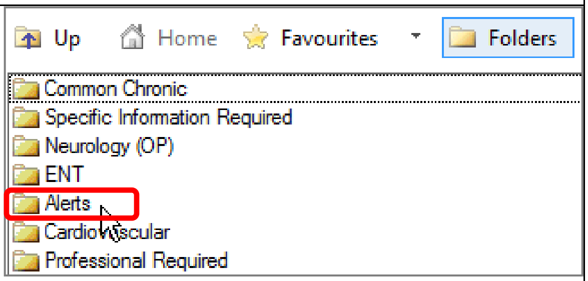
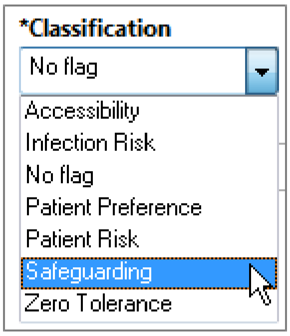
ADDING AN ALERT

1.	The only way that we can add certain alerts to the patient record is by recording them as a problem. In order for these to work well, there is a folder of key items created. Flagged alerts will display in the banner bar: **Flag/Alert**. Click on this to display the alerts. Some alerts will also be indicated on opening up PM Office, but the user will need to open PowerChart to view the details. **Add these via the Problems and Diagnoses page**.
2.	First Click on Problems and Diagnoses from the main left hand menu and then, click on Add in the problems section.
3.	Do not search for an item, but use the folders at the bottom of the page. Click on the Alerts folder, and then select the appropriate folder. Navigate through the folders to find the alert you require then double click on it. If you cannot find the relevant item in the folders, you will need to search for the item via the SNOMED catalogue, Ref 106 QRG.  (Cancer and chemo alerts can be found in the folder Alerts > Patient risk > Treatment specific > High risk therapies)
4.	It is important that you remember to ‘flag’ the alert in the classification section as this will then display in the banner bar. 
5.	Click OK.