



Adding Reminders to keep track of patients

Liver Health Check-up, Hep C Treatment Follow-up, HCC and cirrhosis monitoring

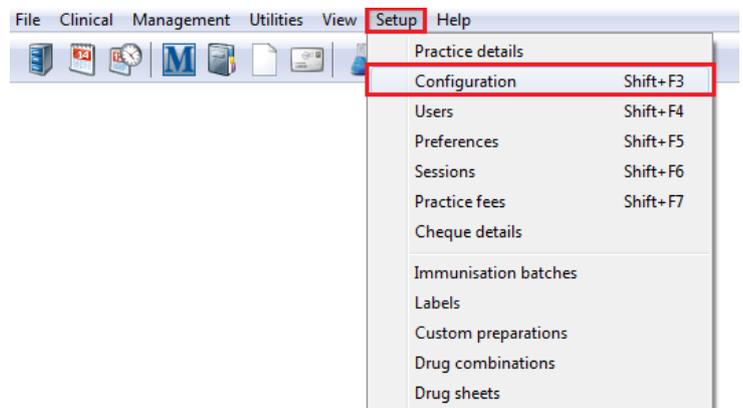
- i. Liver Health Check-up for one week's time (Reminder)
- ii. Hep C Treatment Follow-up for 3 months after treatment completion (set at treatment start) (Reminder)
- iii. HCC and cirrhosis monitoring at 6 month intervals (set at treatment start) (Reminder)

Log into Best Practice (user must have appropriate user rights to edit the reminder lists)

A) Set up a Reminder Reason

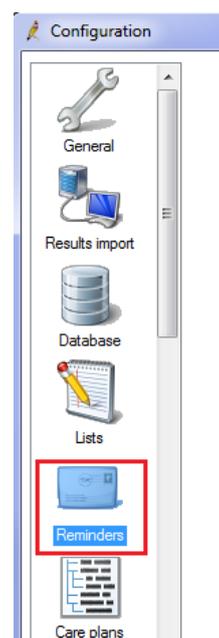
1

In the main window, go to
'Setup' > 'Configuration'



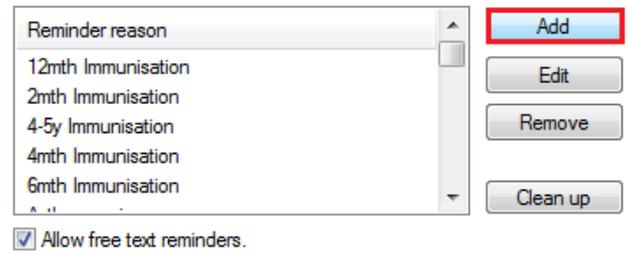
2

Select the **'Reminders'** icon on
the left-hand side toolbar in the
'Configuration' window



3

In the 'Reminders' window, click 'Add'



Reminder reason

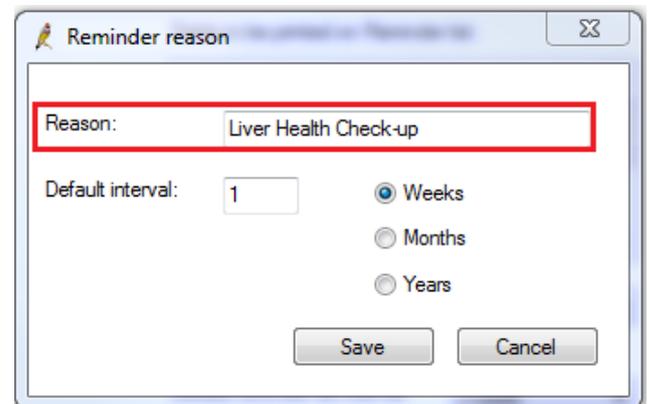
- 12mth Immunisation
- 2mth Immunisation
- 4-5y Immunisation
- 4mth Immunisation
- 6mth Immunisation

Allow free text reminders.

Add Edit Remove Clean up

4

Next to 'Reason:', write in the new reminder reason, for example 'Liver Health Check-up'



Reminder reason

Reason: Liver Health Check-up

Default interval: 1

Weeks
 Months
 Years

Save Cancel

5

Define the time frame in the boxes next to 'Default interval:'

Default interval: 1 Weeks

6

Then choose 'Save'



Save Cancel



7

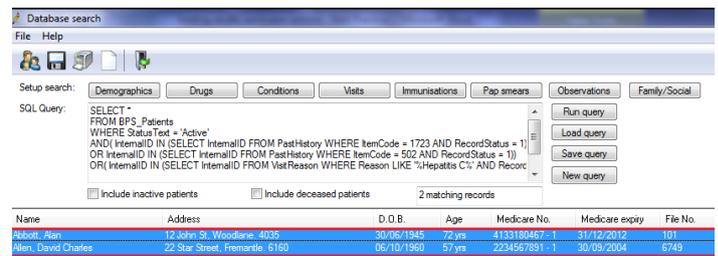
Repeat steps 3-6 for the following Reminder reasons:

- i. **Liver Health Check-up** for one week's time
- ii. **Hep C Treatment Follow-up** for 3 months after treatment completion (set at treatment start)
- iii. **HCC and cirrhosis monitoring** at 6 month intervals (set at treatment start)

B) Adding Reminders from Patient Search results

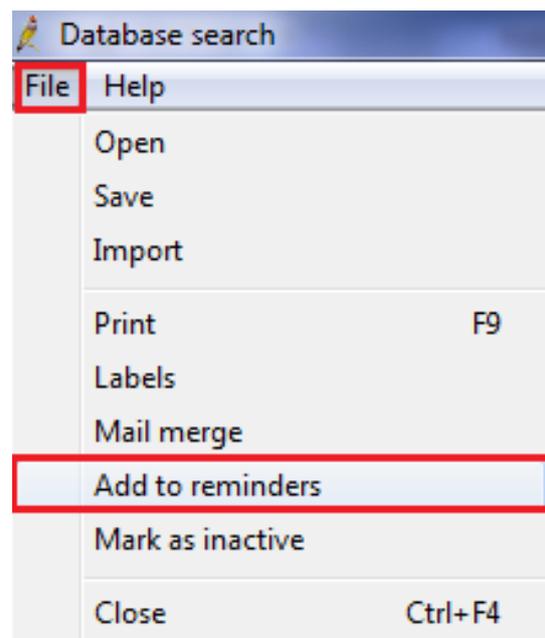
1

After completing the relevant Patient Search, within the 'Database Search' window **highlight** the patients you would like to add recalls to by clicking on them (while holding down **Shift** button to select multiple patients)



2

Select the 'File > Add to reminders' menu at the top of the 'Search Results' window





3

Using the drop down box next to 'To see:' choose the relevant doctor

4

Select the required 'Reminder reason' either from the list or by creating an 'Other reason' below the list box

5

Next to 'Remind in:' choose the time frame to remind the patient about hepatitis C screening – e.g. in 3 months



6

Click 'Save'



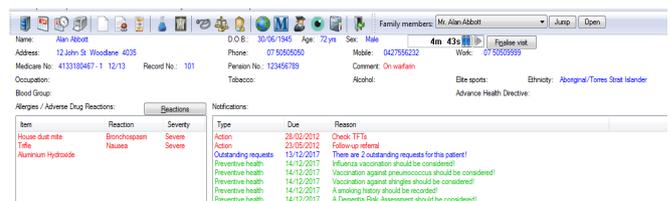
7

Repeat step 2 to 6 for each of the required patient reminders

C) Adding Reminders from Patient Window

1

Start in the 'Patient Window'



2

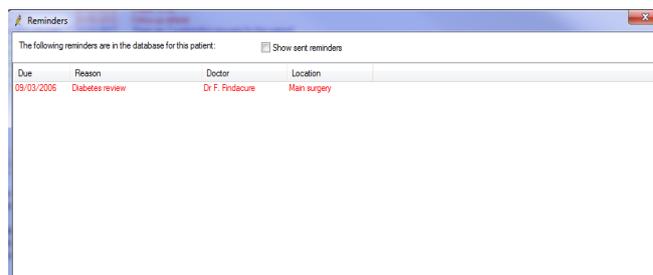
In the top section with the patient details you will see these four buttons on the right-hand side. Click on '**Reminders**' to add a reminder to the patient





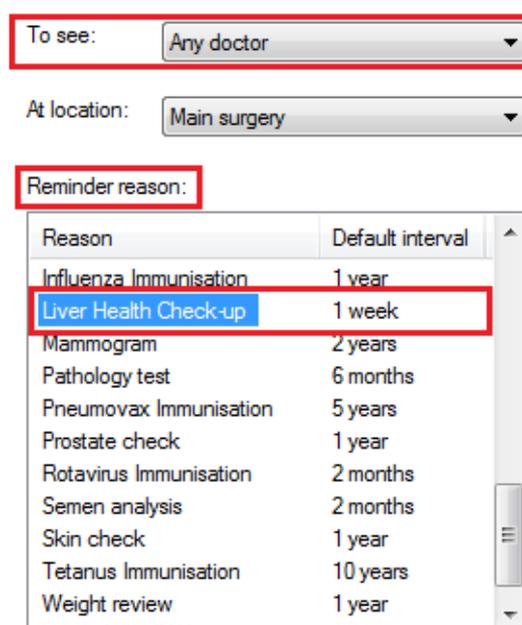
3

In the **'Reminders'** window, click **'New'** in the bottom toolbar



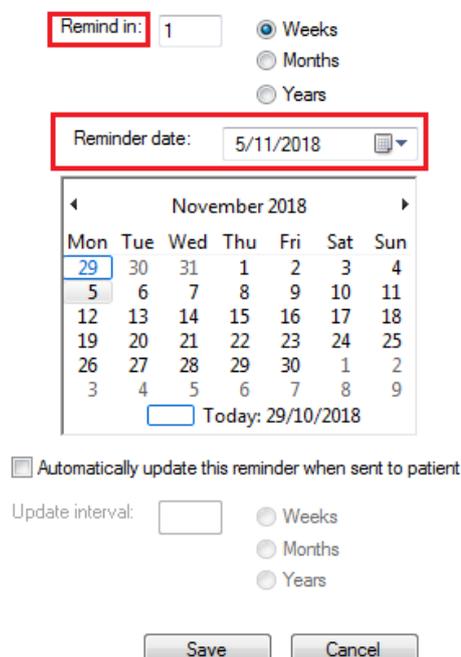
4

Choose the appropriate doctor for the patient to see in the **'To see'** box, choose the appropriate **'Reminder reason'** to add from the list



5

Check the reminder interval is correct in the boxes next to **'Remind in:'** and the accompanying **'Reminder date:'** then click **'Save'**





6

The reminder will appear like this:

Due	Reason	Doctor	Location
09/03/2006	Diabetes review	Dr F. Findacure	Main surgery
05/11/2018	Liver Health Check-up	Any doctor	Default

7

Then click 'Close'

New	Edit	Remove	Close
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Recommended follow-up system for hepatitis C care				
Patient group	Follow-up type	Reminder Reason	Contact methods (in order of preference)	Number of times to attempt contact
Patients at-risk of hepatitis C who needs to be screened	Reminder – proactive action	Liver Health Check-up	1) Letter 2) SMS	1
Patients who have been tested (and may have been diagnosed) but are not yet on treatment (Active patients)	Prompt (Clinician)	BBV Screening	1) Add note to next booked appointment to discuss BBV screening 2) Add to clinician action list to discuss BBV screening with patient	N/A
	Reminder – proactive action	Liver Health Check-up	1) SMS 2) Call 3) Letter	2-3
Patients who have been tested (and may have been diagnosed) but are not yet on treatment (Inactive patients)	Reminder – proactive action	Liver Health Check-up	1) Letter 2) SMS	2
Follow-up required re: treatment outcome	Reminder – proactive action	Hep C Treatment Follow-up	1) SMS 2) Call	2
Follow-up required re: cirrhosis monitoring	Reminder – proactive action	HCC and cirrhosis monitoring	1) Letter 2) Call 3) SMS	3