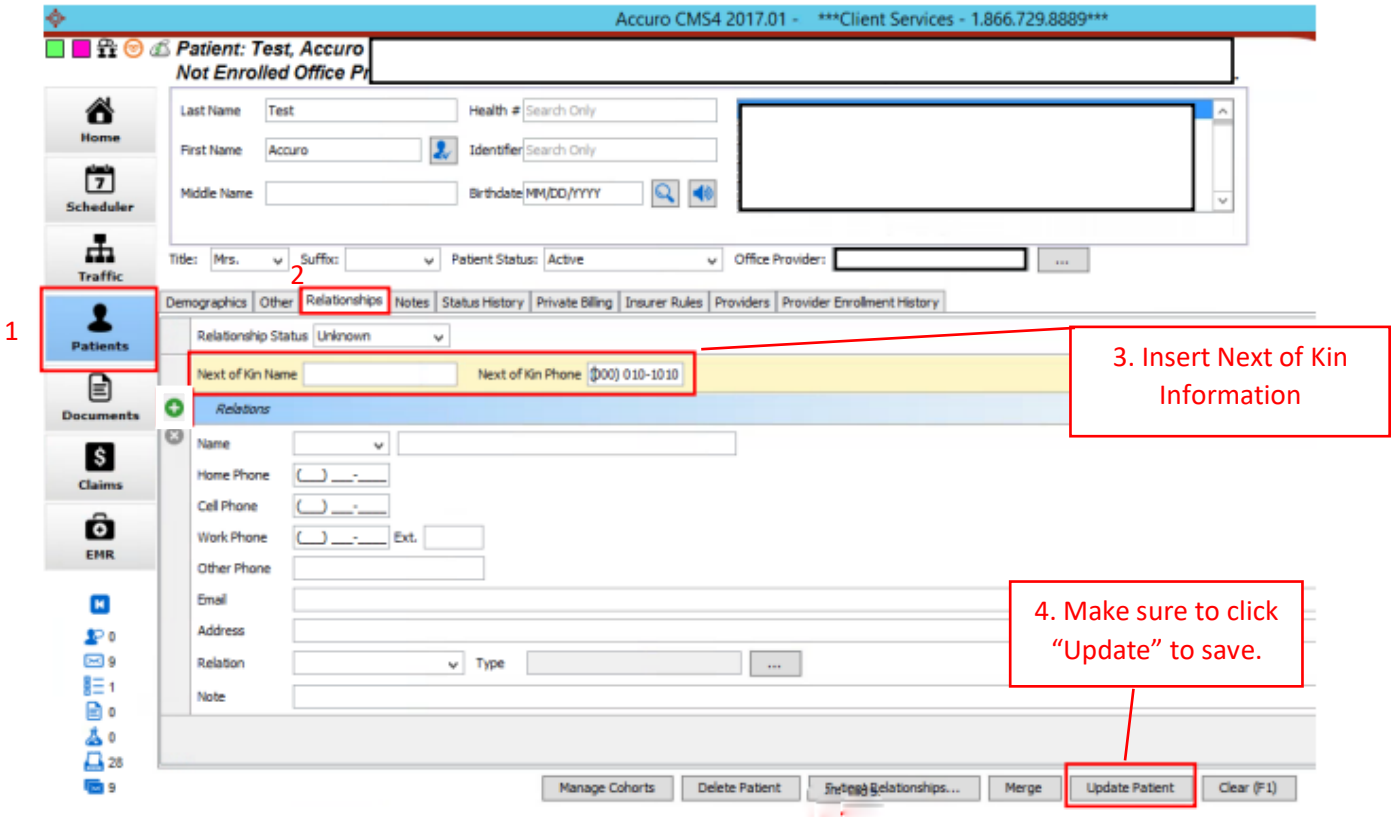
How to document Next of Kin (key contact)

The IM Committee has noticed that there are a lot of inconsistencies across sites and can be difficult for providers to identify who the Next of Kin is. Majority of Summerville Users are not reliably documenting this. The IM Committee recommends the following process to document Next of Kin.

Go to Patients > Relationships tab, there is a designated place to put in the name & phone number of Next of Kin (see picture below), at the end, click “Update Patient”.

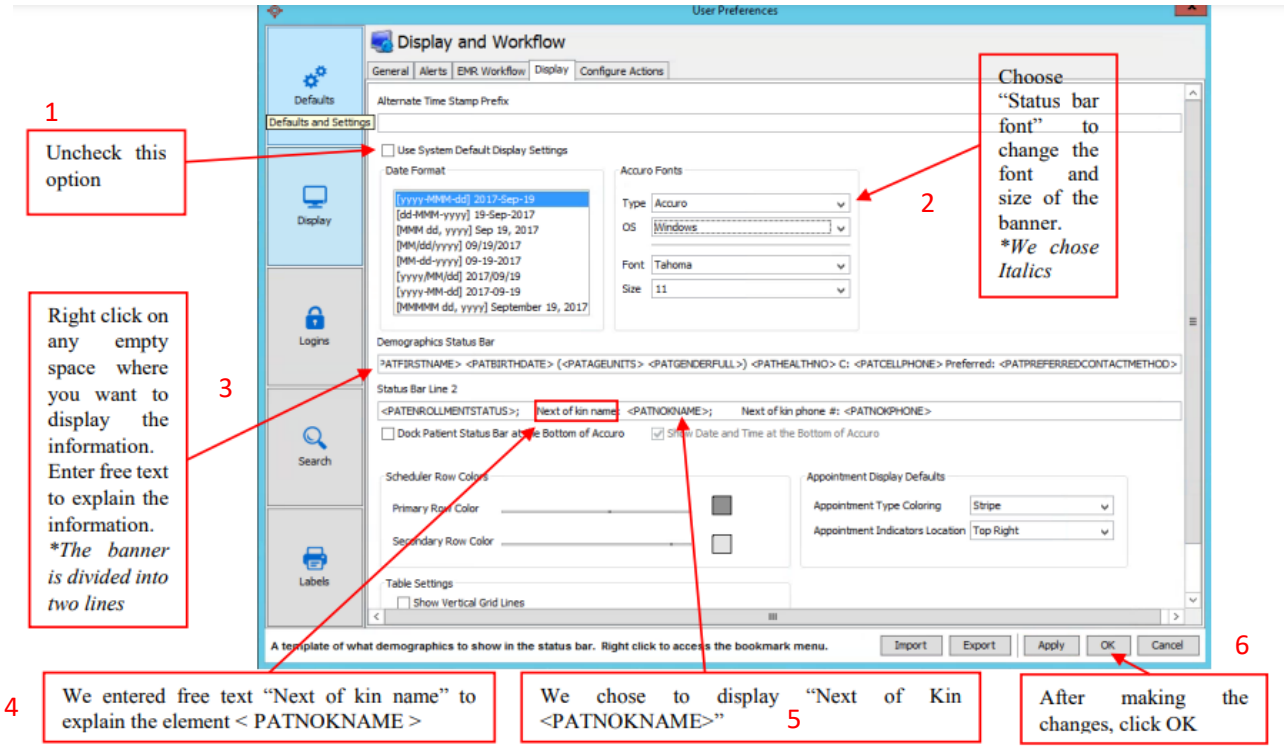


Information of “Next of Kin” can be displayed in patient demographic bar – See next note.

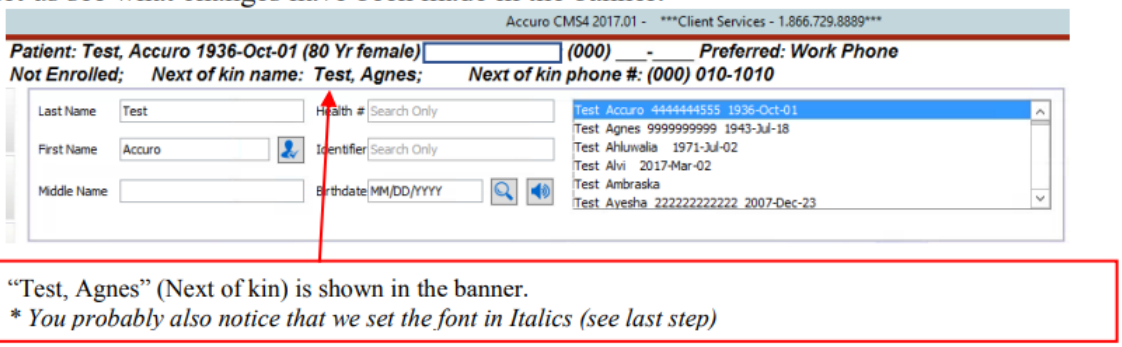
How to Edit Patient Demographic Bar?

The Patient Demographic Bar (aka “banner”) can be personalized to your own needs. Here is how to do it. But prior to this, make sure that you uncheck “Use System Default Display Settings” (see the picture below).

Go to Accuro Menu > File > User Preferences > Display > Display (see the picture below). We will use “Next of Kin” as an example.



Now, let us see what changes have been made in the banner:

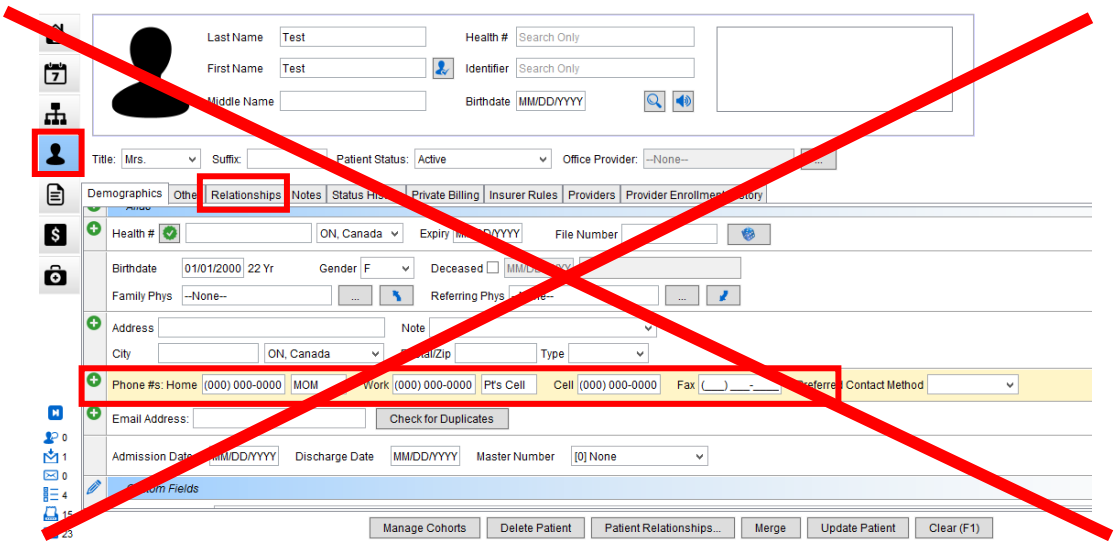


“Test, Agnes” (Next of kin) is shown in the banner.
* *You probably also notice that we set the font in Italics (see last step)*

Some users put the pharmacist’s phone number in the banner, so it’s handy to verify the information before indexing or renewing a prescription request.

How to document Patient Relationships

The IM Committee has noticed that there are a lot of inconsistencies across sites and can be difficult for providers to identify who is related/ who to contact. Majority of Summerville Users are using the Demographics tab to identify an additional caregiver/parent(s) contact information, however, this can pose various issues involving privacy, liability. This also prepopulates on referrals.



Moving forward, we are asking ALL Summerville Users to identify and manage their patient's relationships using the Patient > Relationship tab.

