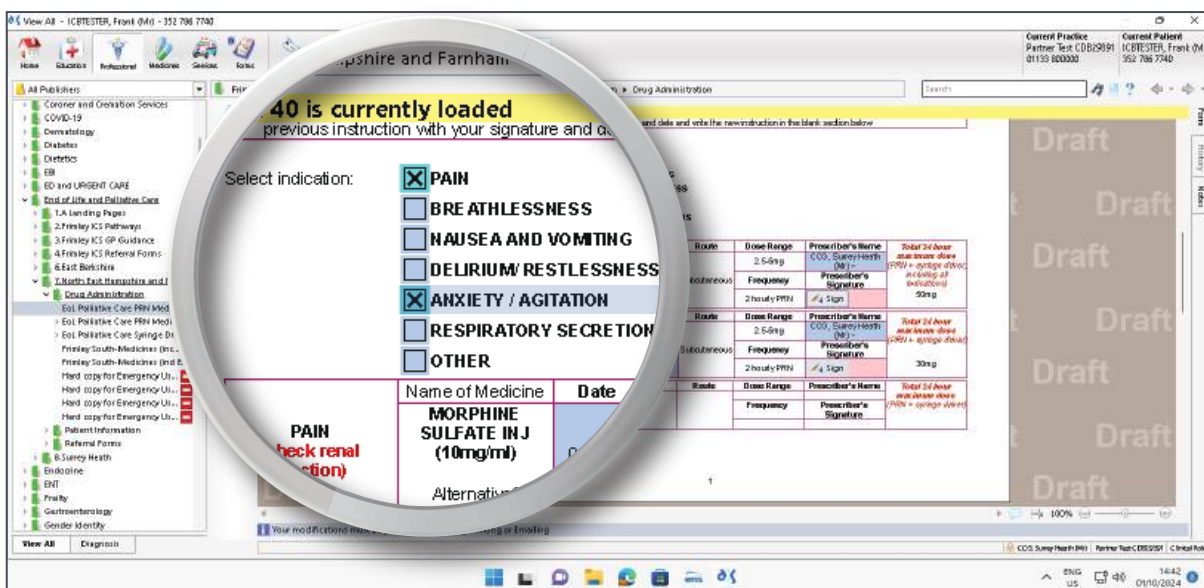
9. If you selected the 'Alternative' checkbox in error, deselecting the checkbox will bring back the pre-populated 'Pain' section.



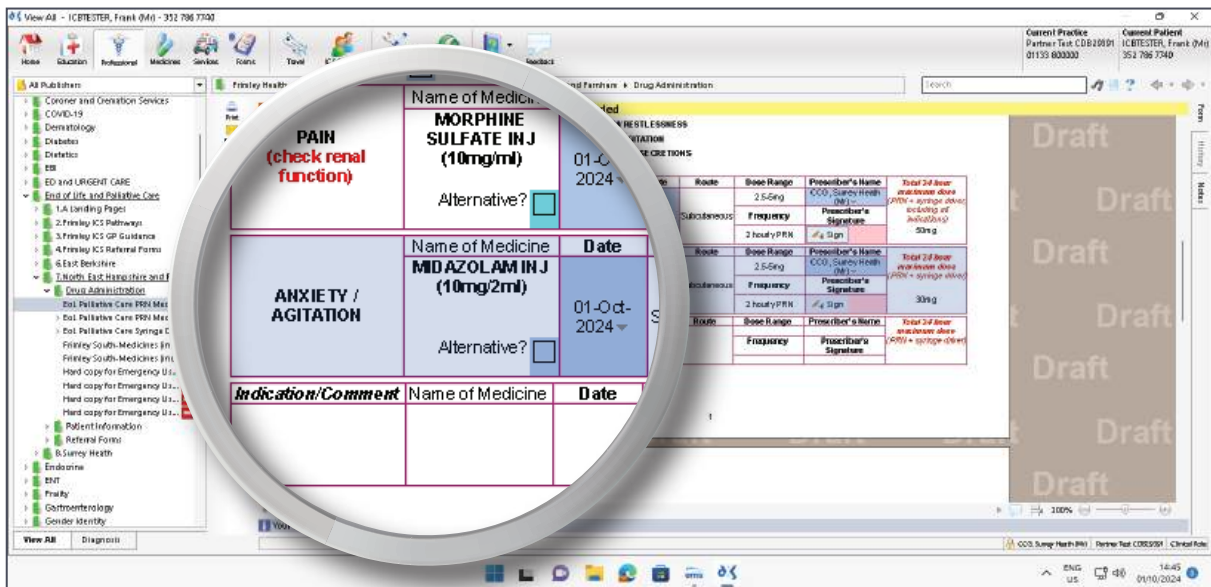
- If you would like to add another drug instruction, simply select the relevant additional checkbox or boxes from the list.



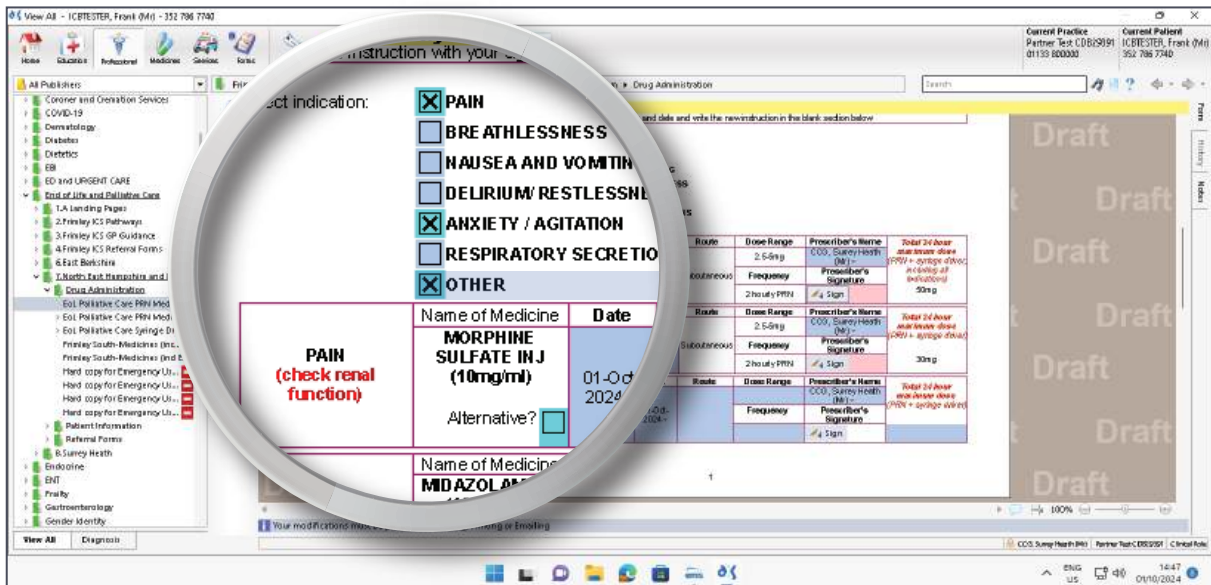
- 'Anxiety / Agitation' is selected.



12. The 'Anxiety / Agitation' section will appear in the drug chart.

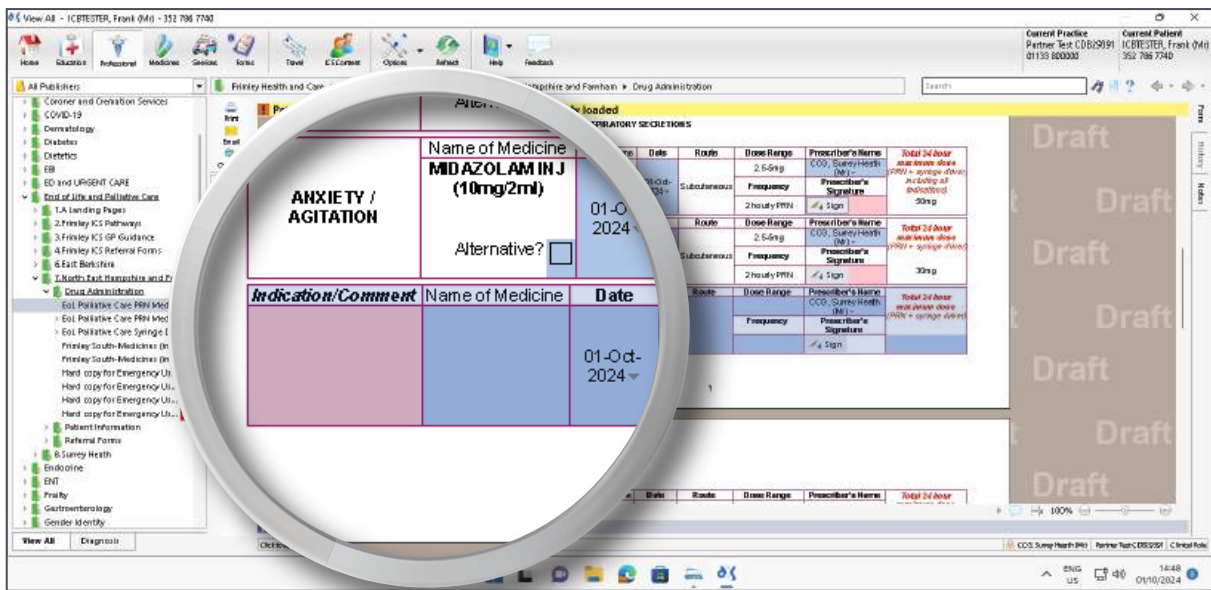


13. If you would like to add an instruction manually, select the 'Other' checkbox.

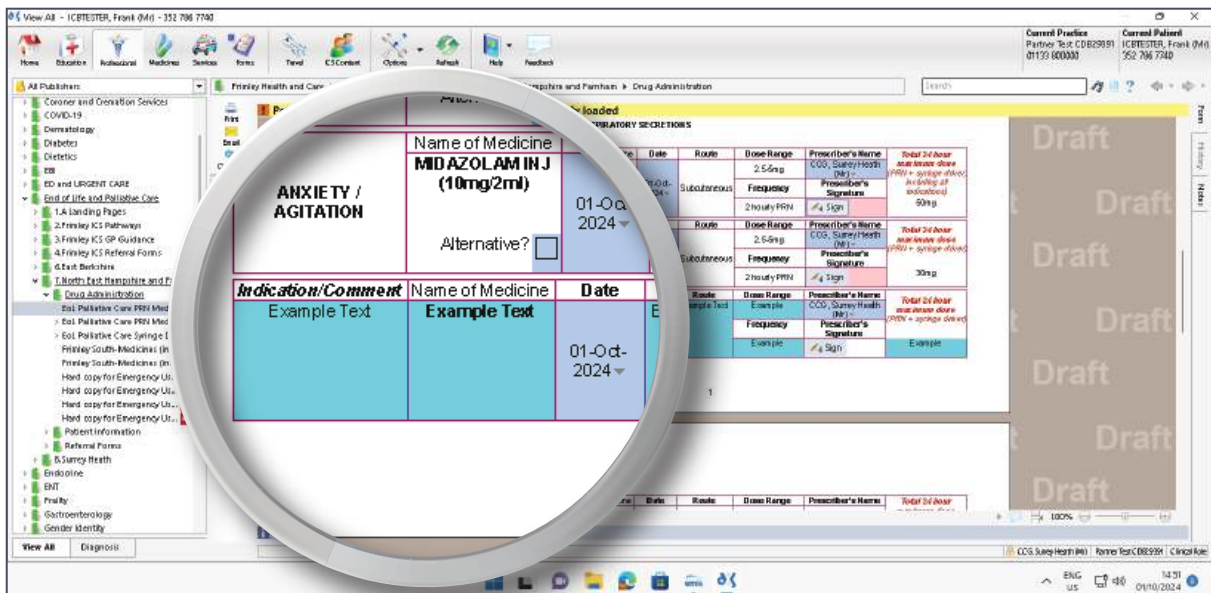




14. An 'Indication/Comment' section will appear in the drug chart.

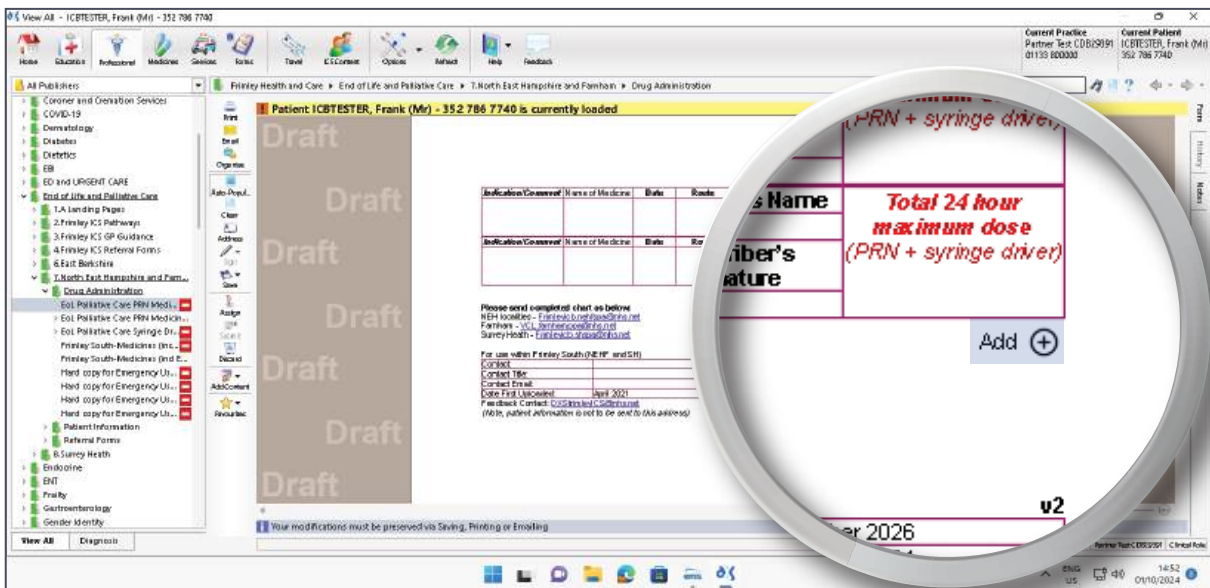


15. Enter the relevant instruction in the 'Indication/Comment' field.





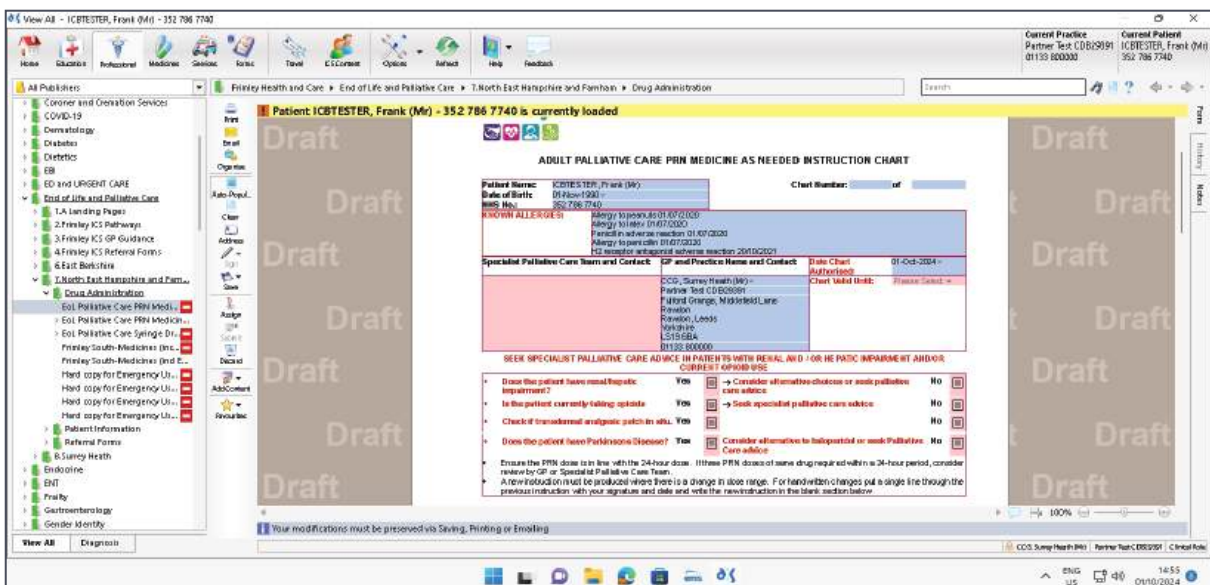
16. An 'Add (+)' button will appear at the bottom right corner below the drug chart.



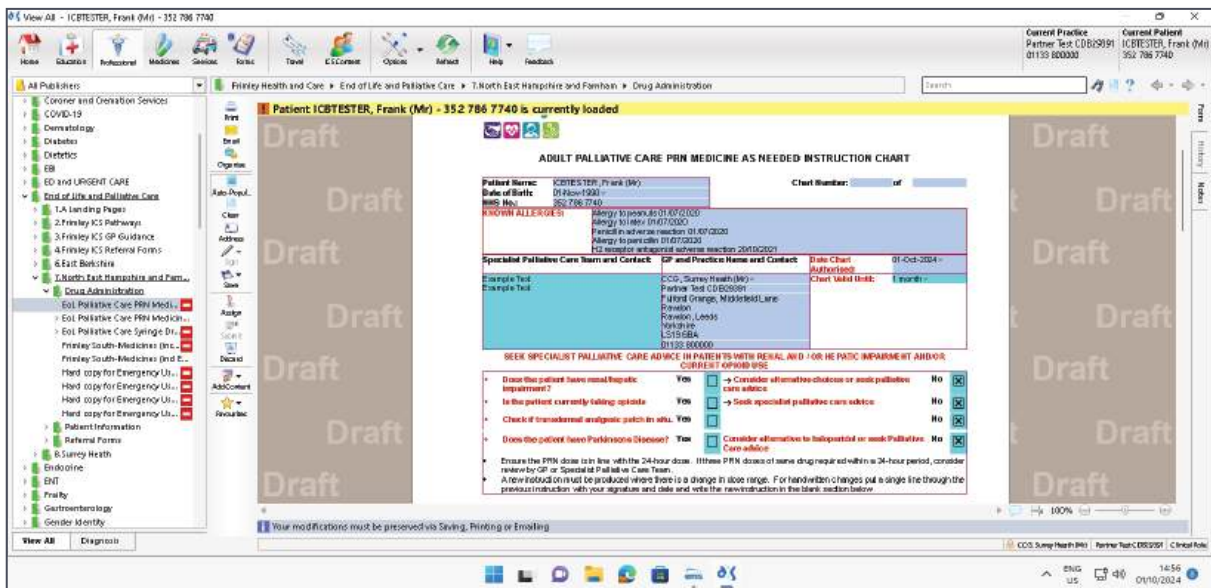
17. If you would like to add another instruction manually, click on the 'Add (+)' button.

18. It is important to ensure that all mandatory fields are completed as indicated below.

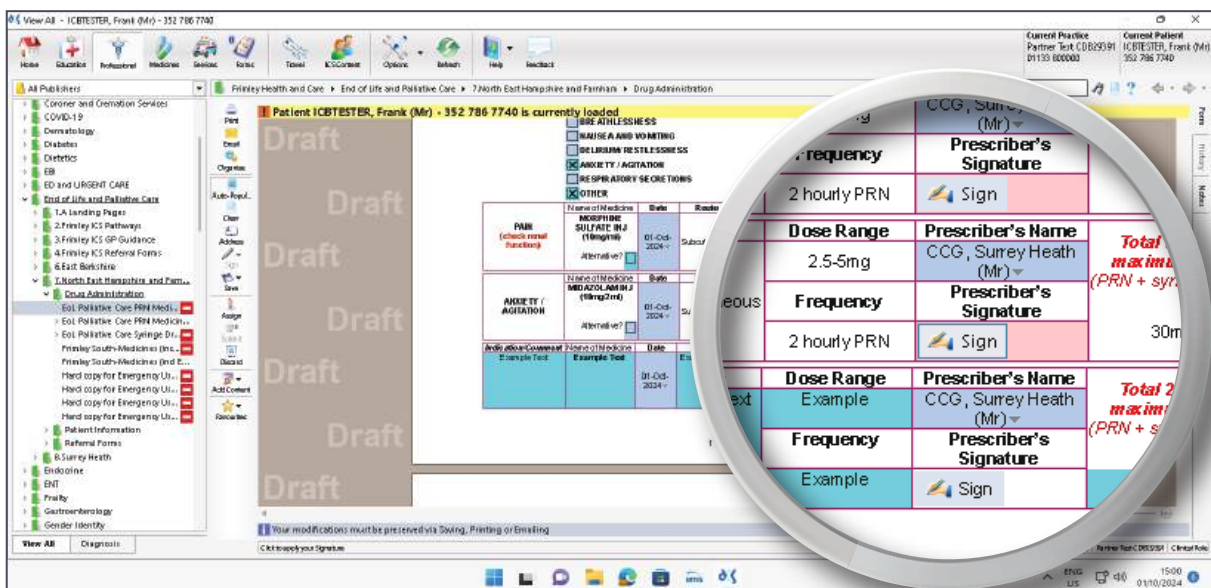
- Before:



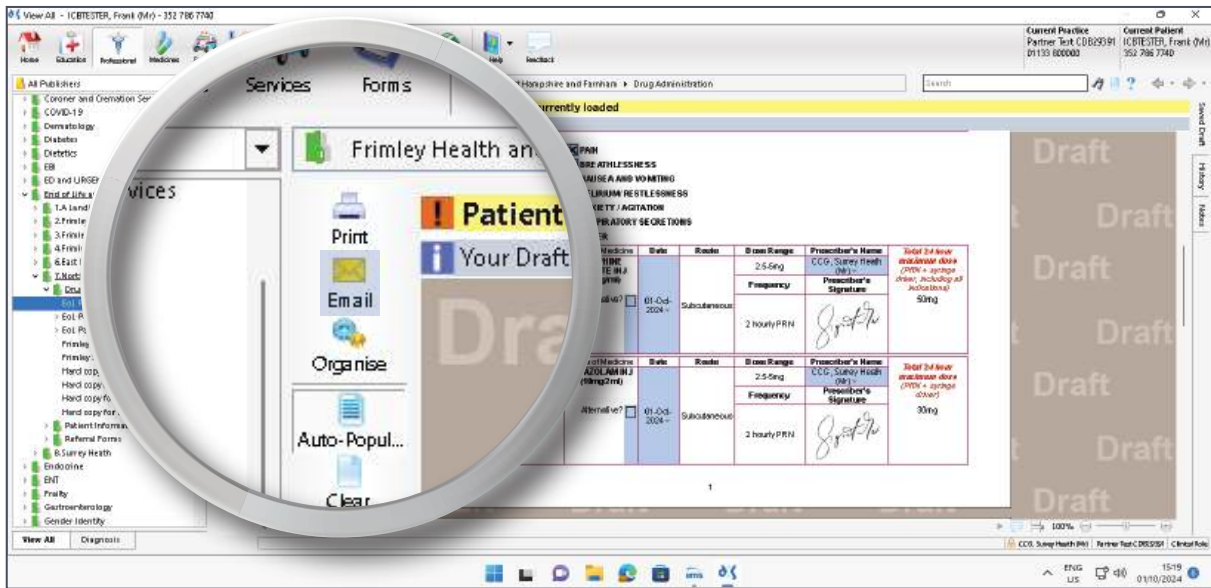
- After:



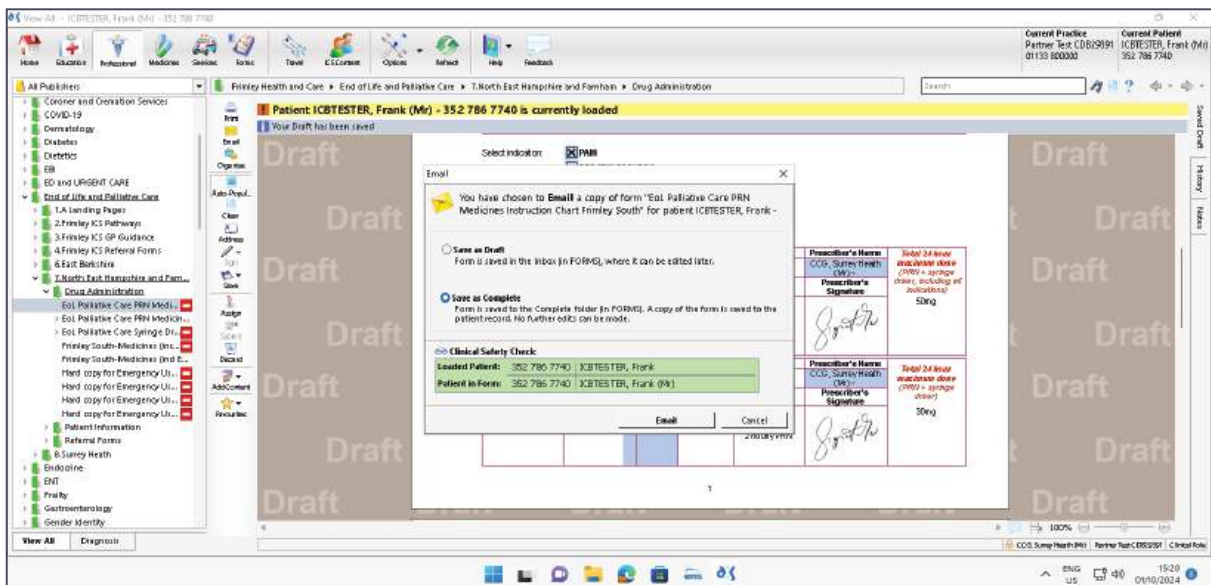
- Once you are satisfied with the drug chart and completed all relevant fields, click on each 'Sign' button to add your signature to all the relevant 'Prescriber's Signature' fields.



- To save and email the drug chart, select the 'Email' button located on the toolbar.

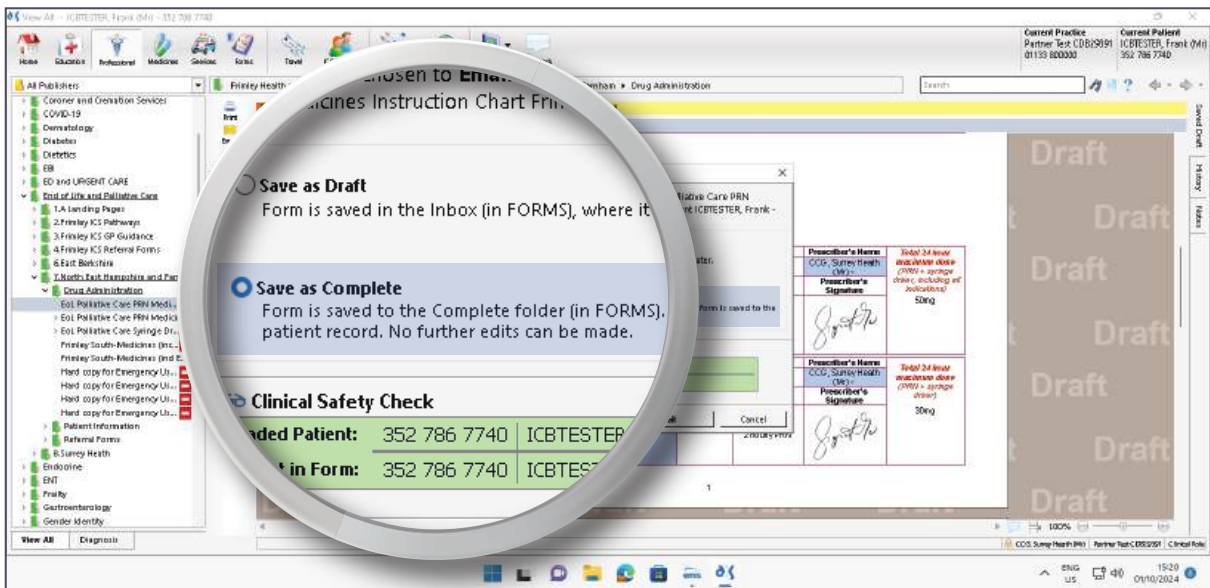


- A notification will appear with the options to either 'Save as Draft' or 'Save as Complete'.

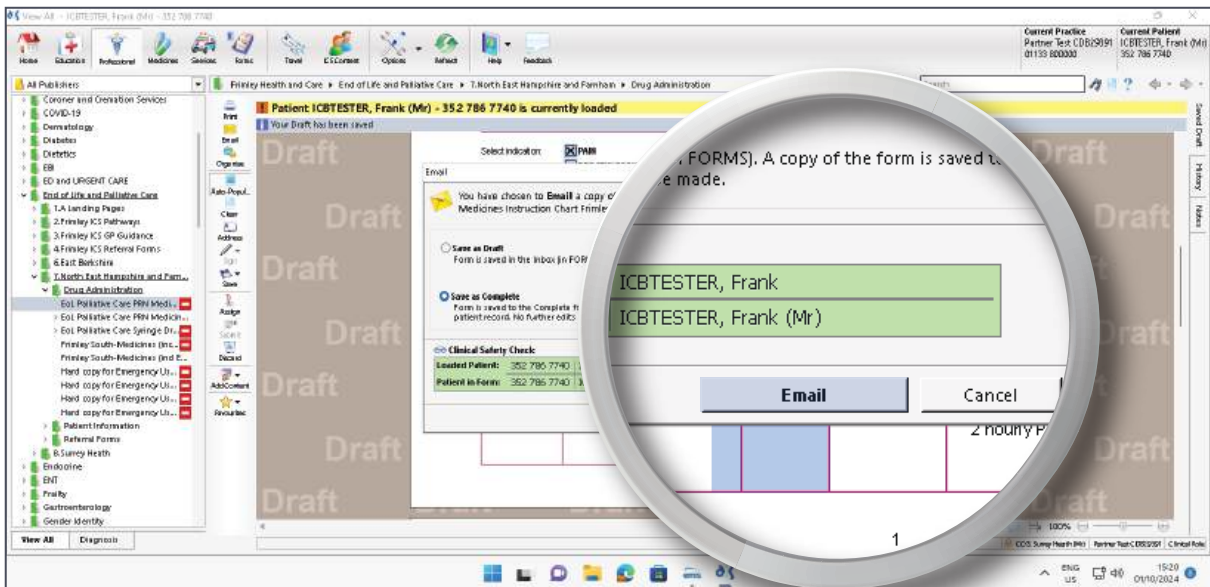




22. Select 'Save as Complete'.

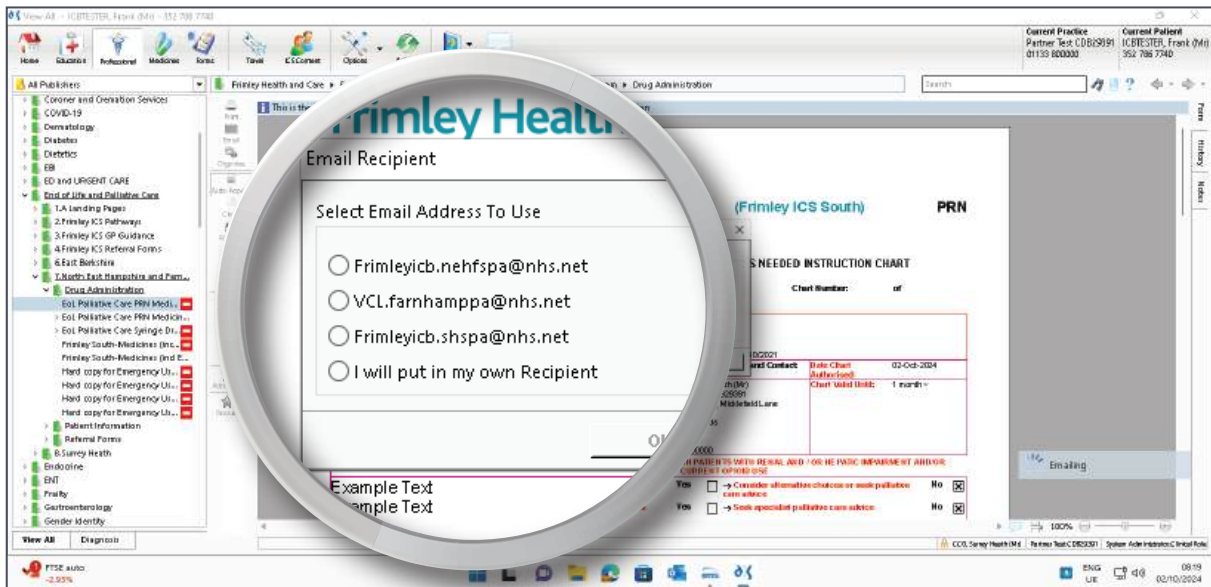


23. And then click 'Email'.

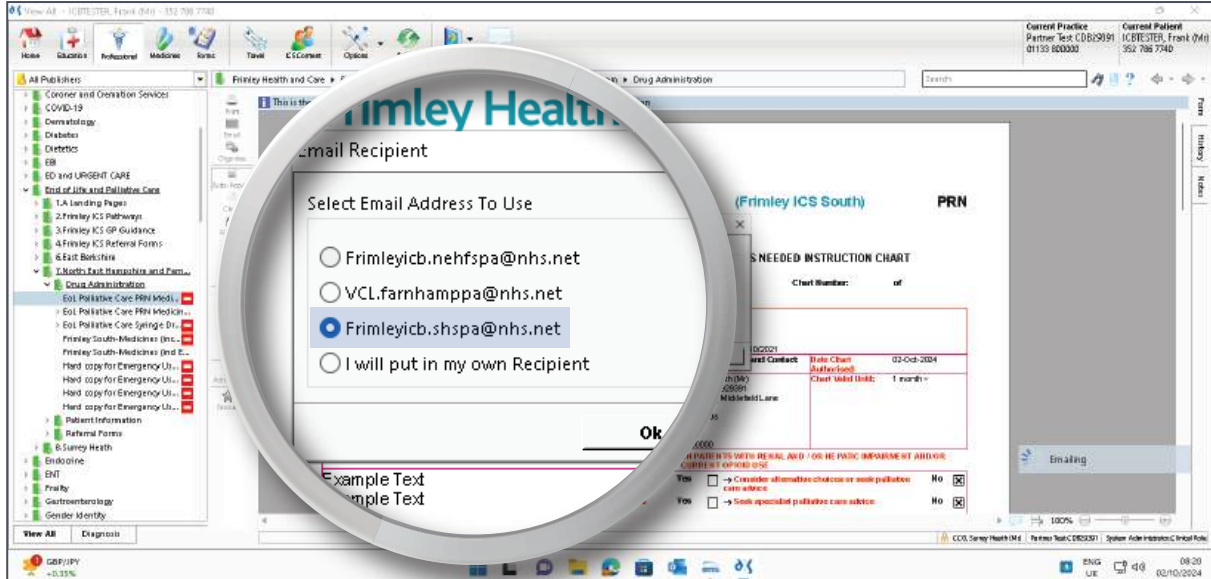




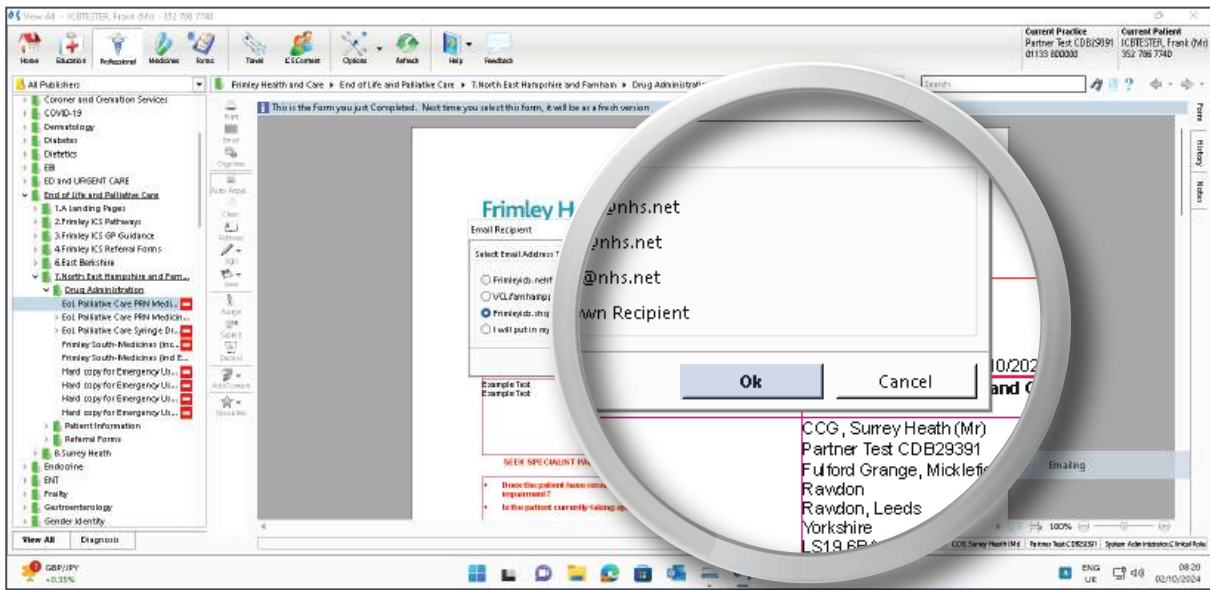
24. For the local email client (e.g., Outlook), an 'Email Recipient' notification will appear.
- Select the email address required from the list provided.



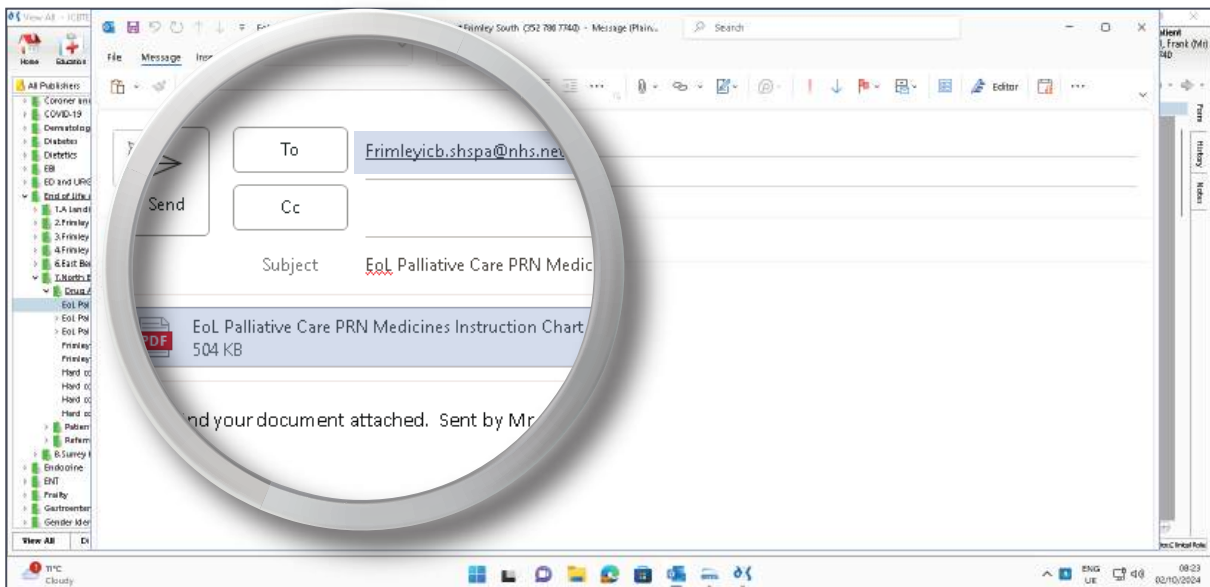
- In this example, 'Frimleyicb.shspace@nhs.net' is selected.



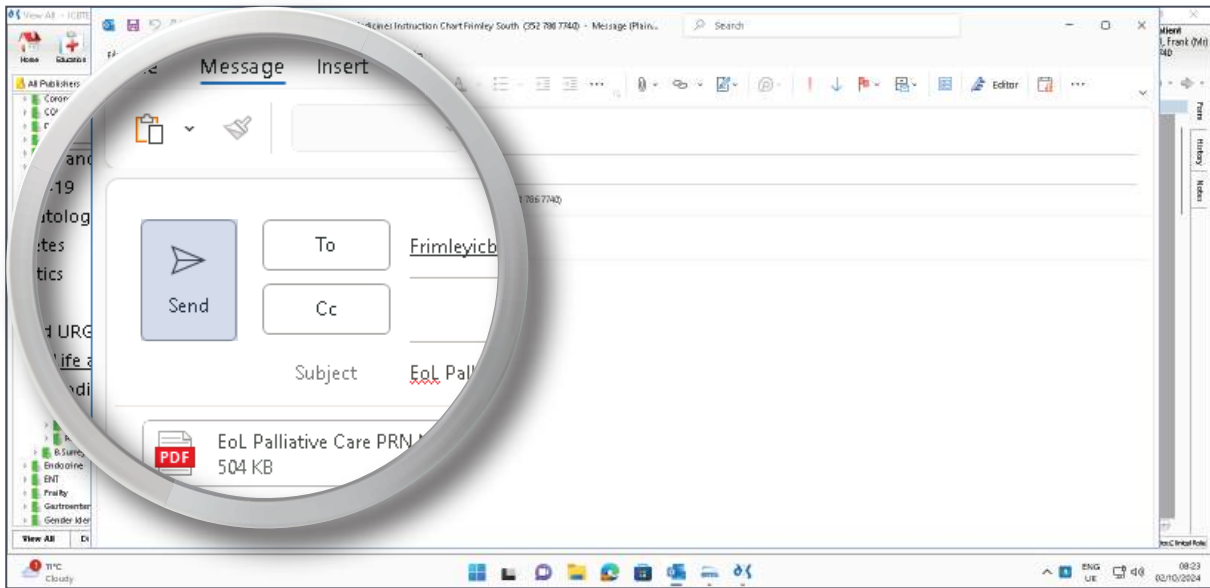
- Then click 'Ok'.



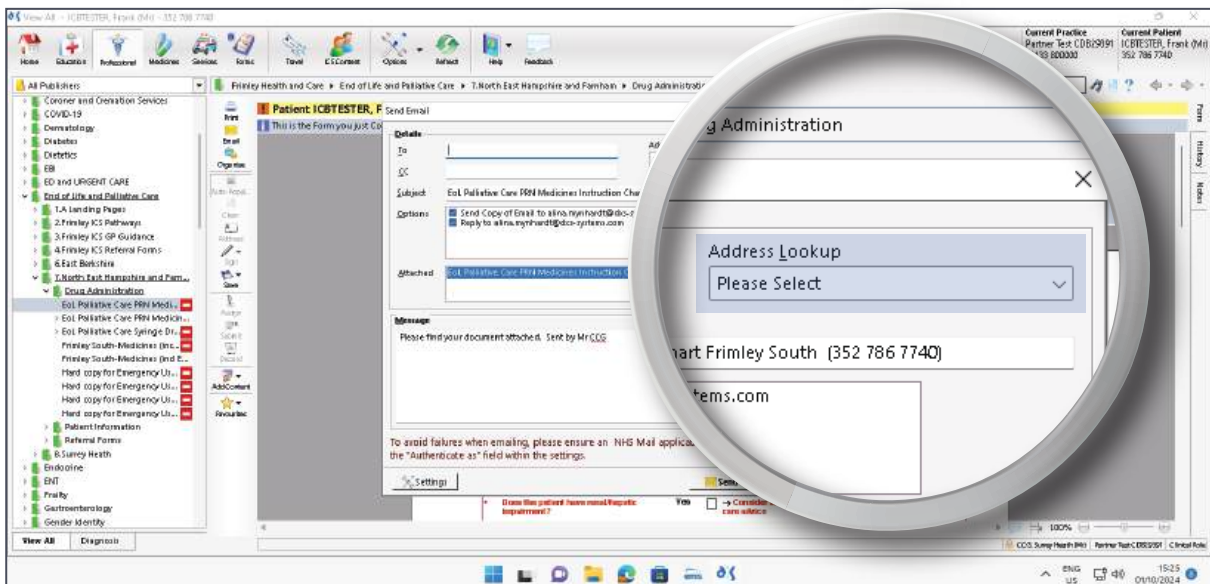
- This will populate the selected email address in the 'To' field in your default email account with the chart automatically attached.



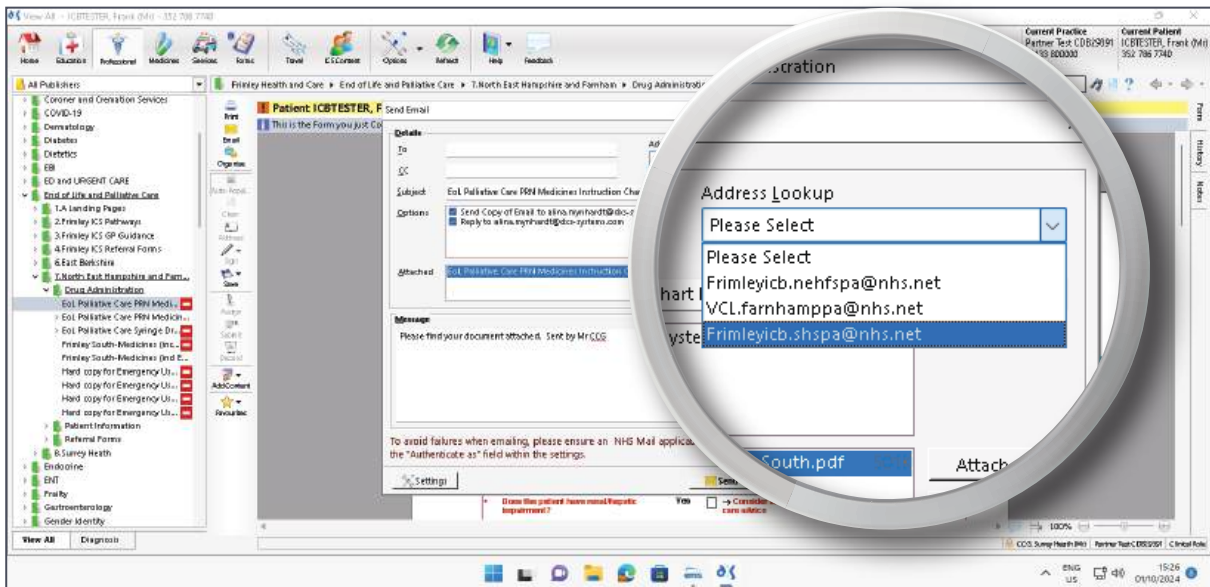
- You can choose to change the accompanying message, and click 'Send'.



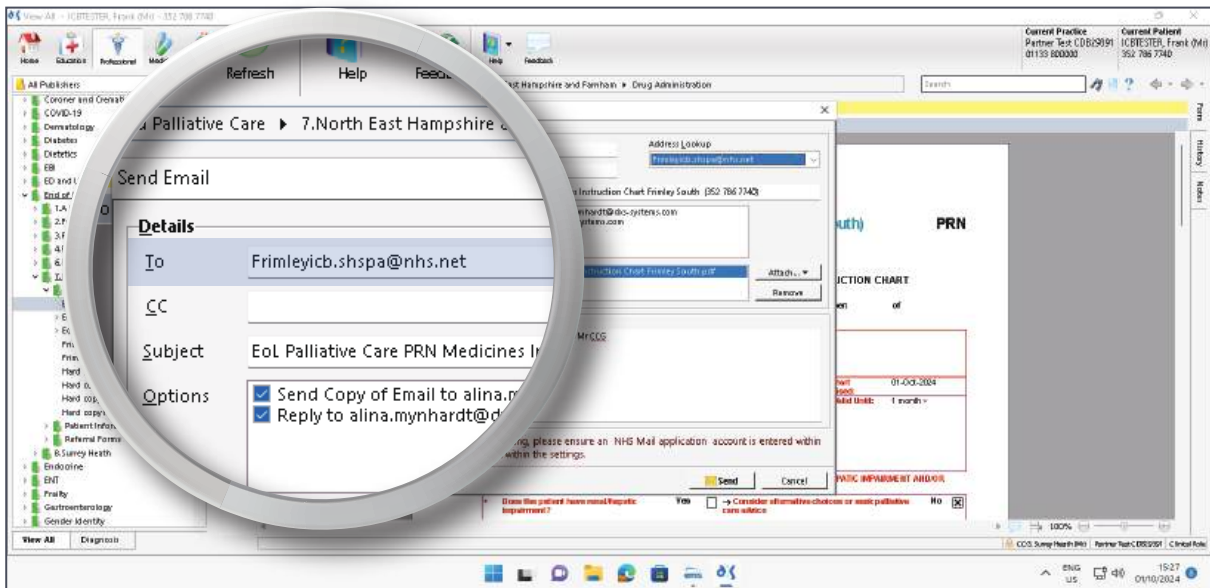
25. For the DXS built in email client, a 'Send Email' notification will appear.
  - Select the email address required from the 'Address Lookup' drop-down menu.



- In this example, 'Frimleyicb.shspa@nhs.net' is selected.

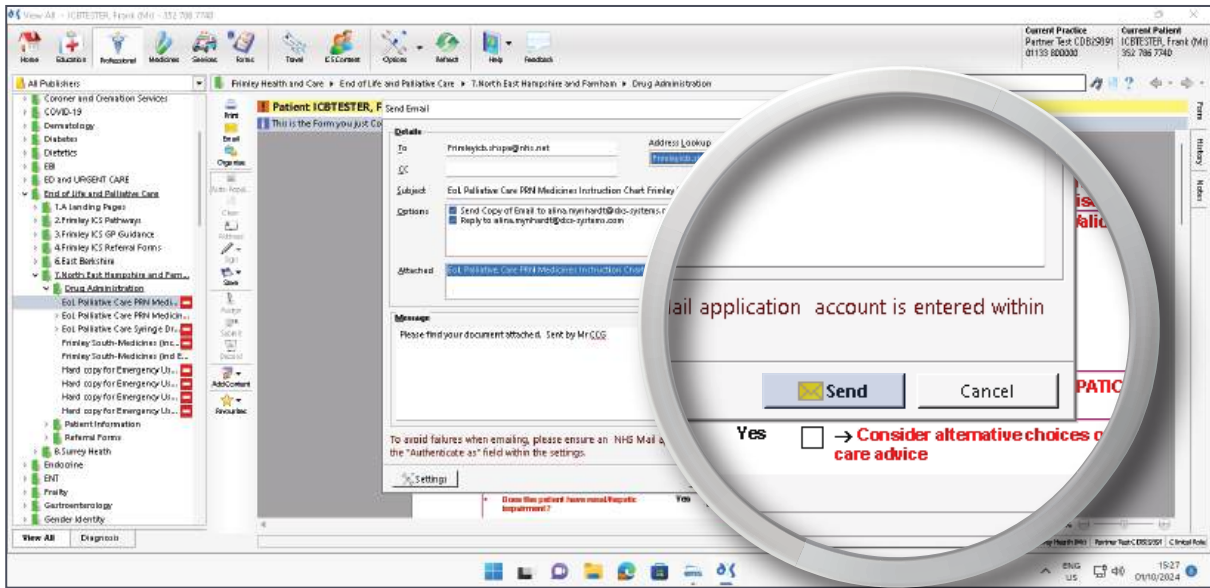


- The email address will automatically populate in the 'To' field.

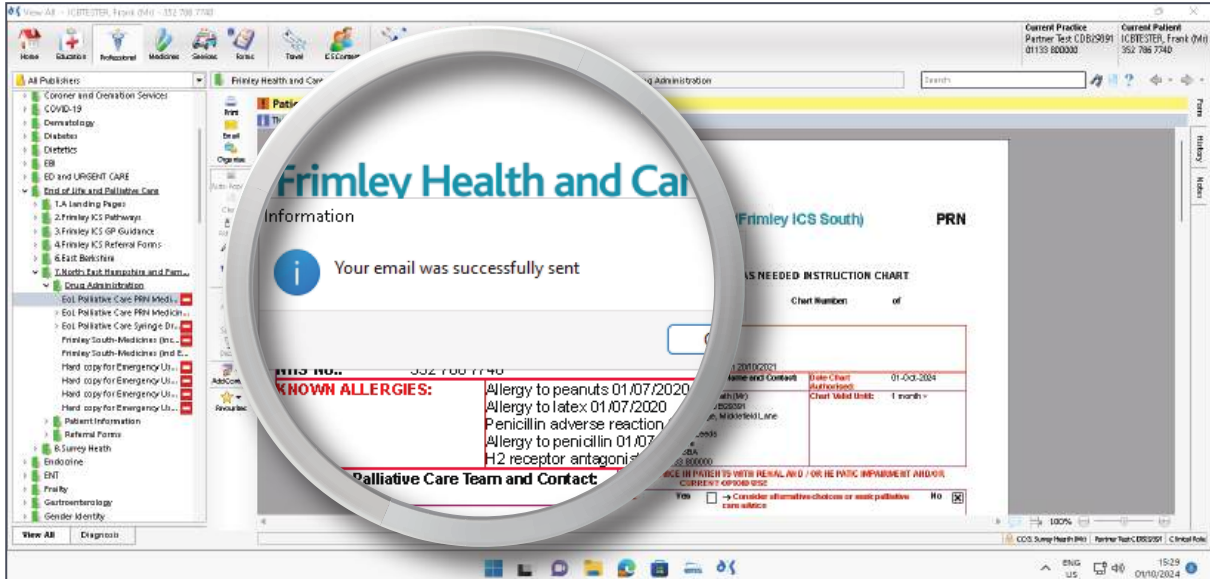




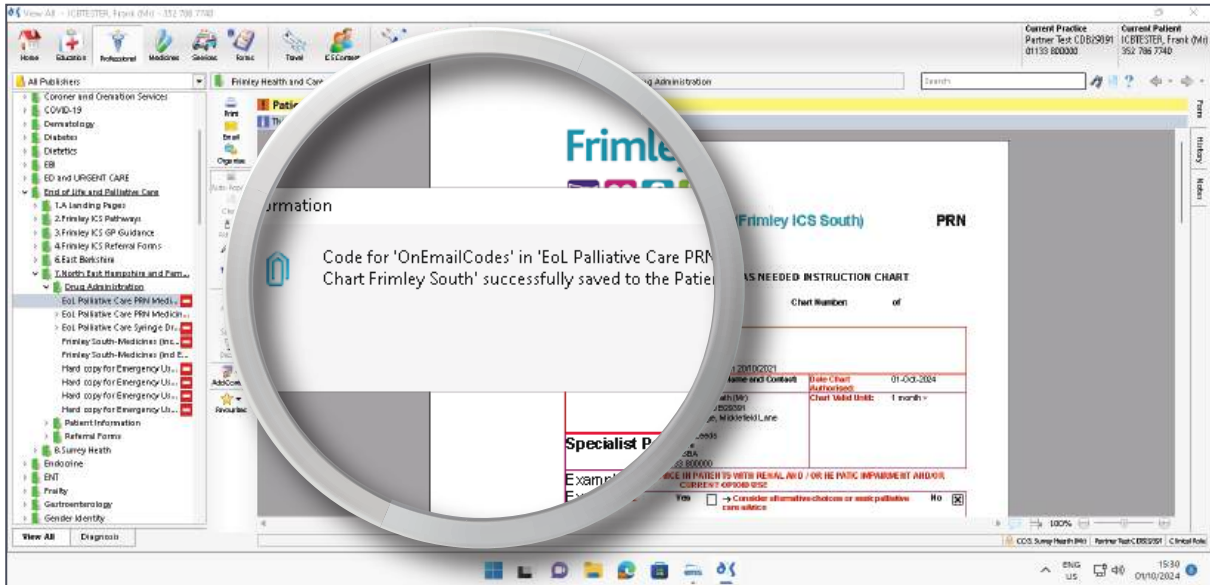
- You can choose to change the accompanying message, and click 'Send'.



26. A notification will appear confirming that the drug chart has successfully been sent from DXS Point-of-Care.



27. Thereafter, another notification will appear confirming that the drug chart has successfully saved to the patient's record.



# Support

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0800 028 0004 (option 1)



support-uk@dxs-systems.com



dxs-systems.co.uk

# Training

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0800 028 0004 (option 2)



training@dxs-systems.co.uk



training.dxs-systems.com

