


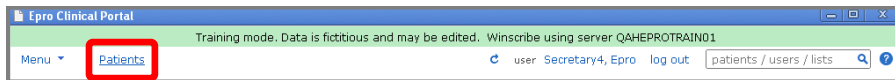
Opening the EPRO System

- Double left click on the  icon, this will log you in (using Single Sign On—SSO).
- In most cases you will be connected automatically but if you are prompted for a login/password then enter your normal network login credentials and click **LOGIN**

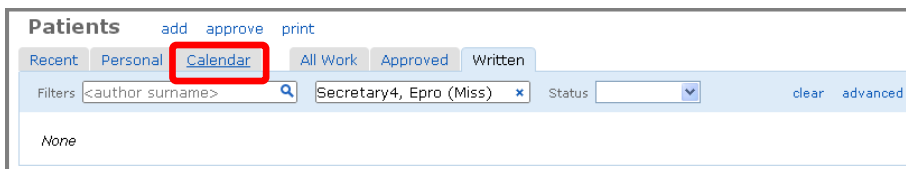
Finding your Patient

You can find a patient from a **clinic list** or by using the **Power Search** field:

- To find the relevant clinic, click the **Patients** link at the top of the screen.



- From this a Patients area is displayed with several tabs.



- Click the **Calendar** tab and it will open the calendar. From here you can select the clinic required using the **List** field, and the date you wish to view.



- Then your calendar for the chosen clinic will display:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27 AM 8 PM 2	28 AM 8 PM 3	29 PM 5	30	31 PM 8	1 February AM 6	2
3 AM 6	4 AM 6	5 PM 10	6	7 PM 6	8	9
10 AM 8 PM 3	11 AM 8 PM 1	12 PM 11	13	14 PM 8	15 AM 6	16
17 AM 8 PM 3	18 AM 8 PM 5	19 PM 14	20	21 PM 8	22 AM 1	23
24 AM 8 PM 5	25 Today AM 8 PM 1	26 PM 13	27	28 PM 8	1 March AM 4	2
3 AM 5	4 AM 8 PM 1	5 PM 9	6	7 PM 8	8 AM 2	9
10 AM 6	11 AM 8 PM 1	12 PM 12	13	14 PM 8	15 AM 7	16
17 AM 8 PM 7	18 AM 5	19 PM 9	20	21 PM 8	22 AM 4	23

- Clinics are shown as links, either **AM** or **PM** and the number of patients on the clinic (Clinics pull through from PAS to Epro).

Time	Patient	Unit no.	Age	Code
15:00	BROWN, Micheal (Mr)	V122222	22y	AT01
15:30	CARTER, Jacob (Mr)	0018211	58y	AT01
16:00	EMEDS-ANTHONY*, Stella (Mrs)	0018843	54y	AT01
16:30	PHILIPS, Jack	234567	13y 1m	AT01
17:00	PEARCE, Amber (Miss)	0017393	35y	AT01
17:30	EMEDS-GHULAMI*, Abdul (Mr)	0018845	48y	AT01
18:00	TURNER, Dylan (Mr)	V991470	56y	AT01
18:30	JOHNSON, Emily (Professor)	V100005	78y	AT01
19:00	JARVIS, Adrian (Mr)	0018829	46y	AT01
19:30	WHITE, Zac (Mr)	0017401	55y	AT01
20:00	LYNN, Eleonora (Dr)	E0012224		AT01
20:30	THORPE, Emma (Mrs) 	0017391	42y	AT01
21:00	WALTZ, Clemens (Dr)	E0012226		AT01
21:30	DAY, Jeanette (Miss)	0017409	64y	AT01

- Any patient that displays a RIP icon is deceased.



Finding your Patient (continued)

- Click on your patient's name and all the letters will be displayed.

Date	GP	Subject	Owner
14 Jan 2014	transcribed	Unknown clinic letter	Secretary4, Epro (Miss)
13 Jan 2014	approved	Accident & Emergency clinic letter	MiddleDoctor2, Epro (Dr)
06 Dec 2013	approved	Unknown General letter	Secretary11, Epro (Miss)
06 Dec 2013	written	Accident & Emergency clinic letter	MiddleDoctor2, Epro (Dr)
16 May 2013	approved	Cardiology Clinic	Secretary9, Epro (Miss)

- Once selected you will see this **Timeline** bar just below the patient details banner:

- Hovering over the **Encounters** dots will display what the encounter involved and the **Narrative** icons will preview the letter(s) with the option to **View** in the viewing screen.
- On the right hand side you have links to view and/or print.
- View** will open up the letter in PDF format. [view](#)
- Print** will take you select no. of copies and printer. [print](#)

ALTERNATIVELY

- You can use the **PowerSearch** box to find your patient, located top right hand side of your screen.

- This field can be used to search for patients (locally), GPs and Consultants (nationally). Simply use the following prefixes:
p — Patient
g — GP
c — Consultant

- Using the “p” prefix, start typing in your patients details. Results that match your search will appear.

- You can search using the Patients Name, Address, Date of Birth, etc. but we recommend using NHS Number or PAS/District Number.

Name	NHS No.	Date of Birth	Address
CAHILL, Sheila (Mrs)	0018828	30 Nov 1933	29 Murrayfield Rd, HU5 4DN, (029) 2018...
CARTER, Jacob (Mr)	0018211	01 Jan 1956	11 Woodhall Dr, Leeds, LS5 3LQ
PHILIPS, Rachael (Ms)	V200001	03 Mar 2003	CAU - Lakshman, R (Dr)
RAWLINGS (restricted)			CAU - Hall, J (Dr)
BUCKAN, Emily (Ms)		09 Sep 2005	CAU - Haig, A (Dr)
ARMSTRONG, Melissa (Miss)	V100020	11 Nov 2004	CAU - O'Riordan, D (Dr)
PICKLES, Rhoda (Miss)	V100021	03 Jul 2005	CAU - Young Min, M (Dr)
KROTON, Boris (Mr)		02 Jun 2006	CAU - Beatty, C (Dr)
PHILIPS, Jack (Mr)	234567	21 Jan 2001	CAU - Lakshman, R (Dr)
COUPE, Carl (Mr)	0018206	02 Feb 1961	11 Woodhall Dr, Leeds, LS5 3LQ

Status of Patient Letters

- This letter has been dictated and is waiting to be transcribed.
- The letter has been typed and is waiting for the Clinician to approve it.
- Now it has been approved it can be sent out to the patient and/or GP and/or other Healthcare Professional.
- This has been printed and posted to all addressees.

written

transcribed

approved

issued