

Using the keyboard to take capture consultation data (i.e. comments, notes and prescriptions).

Before proceeding with the instructions in this page it is crucial to familiarize yourself with the various **sections** of the consultation page (i.e. **toolbar, blue ribbon, and interactive space**) and to learn how to maneuver through the different **views** of the interactive space (i.e. **dashboard, timeline, keyboard inputs, and writing pads**). If you are not yet acquainted with this information about the consultation page, please click [here](#).

Before you follow the steps on this page, it is important to grasp the various consultation statuses : **pending, ongoing, completed, admitted, discharged, and cancelled**. Understanding these consultation statuses is key to effectively navigating the instructions. Click [here](#) to read more about this.

In this manual, the term **consultation** denotes both consultations and admissions, which are facilitated through a similar interface with minor variations. However, in certain contexts, the term **consultation** may specifically refer to inpatient scenarios, while **admission** is consistently used for outpatient situations.

Instructions :

1. Go to the homepage and click a consultation from either the **pending** or **ongoing** tables, or open an admission from one of the **admission ward** tables.
2. The next steps of the instructions require that the consultation be either in **ongoing, completed or admitted** statuses.
3. Click the **keyboard inputs** button in the blue ribbon, which opens the keyboard inputs view.
4. Each keyboard input (i.e. **comments, notes and prescription**) is labelled, allowing for the capturing of any relevant information.
5. To store consultation data in the database permanently, you can choose one of the following actions :

- Click the Save toolbar button. This will store all unsaved consultation data into the database. Upon successful saving, a popup message will appear to confirm the action. By clicking **Ok** on this popup, the consultation page will refresh. The saved data can then be accessed from the timeline view, and it is displayed with a timestamp showing the employee who saved it and the date and time of saving. (N.B. **once saved, consultation data cannot be modified**).
 - Click the Complete toolbar button. This will store all unsaved consultation data into the database. Upon successful saving, a popup message will appear to confirm the action. By clicking **Ok** on this popup, the consultation page will refresh. The saved data can then be accessed from the timeline view, and it is displayed with a timestamp showing the employee who saved it and the date and time of saving. (N.B. **once saved, consultation data cannot be modified**).
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