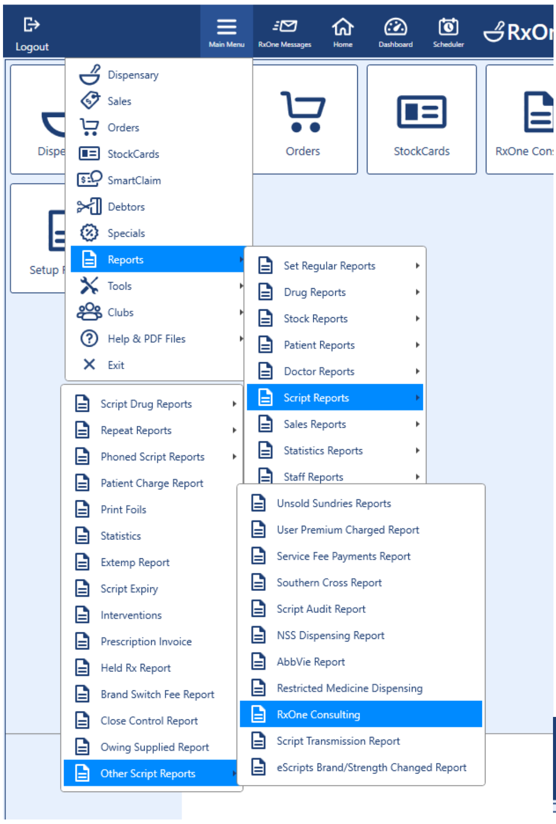
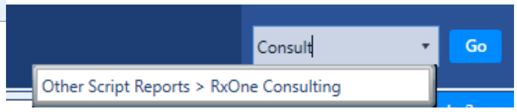
RxOne Consult

Accessing Consulting forms:

How to access Consult forms from Home Screen:

From the RxOne Home Screen either by typing “Consulting Forms” in the search bar; or by selecting the following: Main Menu>Reports>Script Reports>Other Script Reports>Consulting Form.

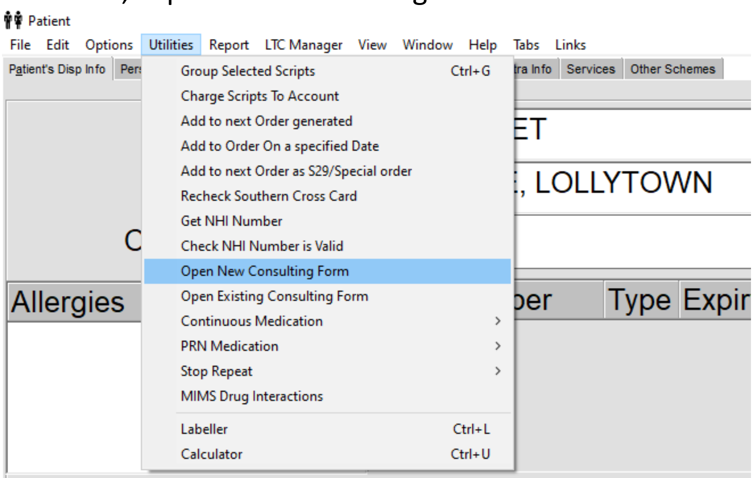




Enter the name of the patient you wish to create a consult form for in the search bar, then select them from the list by double clicking.

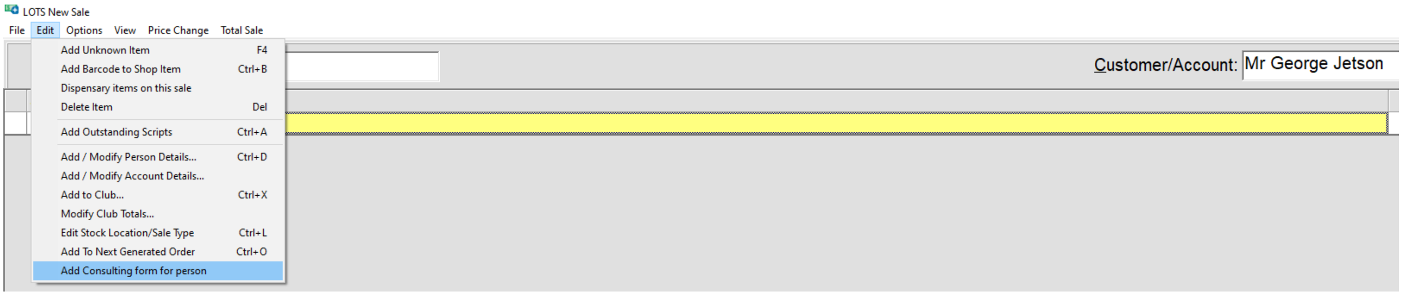
How to access Consult forms from Patient Screen:

In Patient Screen go up to Utilities, ‘Open New Consulting Form’



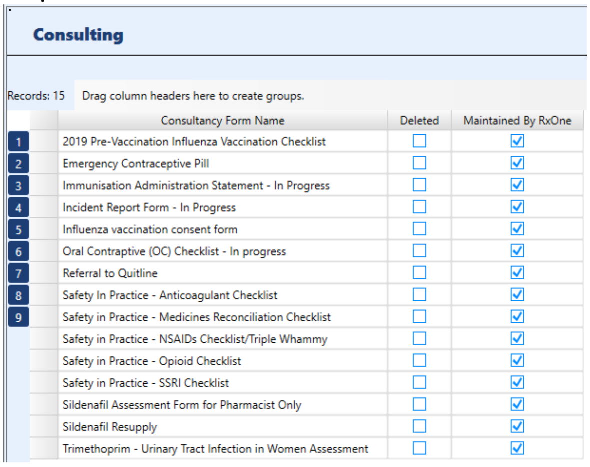
How to access Consult forms from POS Screen:

1) From New Sale, Log on, then enter Customer/Account name in top Right Hand corner text box
2) Go up to Edit, then select 'Add Consulting form for Person'



Completing Consult Forms:

To open a Consult form, make your selection by double clicking.
Complete the Consult form on the computer by clicking the lines you wish to enter text on and typing, or ticking the appropriate tick boxes, or click 'Print' in the top right-hand corner, for your patient to complete, then enter their answers as appropriate.



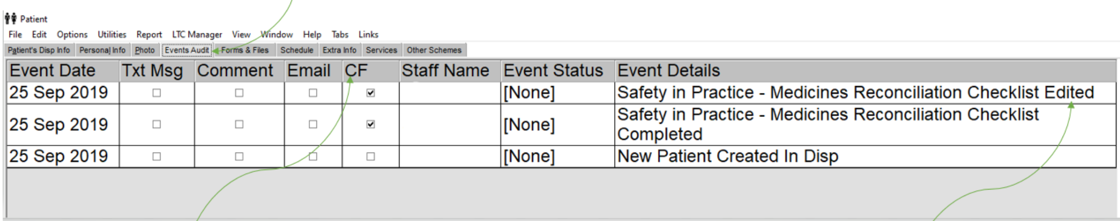
Consulting

Records: 15 Drag column headers here to create groups.

	Consultancy Form Name	Deleted	Maintained By RxOne
1	2019 Pre-Vaccination Influenza Vaccination Checklist	☐	☑
2	Emergency Contraceptive Pill	☐	☑
3	Immunisation Administration Statement - In Progress	☐	☑
4	Incident Report Form - In Progress	☐	☑
5	Influenza vaccination consent form	☐	☑
6	Oral Contraptive (OC) Checklist - In progress	☐	☑
7	Referral to Quitline	☐	☑
8	Safety In Practice - Anticoagulant Checklist	☐	☑
9	Safety in Practice - Medicines Reconciliation Checklist	☐	☑
	Safety in Practice - NSAIDs Checklist/Triple Whammy	☐	☑
	Safety in Practice - Opioid Checklist	☐	☑
	Safety in Practice - SSRI Checklist	☐	☑
	Sildenafil Assessment Form for Pharmacist Only	☐	☑
	Sildenafil Resupply	☐	☑
	Trimethoprim - Urinary Tract Infection in Women Assessment	☐	☑

To save the consult form click 'Save' in the top right-hand corner. This saves the form to the patient Event Audit file for you to come back and edit later if desired. You have the option to save each 'Edited' version of the consult form to track. These versions are also stored under the patient Event Audit File.

All forms are saved to the "Events Audit" Tab



Event Date	Txt Msg	Comment	Email	CF	Staff Name	Event Status	Event Details
25 Sep 2019	☐	☐	☐	☑		[None]	Safety in Practice - Medicines Reconciliation Checklist Edited
25 Sep 2019	☐	☐	☐	☑		[None]	Safety in Practice - Medicines Reconciliation Checklist Completed
25 Sep 2019	☐	☐	☐	☐		[None]	New Patient Created In Disp

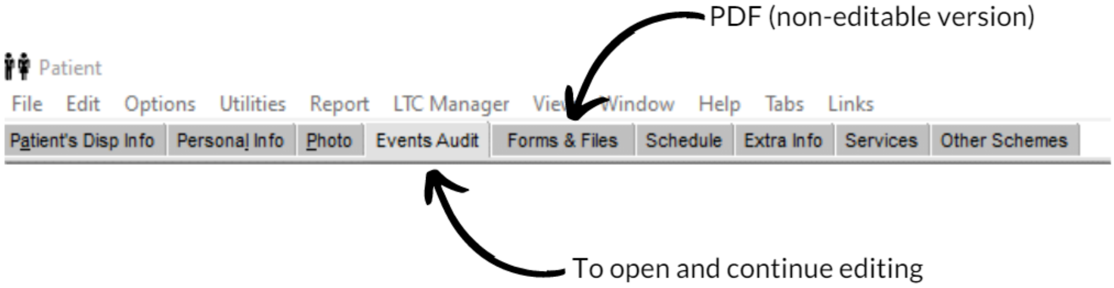
'CF' tick indicates Consult Form. Double clicking a CF entry opens a form for viewing

Previous versions of modified forms are saved for future reference

Accessing Edited Consult Forms:

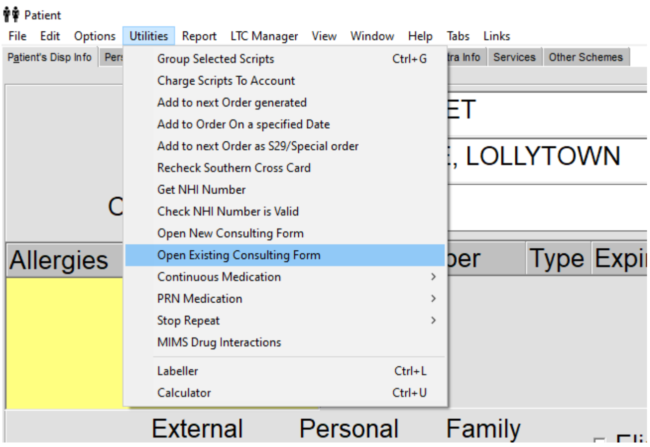
To view a ‘read only’ version go to:

From Patient Screen select ‘Forms and Files’ tab then double click to select a PDF version of the form. You cannot edit the form from this tab.

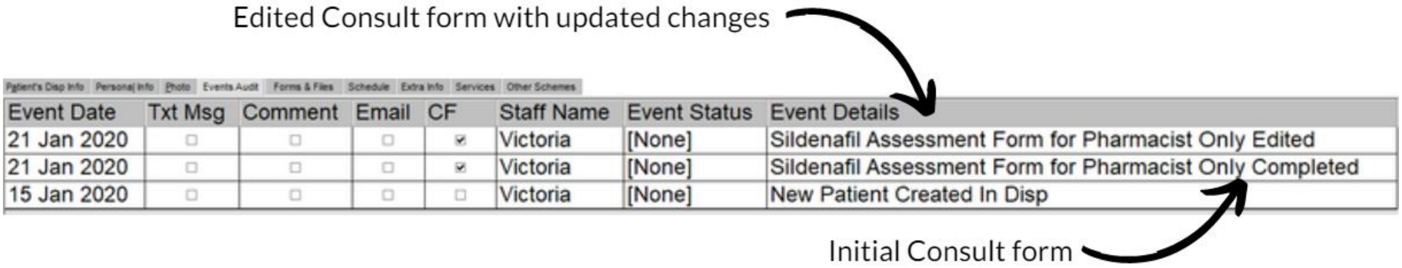


To open a consult form and continue editing:

From Patient Screen select ‘Event Audit’ tab, then double click to select the version you wish to edit. Continue where you left off, or add further details.



To save an updated copy of the Consult forms, click ‘Save’ in the top right-hand corner, then answer “yes’ to the prompt “This will save this consulting form as a new entry. Do you want to save?’ to save it as a new entry. If you click No, your changes will NOT be saved.

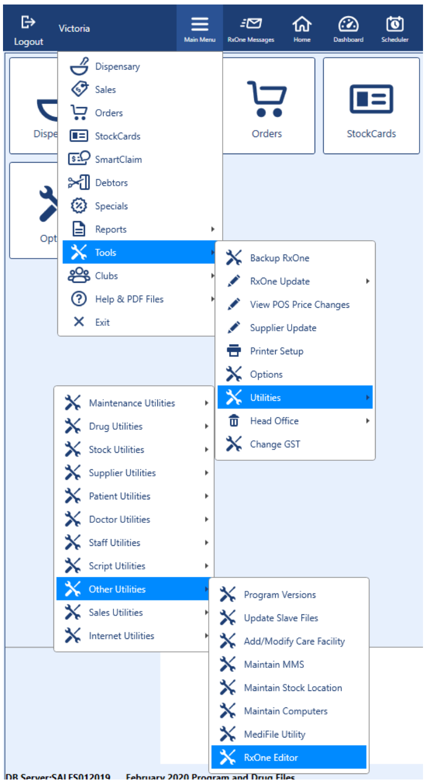


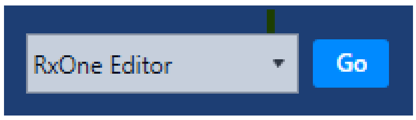
Event Date	Txt Msg	Comment	Email	CF	Staff Name	Event Status	Event Details
21 Jan 2020	☐	☐	☐	☑	Victoria	[None]	Sildenafil Assessment Form for Pharmacist Only Edited
21 Jan 2020	☐	☐	☐	☑	Victoria	[None]	Sildenafil Assessment Form for Pharmacist Only Completed
15 Jan 2020	☐	☐	☐	☐	Victoria	[None]	New Patient Created In Disp

RxOne can save as many edited versions of the consult forms as you would like. This is useful when you get interrupted during a consult, or if multiple staff members are involved in a consult activity.

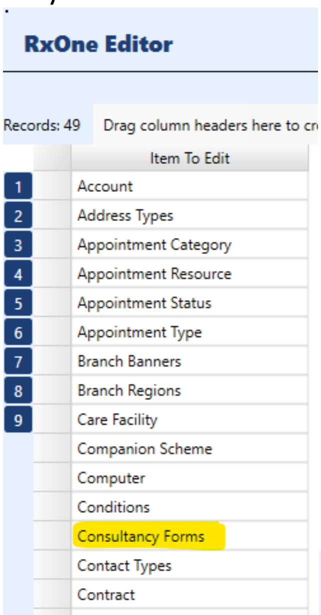
Creating your own Consult forms:

Go into RxOne Editor from the Home Screen by going up to Main Menu, Tools, Utilities, Other Utilities, RxOne Editor or simply typing RxOne Editor into the search bar.



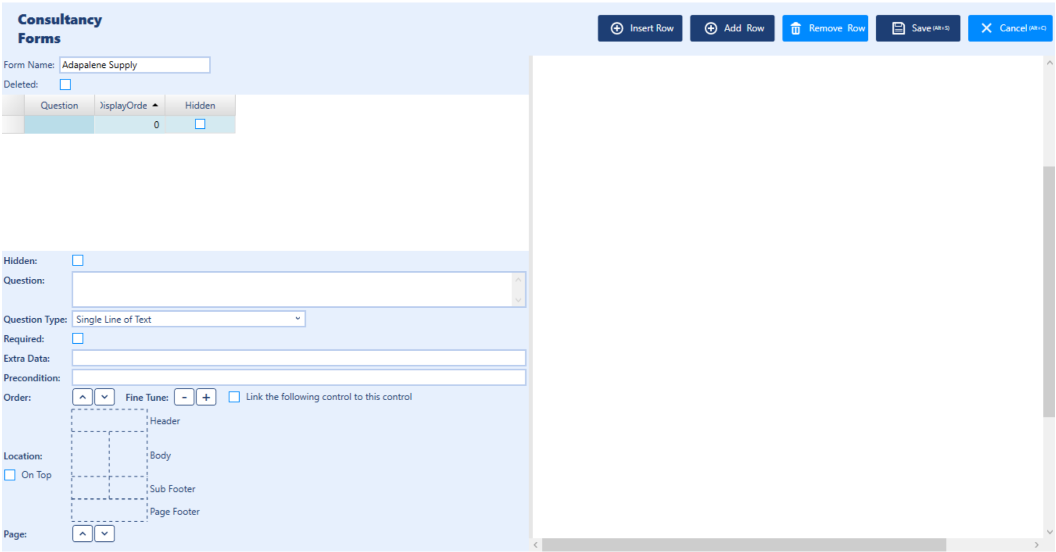


Select Consultancy Form from the list by double clicking on it and click 'New'.



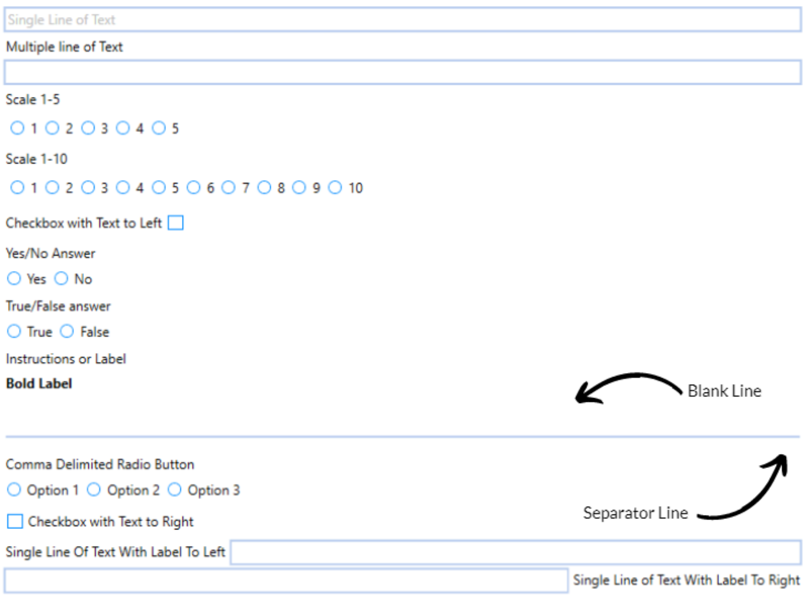
Give your form a name. It is a good idea of have a draft version of your form (use a word document or similar) so you can easily transfer the information across using cut and paste.

Use the buttons on the left-hand side to populate your form.



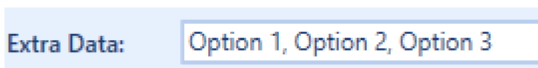
Use 'Add Row' to add a new field.

In the Question box, type your text, then select the kind of question you wish to ask. Use the drop-down box under 'Question Type to select the answer in the format you require.



While there are a large number of selections you can make, here are examples of what the different question types look like.

Note: To create options in the 'Comma Delimited Radio Button, you need to enter the options you wish to have under "Extra data", separated by a comma.



Ticking the 'required' box means that the field must be completed before moving on to the next question.

Your form will populate in real time in the white square on the right-hand side.
Save your form regularly by pressing the 'Save' button on the top right-hand corner.

When you have completed entering your details, save, and the form will be available for you to use from the Consult forms menu.

HealthSoft, Level 1, 16 Heather Street, Parnell, Auckland 1052. PO Box 37831, Auckland 1151.
Ph: +64 9 300 7007 Fax: 09 373 4333 info@rxone.co.nz www.rxone.co.nz