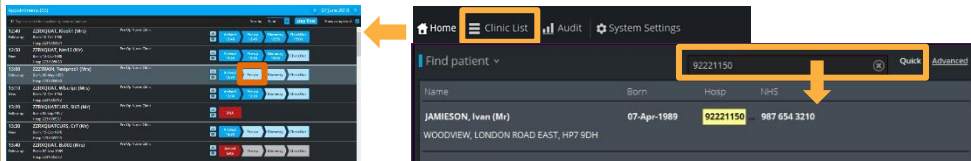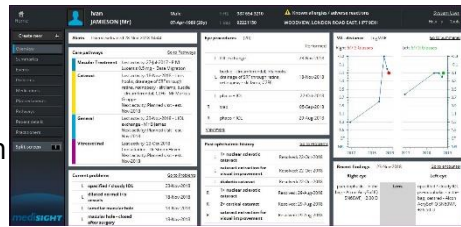# mediSIGHT

Creating an Assessment

1 Log In
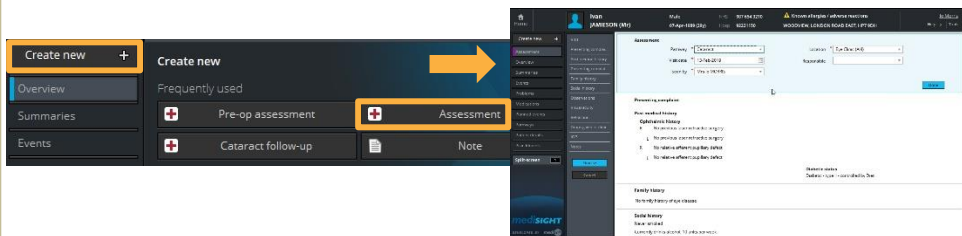Open mediSIGHT. Enter Username, Password then click **Login**.

2 Find Patient
Click on the **Clinic List** step or type the Hospital/NHS Number in **Quick** search. Select the search result to open the record.

3 Patient Record Overview
This shows the most recent information. There may be a note in the **Plan** section from the patient's previous visit.
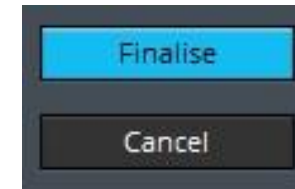
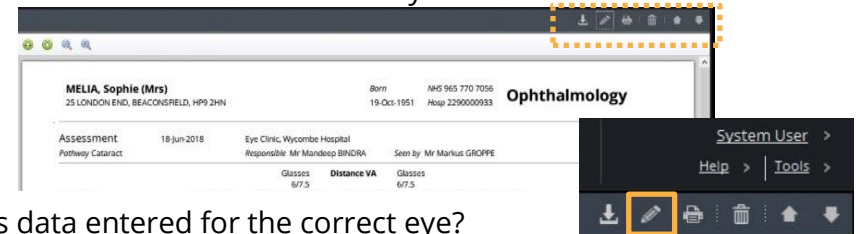**4 Create Assessment** ⚠ Check patient details at the top of the page are correct

5 Add Visit Data
Click on each section and complete as fully as possible. Click **Done** to collapse a section. You must complete all ***fields**.

⚠ Check default/pull-through data & auto-populated times

6 Save and Print
Use the **Finalise** button to save and confirm the data. Print-outs will be sent to your default printer.

7 Check Finalised Data
Use the edit icon to make any corrections

⚠ Is data entered for the correct eye?

8 Log Out
Use your profile drop-down menu to **Log out** when finished.