

EHCP

SYSTEMONE USER GUIDE

REVIEWERS

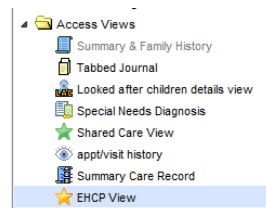
- 1 Task received from admin
- 2 Check EHCP questionnaire
- 3 Reply to admin

1. Task received from admin

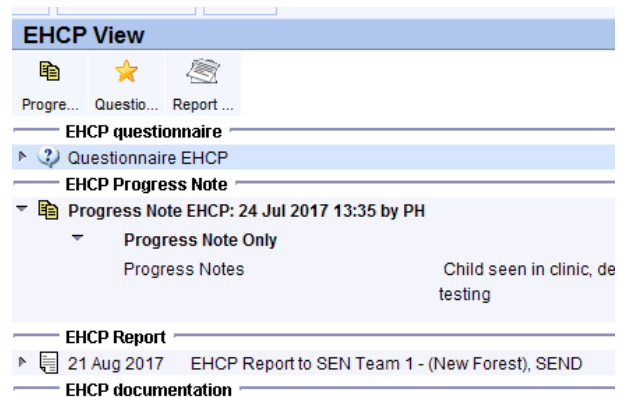
- Once all clinicians have added their contribution, admin will send a task to the Reviewer.
- Open (retrieve) the patient's record from the task.

2. Check EHCP questionnaire

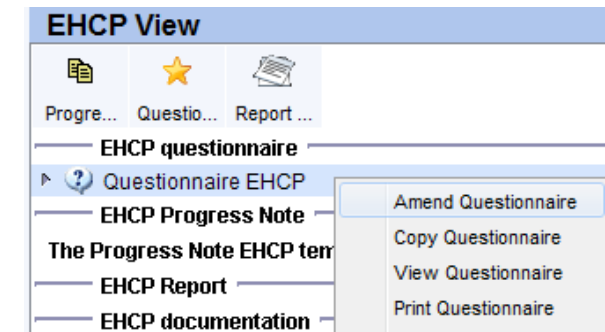
- Go the Access Views folder on the clinical tree. Click on the EHCP View:



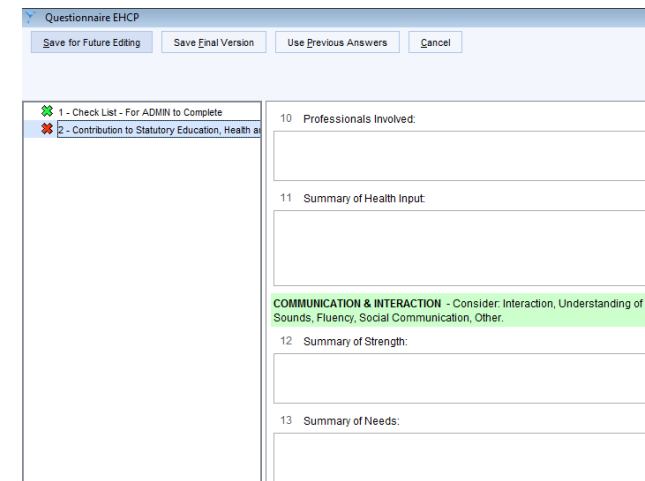
- The EHCP contribution is being produced in a SystemOne Questionnaire which will be started by admin and then all services are able to contribute to it. The one which has been started by admin is under the heading of 'EHCP questionnaire' in the EHCP view:



- Right click on the Questionnaire from the view and select 'Amend questionnaire':



- Review what has been written in here.
- Once completed, click on **Save for Future Editing**. **DO NOT** click Save as final version:



- If you haven't made any changes, then **Discard** the patient's record.
 - If you have made changes, click on Save and select **EHCP Clinical** at the event details template.
 - The activity will be automatically added.
 - Click OK.
 - Select the relevant referral if you are asked, i.e. if the patient has more than one.

- If you are asked if you are sure you want to save without recording any clinical codes, say **Yes**.

3. Reply to admin

- Reply (update) task back to admin using **Report ready for sending** task template. **Apply template**
- Go back to the task and reply (update) it to say that you have completed your contribution.
- Admin will then finalise the questionnaire and put it into the report to be sent.

If you need any help with this please contact the CGI IT helpdesk on 0345 605 1334 and log a call for the Patient Systems team to call you back to help you.