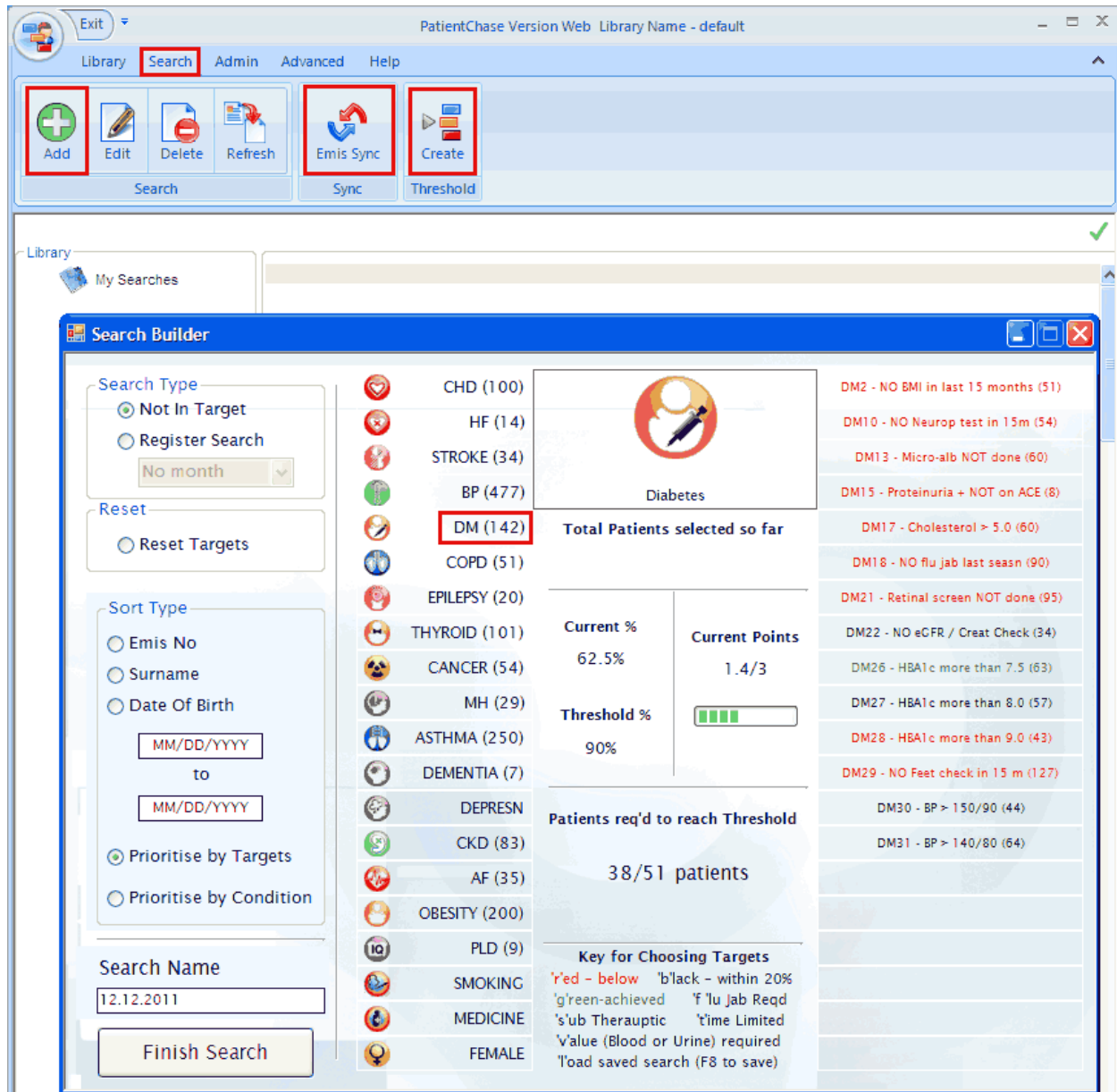


## The main menus and screens of PatientChase

This section helps you:

- Familiarise yourself with the main menus and screens of PatientChase:
  - Search menu
  - Library menu
  - Admin menu
  - Advanced menu
  - Results views

## Creating a Search

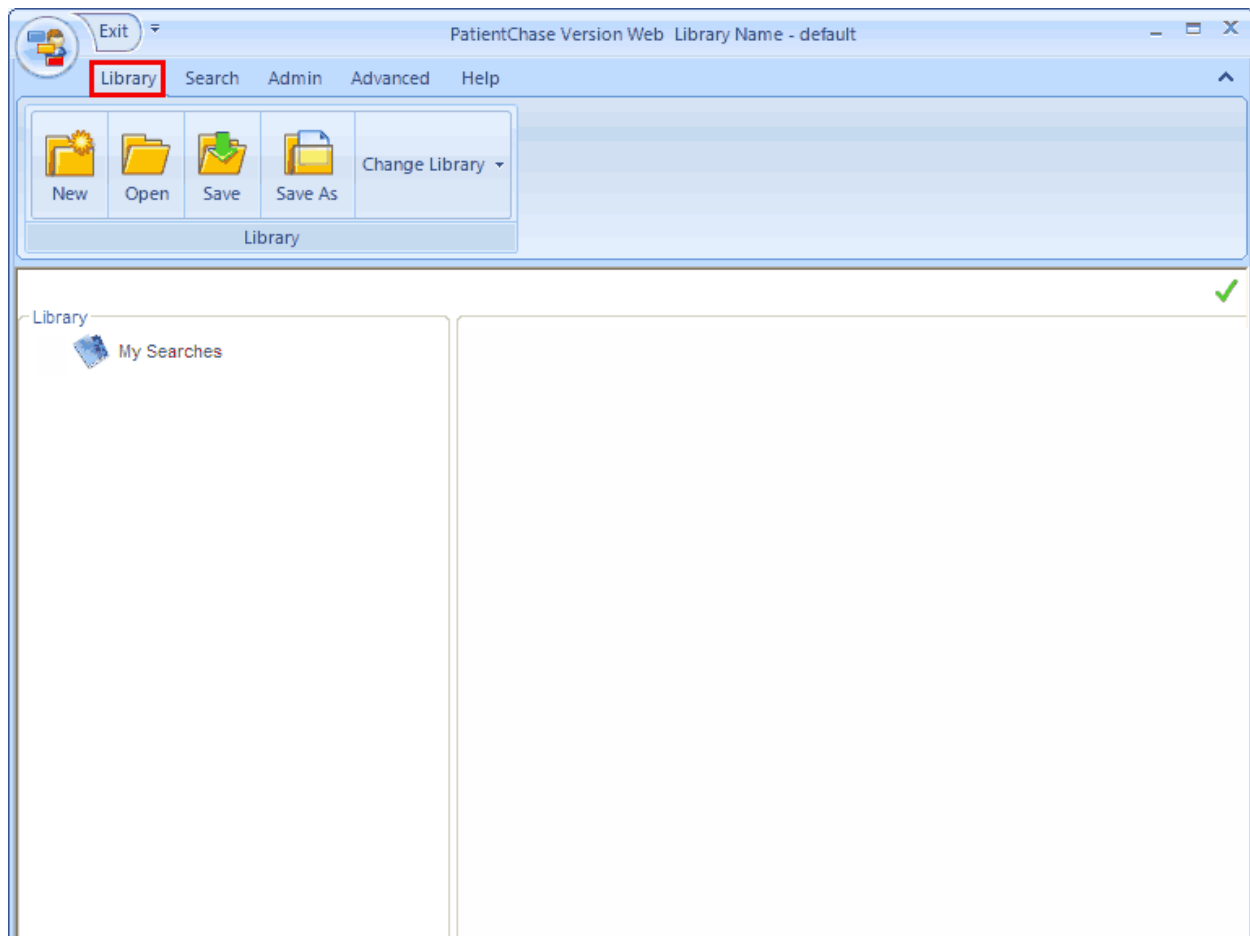


The Search menu gets you started.

From here you can:

- Sync the latest EMIS data with PatientChase.
- Create a new search. Click the Add button and the Search Builder screen loads up.
- Run a Threshold search. This is a prebuilt search which looks at ALL the QOF targets where your practice has not yet achieved the threshold %.

## Your Library



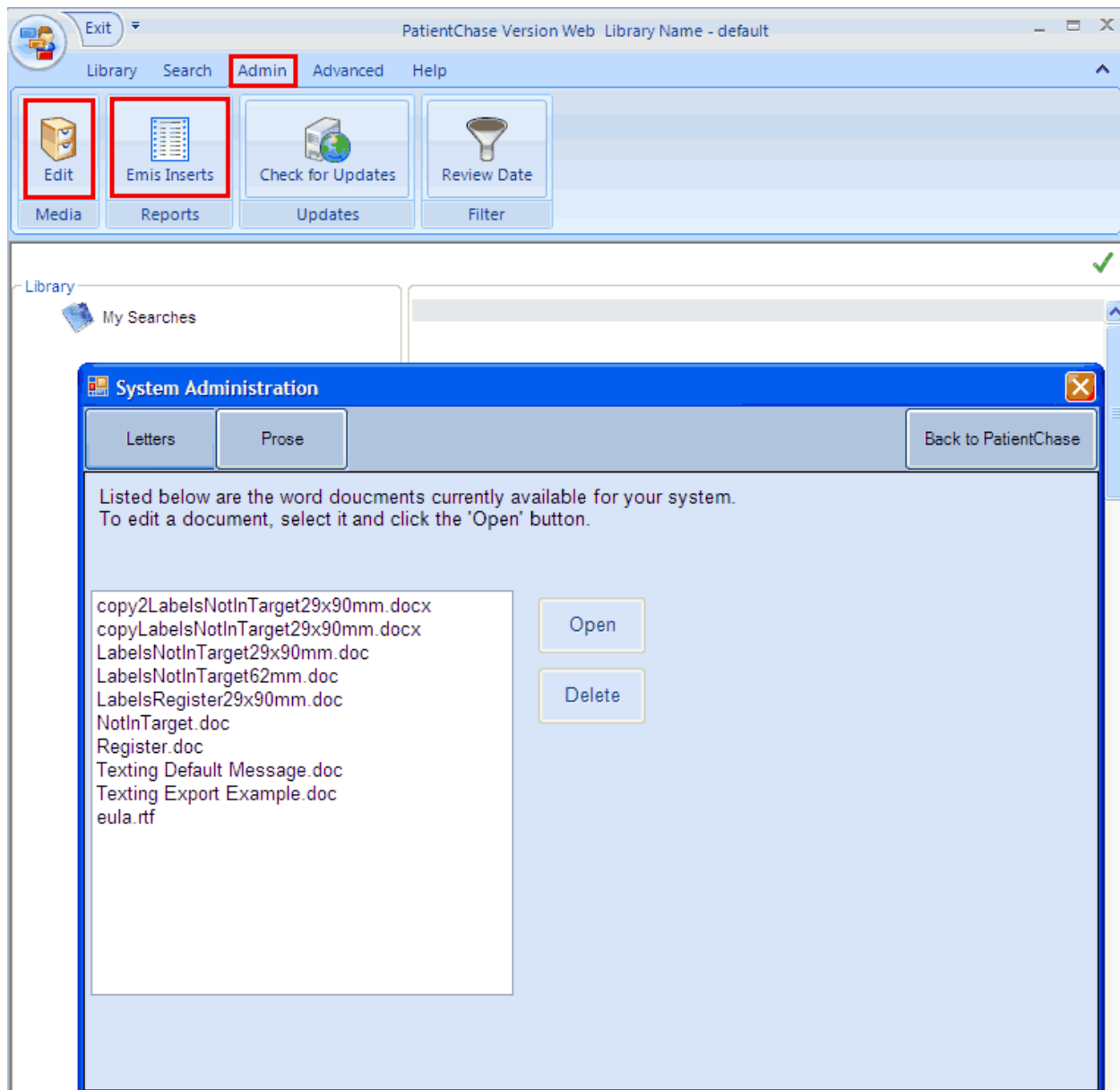
By default, PatientChase automatically creates a default library for you on your hard drive and a prompt asks you whether you wish to save it whenever you exit PatientChase.

Only use the Library menu if you plan to change the location of where you save your searches.

From here you can:

- Create a new library.
- Change the location of your library.
- Share a library over your network.

## The Admin menu

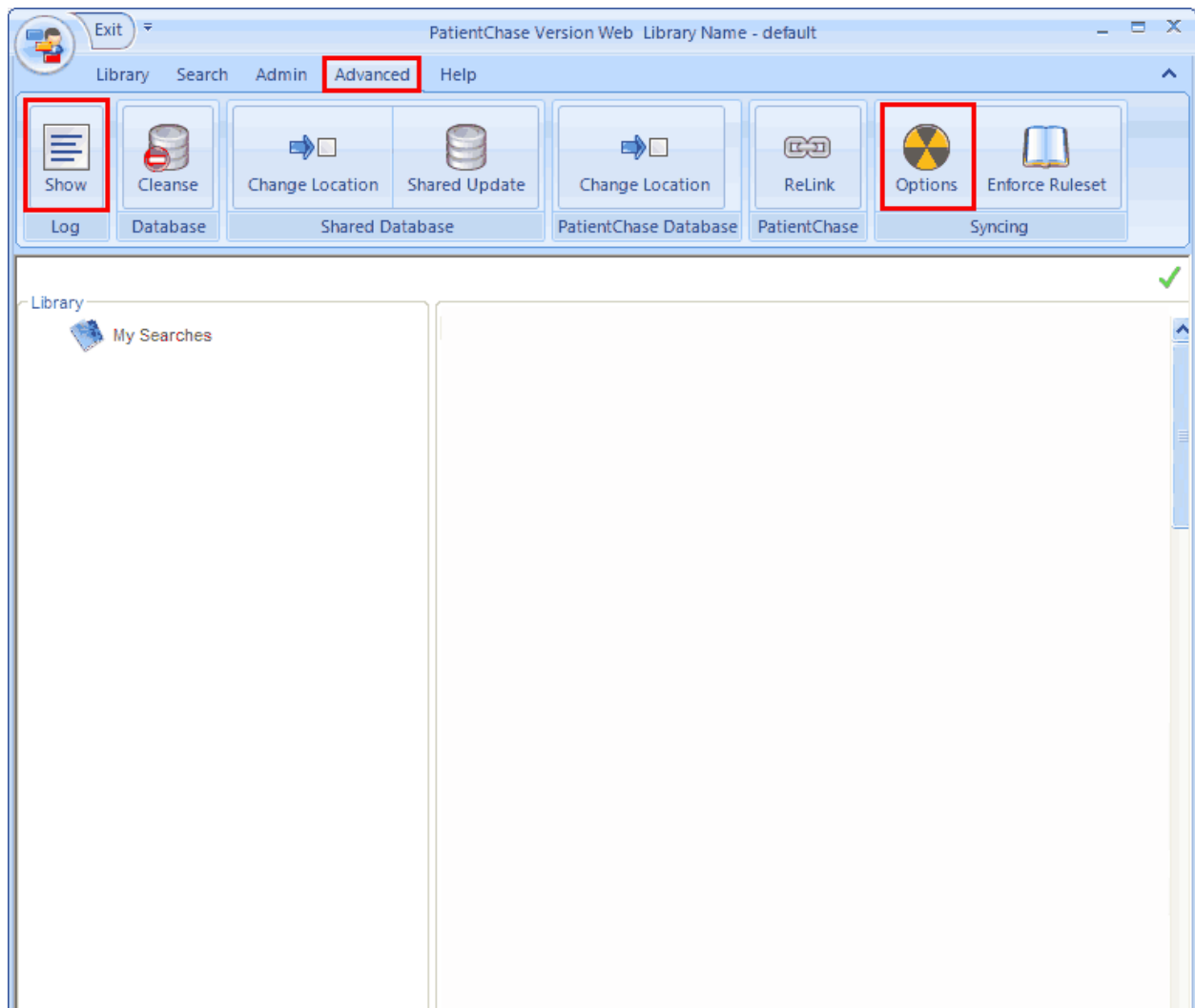


This menu is where you customise PatientChase and run reports.

From here you can:

- Customise you letter template/s.
- Customise your label template/s.
- Report on letters inserted into EMIS.

## Advanced (Support staff only)



The Advanced menu is primarily for use by PatientChase Support for diagnostics.

From here you can:

- Reconfigure PatientChase if you are using a version of Microsoft Word older than Word 2007. Go to the Options menu to do this.
- Create the log file for sending to [support@patientchase.com](mailto:support@patientchase.com) should an error occur in PatientChase.

## Results views

The screenshot shows the PatientChase web interface. At the top, there's a navigation bar with 'Library', 'Search', 'Admin', 'Advanced', and 'Help'. Below this is a toolbar with icons for 'Add', 'Edit', 'Delete', 'Refresh', 'Emis Sync', and 'Create'. The main area displays a table of search results. A context menu is open over the first result, 'Mr Laura Channon', listing options like 'Delete Search', 'Export Search Results To Excel', and 'Export Results to Word ONLY'. Below the table, there are two summary boxes: one for the search criteria and total patients (292), and another for the selected patient's details and associated conditions.

DateIns	Conditions	CHD	STROKE	COPD	ASTHMA	SurName	FirstNames	EmisN	Title
1	STROKE,COPD,ASTHM		STROKE	COPD	ASTHMA	Channon	Laura	24181	Mr
2	CHD,ASTHMA	CHD			ASTHMA	Beech	Ilona	25964	Mrs
	D,COPD,ASTHMA	CHD		COPD	ASTHMA	Munns	Pierre	25249	Mr
	D,COPD	CHD		COPD		Crilly	Bridget	21766	Mrs
	D,STROKE	CHD	STROKE			Alexandroff	Carmen	19633	Mrs
	ROKE		STROKE			Mytko	Reid	23034	Mrs
		CHD				Martyn	Joel	10812	Mrs
	D,COPD	CHD		COPD		Bream	Ping	11143	Mr
	D,COPD	CHD		COPD		Macvean	Maryanne	8693	Mr
		CHD				Manzoor	Tomas	23757	Mrs
	ROKE		STROKE			Herring	Wesley	6017	Mr
	PD,ASTHMA			COPD	ASTHMA	Juerss	Katie	22179	Mrs
		CHD				Rousseau	Hossein	131	Mr
	ROKE		STROKE			Cockrell	Bruno	24172	Mrs
15	ASTHMA				ASTHMA	Kelly	Annette	25448	Mr
16	STROKE		STROKE			Backhouse	Terrence	24419	Mr
17	CHD	CHD				Wakefield	Nasser	1181	Mr
18	CHD	CHD				Mynett	Nellie	3256	Mrs
19	CHD	CHD				Craven	Bonita	23375	Mrs
20	CHD	CHD				Cullum	Ffion	3733	Mrs
21	CHD	CHD				Pick	Briaitte	20882	Mr

Once you've built a search, **right click** over its name to be presented with a set of options.

From here you can:

- Modify the search.
- Print letters and record them in EMIS.
- Export data to Excel.
- Create Repeat Prescriptions recall labels.

The screenshot shows the PatientChase software interface. At the top, there is a menu bar with 'Exit', 'Library', 'Search', 'Admin', 'Advanced', and 'Help'. Below the menu bar is a toolbar with icons for 'Add', 'Edit', 'Delete', 'Refresh', 'Emis Sync', and 'Create'. The main area displays a search results table with columns for 'DatelnS', 'Conditions', 'CHD', 'STROKE', 'COPD', 'ASTHMA', 'SurName', 'FirstNames', 'EmisN', and 'Title'. A context menu is open over the table, listing options such as 'Export Selected Patients to Word ONLY', 'Insert Selected Patients to EMIS ONLY', 'Export to Word AND Insert into EMIS', 'Select Patients from Excel Export', 'Inverse Patients Selected', and 'Delete Patients from Search'. Below the table, there are two summary panels. The left panel shows 'Date of Search: 08/12/2011', 'Search: :Not in Target', 'Sorted by Target', 'Emis No :24181', 'Patient Name:Mr Laura Channon', 'Address :Flat 5 Blackberry Lane Witney Surrey CR0 4UN', and 'TelNo :84012267'. The right panel shows 'Mr Laura Channon' and a list of medical conditions: 'STROKE6 - BP 150/90 or less', 'STROKE7 - Cholesterol check in 15m', 'STROKE8 - Cholesterol 5.0mmol/l', 'COPD10 - FEV1 in last 15m', 'COPD13 - Had a MRC Scoring', and 'ASTHMA6 - Rev in last 15m'.

DatelnS	Conditions	CHD	STROKE	COPD	ASTHMA	SurName	FirstNames	EmisN	Title
1	STROKE,COPD,ASTHM		STROKE	COPD	ASTHMA	Channon	Laura	24181	Mr
2	CHD,ASTHMA	CHD			ASTHMA	Beech	Ilona	25964	Mrs
3	CHD,COPD,ASTHMA	CHD		COPD	ASTHMA	Munns	Pierre	25249	Mr
4	CHD,COPD	CHD		COPD		Crilly	Bridget	21766	Mrs
5	CHD,STROKE	CHD	STROKE			Alexandroff	Carmen	19633	Mrs
6	STROKE		STROKE			Mytko	Reid	23034	Mrs
7	CHD	CHD				Martyn	Joel	10812	Mrs
8	CHD,COPD	CHD		COPD		Bream	Ping	11143	Mr
9	CHD,COPD						Maryanne	8693	Mr
10	CHD						Tomas	23767	Mrs
11	STROKE						Wesley	6017	Mr
12	COPD,ASTHMA						Katie	22179	Mrs
13	CHD						Hossein	131	Mr
14	STROKE						Bruno	24172	Mrs
15	ASTHMA						Annette	25448	Mr
16	STROKE		STROKE			Backhouse	Terrence	24419	Mr
17	CHD	CHD				Wakefield	Nasser	1181	Mr
18	CHD	CHD				Mynett	Nellie	3256	Mrs
19	CHD	CHD				Craven	Bonita	23375	Mrs
20	CHD	CHD				Cullum	Ffion	3733	Mrs
21	CHD	CHD				Pick	Briaitte	20882	Mr

Right clicking over the patient grid gives you some other options.

From here you can:

- Filter your search with other search criteria (e.g. housebounds).
- Manually select patients then print letters and record them in EMIS.
- Auto-delete or manually delete patients from your search.