

ADDING SOCIAL HISTORY

1. Social History will remain on the patient’s record as an ongoing piece of information that can be amended and updated. It will save the same questions being repeated to the patient on multiple admissions, or by different staff within the same admission. It encompasses smoking and alcohol use and safeguarding as well as home and environment.
2. Click on the **Histories** main menu option and then click on the Social tab. **Social History**
3. Click on **+ Add** for the section you wish to add to, for the purpose of this example we will complete the Home/Environment section.
4. Complete as much information as possible.
Any mandatory fields are highlighted yellow or marked with an asterisk. Square boxes allow multi select options, circular radio buttons are single select.

***Lives with:**

<input type="checkbox"/> Alone	<input type="checkbox"/> Significant other
<input type="checkbox"/> Children	<input type="checkbox"/> Spouse
<input type="checkbox"/> Father	<input type="checkbox"/> Paid Carer
<input type="checkbox"/> Mother	<input type="checkbox"/> Other:
<input type="checkbox"/> Siblings	

***Accommodation** ▼

Responsible for Providing Care for Others: Yes No
5. When you have completed that section, click OK.
6. To update a section do not click Add as that will open up a new window. Instead, double click on the details to open and update the existing information.

Nutrition/Health	+ Add
Home/Environment	+ Add
Exercise	+ Add

Lives with: Children. Accommodation: House.
7. Some assessments may not require a full assessment, for example if the patient is a non-smoker you can use the assessment column and select ‘denies tobacco use’.

Category	Details	Assessment	Last Reviewed	Last Updated By
Tobacco	+ Add	Denies Tobacco Use	29/Dec/17	Judge , Sarah
Alcohol	+ Add			
Substance Abuse	+ Add			
Sexual	+ Add			
Nutrition/Health	+ Add			
Home/Environment	+ Add	Lives with: Children. Accommodation: House.	29/Dec/17	Judge , Sarah
8. The latest date of review will display. If information has been completed in the past and does not need any updating, click on the **Mark all as Reviewed** button.