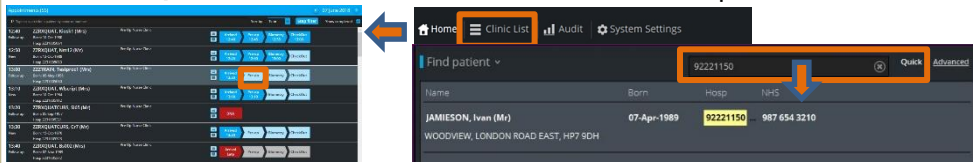


Creating a Consultation

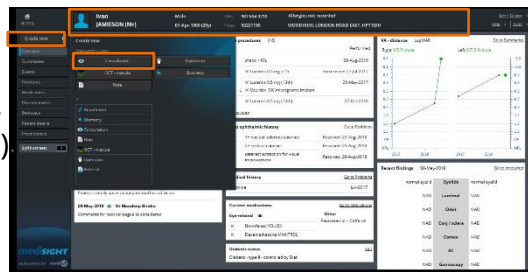
- 1 Log In & Find Patient**
Open mediSIGHT. Enter Username, Password then click **Login**.



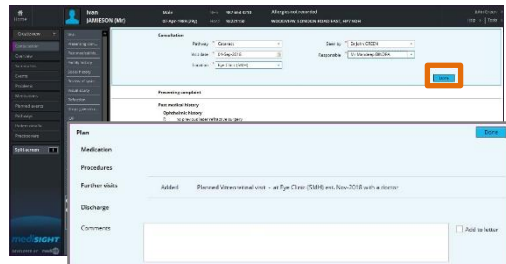
Click on the **Clinic List** step or type the Hospital/NHS Number in Quick search. Select the search result to open the record.



- 2 Create Consultation**
Check patient details at the top before you start. (changes usually via PAS)
Click **Create new +**
Select **Consultation**



- 3 Enter Data**
Click to expand a section.
Click **Done** as you go to collapse each section (* fields are mandatory).



Important: Always check data is entered for the correct eye. The left/right side of the page corresponds to the right/left eye. The centre of the page represents both eyes.
Also: Is the defaulted/pulled-through data correct?



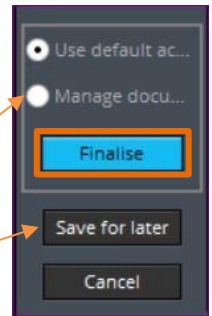
- 4 Save and Print**
Use **Finalise** to save the encounter. Print-outs will be sent to your default printer.

Select **Manage documents** to check/edit recipient details and print/copy settings.

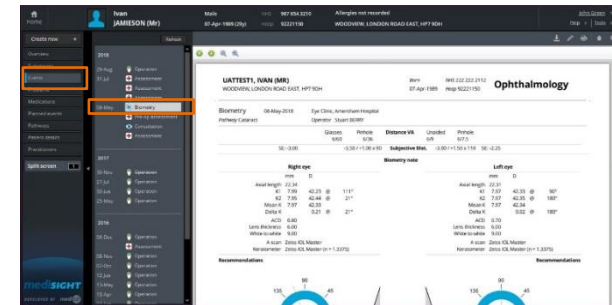
Save for later will keep the encounter as an incomplete record (max. 28 days).



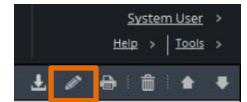
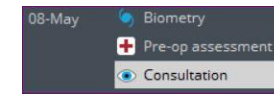
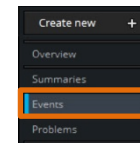
Check: Have you added a care/appointment/procedure **Plan**?



- 5 Check Biometry**
Go to the **Events** list to check the Biometry data.



- 6 Edit Data**
Find the event and use the crayon if you need to edit the data.



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

