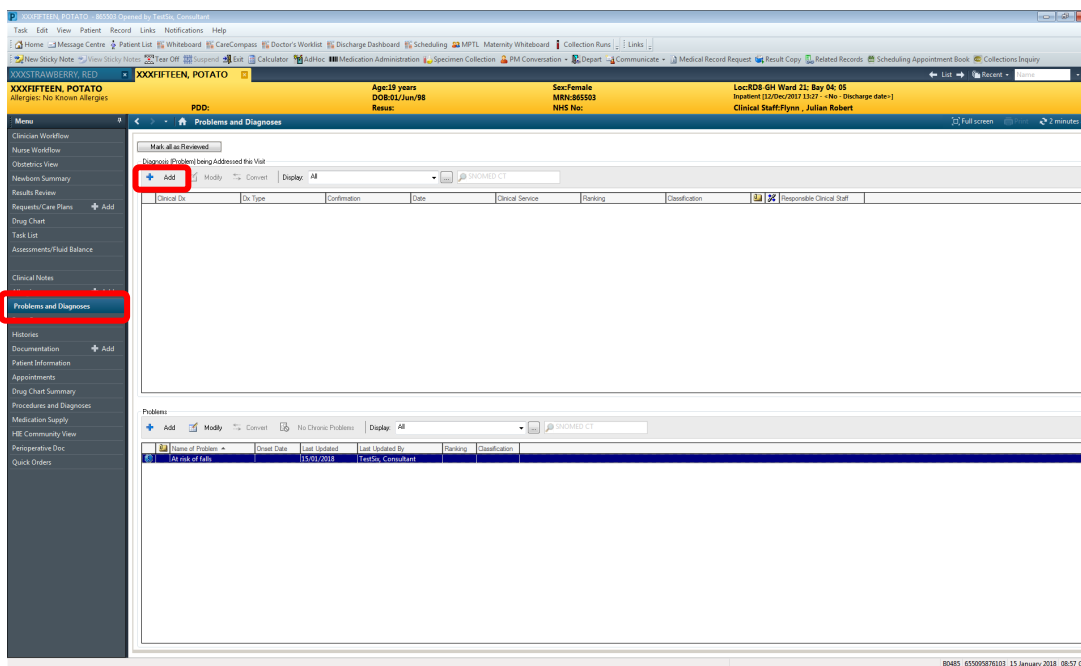# ADDING PROBLEMS AND DIAGNOSES

Problems: are ongoing conditions that affect the wellbeing of the patient. These are stored across multiple encounters. They may include medical conditions & safeguarding issues.

Diagnosis (encounter specific): are clinical conclusions drawn from patient assessments and clinical interventions. They are specific to a particular visit or encounter with the trust.

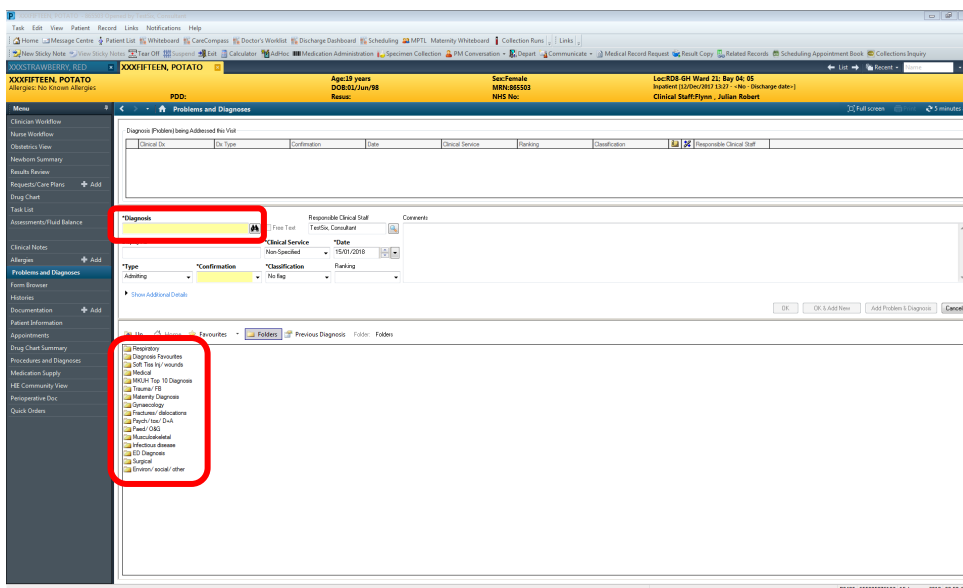| 1.	Load the patients record and click the Problems and Diagnoses main menu option.
2.	Click the Add symbol to load up a new menu ✚ Add
3.	From your new window, you can search for Diagnosis by using the menu folders or by using the binoculars.

4.	To search for something specific, click the binocular icon and type in your problem/diagnosis. (For this example we will use Dementia) Click search by name and chose the most relatable option and click OK.
5.	Complete the remaining fields on the form and click OK.

6.	You will now see that Dementia has been added to our list of Diagnosis.
7.	Alternatively, you can search through the global folders by clicking on them to find your problem/diagnosis. Once you have found the relevant item, double click on it to populate it into the Diagnosis field. Then follow the same steps as above to save the Diagnosis to the record (Step 5).

8.	Adding problems can be done using the same method. However you will need to click the add symbol under the problems section.

9.	End result will look the same.

10.	If you need to make a change to something that has already been entered, click on the problem/diagnosis you wish to change and click Modify

11.	The familiar details window will appear and you can make the necessary adjustments and click OK once finished.