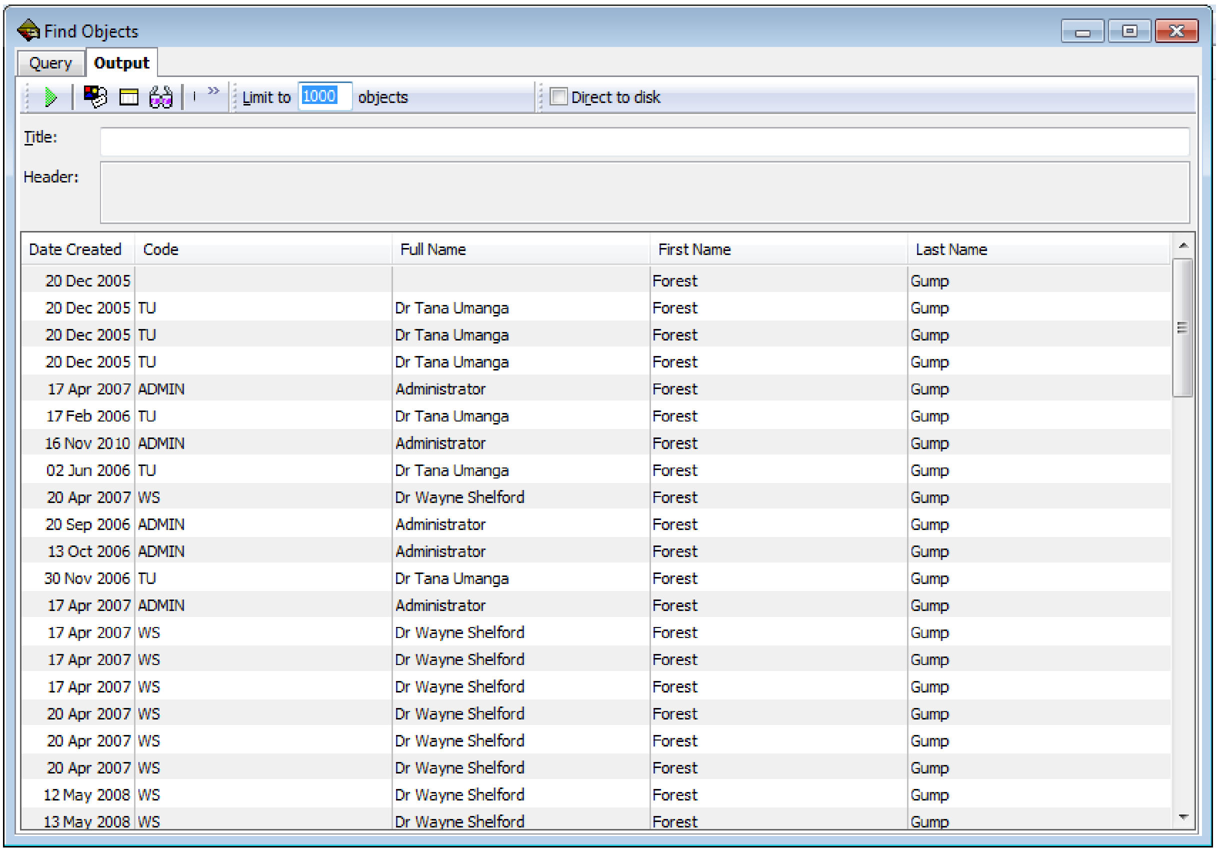
Evidence of Patient Relationship: Intrahealth

The following screenshots demonstrate how to generate a patient encounter report which may be used to provide evidence to the TestSafe Administrator of your interaction with a patient.   For more information, contact your PMS support via www.intrahealth.com .

Example:

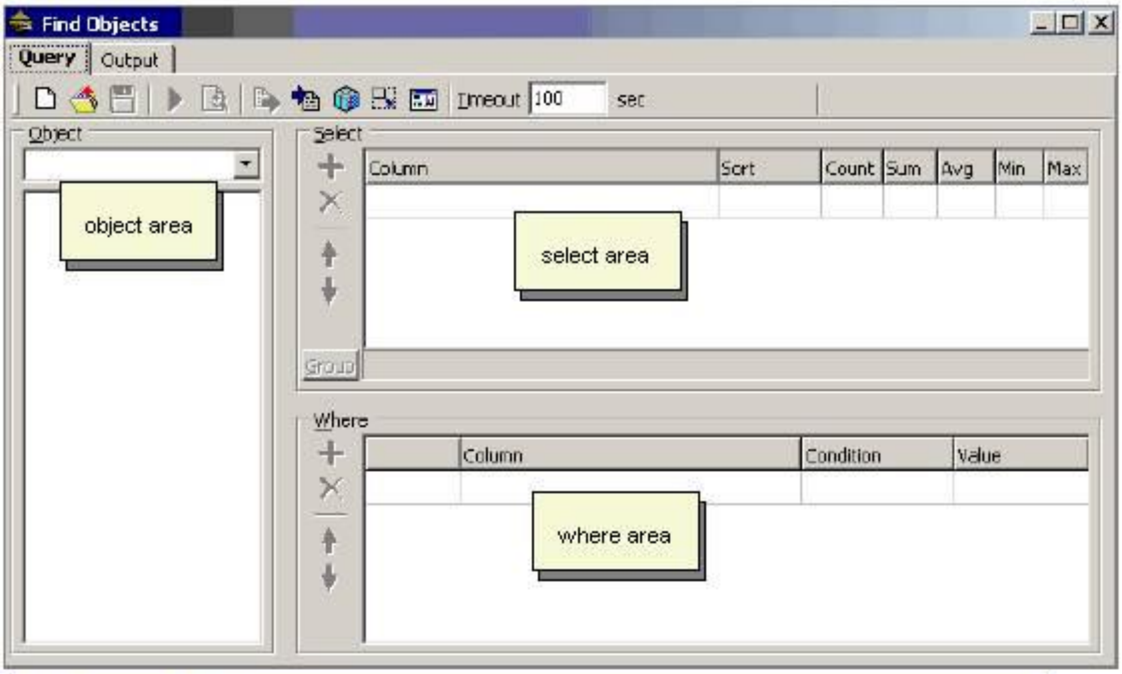


Date Created	Code	Full Name	First Name	Last Name
20 Dec 2005			Forest	Gump
20 Dec 2005	TU	Dr Tana Umanga	Forest	Gump
20 Dec 2005	TU	Dr Tana Umanga	Forest	Gump
20 Dec 2005	TU	Dr Tana Umanga	Forest	Gump
17 Apr 2007	ADMIN	Administrator	Forest	Gump
17 Feb 2006	TU	Dr Tana Umanga	Forest	Gump
16 Nov 2010	ADMIN	Administrator	Forest	Gump
02 Jun 2006	TU	Dr Tana Umanga	Forest	Gump
20 Apr 2007	WS	Dr Wayne Shelford	Forest	Gump
20 Sep 2006	ADMIN	Administrator	Forest	Gump
13 Oct 2006	ADMIN	Administrator	Forest	Gump
30 Nov 2006	TU	Dr Tana Umanga	Forest	Gump
17 Apr 2007	ADMIN	Administrator	Forest	Gump
17 Apr 2007	WS	Dr Wayne Shelford	Forest	Gump
17 Apr 2007	WS	Dr Wayne Shelford	Forest	Gump
17 Apr 2007	WS	Dr Wayne Shelford	Forest	Gump
20 Apr 2007	WS	Dr Wayne Shelford	Forest	Gump
20 Apr 2007	WS	Dr Wayne Shelford	Forest	Gump
20 Apr 2007	WS	Dr Wayne Shelford	Forest	Gump
12 May 2008	WS	Dr Wayne Shelford	Forest	Gump
13 May 2008	WS	Dr Wayne Shelford	Forest	Gump

Instructions on how to generate this report follow.

Create query

This procedure describes how to create a query using the Find Objects window. The procedure describes all the steps yo not always need to perform all the steps for all queries.



Step	Action
1	Go to **Report / Find Objects** on the menu bar. The Find Objects window appears.
2	In the **Object** field, select the required object. All of the properties relating to that object will be displayed in a list of sub-folders below in alphabetic order.
	Note: The number of properties available will vary depending on what view has been selected on the toolbar. Click to change the view from simple mode to advanced mode, and vice versa.
3	Click on the required property and add it to the **Select** area by doing one of the following: ■ click in the **Select** area ■ double-click on the property ■ right-click on the property and select **Add to Select** from the pop-up menu ■ drag and drop the property to the **Select** area
	Note: Properties can only be selected from one folder according to context. You cannot mix properties from other folders as it will generate irrelevant data.
	Tip: you can make the results of queries based on Appointments, Case, Referrals and Patients objects contextual by adding the relevant Reference number or ID to the 'Select' area. For example, if 'Filenum' is added to the 'Select' area of a query based on the Patient object, then you will be able to double-click on a patient in the results to open their Patient Register, or simply select the line and perform any relevant action directly for that patient by clicking on the relevant icon or menu option.

Selected properties in the **Select** area may be changed by using the buttons as follows:

- delete selected property from list
- move selected property up the list
- move selected property down the list

4 Click in the **Sort** column next to the property in the **Select** area and select the required option from the drop-down list to specify what order the results should be displayed.

5 Tick the required grouping box(es). Those that are greyed out indicate that they are not available for the selected property.

6 In the **Object** area, search for the required property that you want to use to define your search criteria. Add it to the **Where** area by doing one of the following:

- click in the **Where** area
- right-click on the property and select **Add to Where** from the pop-up menu
- drag and drop the property to the **Where** area

Selected properties in the **Select** area may be changed by using the buttons as follows:

- delete selected property from list
- move selected property up the list
- move selected property down the list

7 Specify the required conditions and values in the **Where** area from the drop-down lists for the individual properties.

> Tip: Click to see the SQL view of the query.

8 To limit the search to a specific number of results, enter the required amount in the **Limit to** field.

Click to execute the search. The results appear in the **Output** tab.

9 In the **Title** field, enter an appropriate title for the query.

10 Click to add and format a header to explain what the report shows.

11 Click to specify the properties for a selected column as follows:

- **Column caption** - enter a new name for the column if required
- **Column type** - choose text, currency, quantity, date or use the default type by ticking **use default column type**
- **Justification** - choose, left, centre or right
- **Width** - enter the required width in millimetres, or tick **Auto Width**
- **Column calculations** - choose count, sum, average, minimum or maximum

Click **Update** when finished altering a column, and **OK** to close the window.

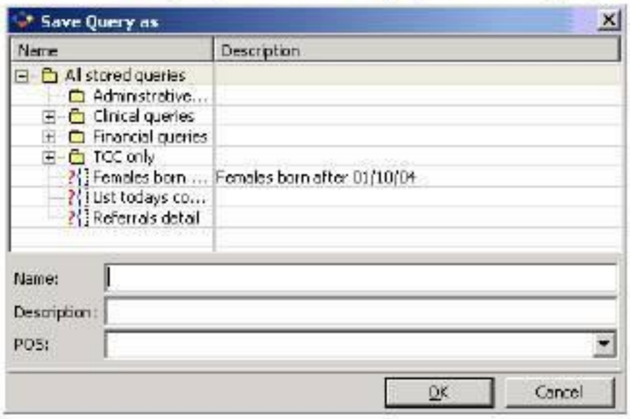
Click to re-run the query if you have made changes to the columns properties. The query results will show with the new column settings.

12 Click  to export the query to Excel.

13 Click  to print the query results.

14 Check the **Direct to disk** box and click  again if you wish to save the query on disk.

15 Click  on the Query tab to save the query. The 'Save Query As' window appears.



16 Select the folder that the query is to be part of, if applicable.

17 In the **Name** field, enter the query name.

18 In the **Description** field, enter appropriate text.

19 If you wish this query to only be available to users that are members of a specific POS, select the required option from the drop-down menu in the **POS** field.

20 Click **OK**.

Note: once a Find Objects query has been saved, it can be run by going to **Report / Stored Queries** on the menu bar.