

Document No - Ref 136

Version Number – 2.0

## Completing a Contact Form and Rescheduling the Follow Up

1	Click on MPTL Icon
1.	E STATE STATE
<u> </u>	Click on the contact Tab
Ζ.	D.C. L. Contact
	Keterrais Contact
3.	Double click on your Patient in the list and the Contact Form will open. Complete all of the mandatory fields.
	Performed on: 14/03/2018 • 1557 • GMT By: Health Professional, Train Twenty Two Pryscherapy Co
	Infis: 965-686-7990 MRN: 511337     Physiotherapy Contact Form       Contact Type     Who saw the patient?     Clinical Time Spent
	Patient contract - face to face     Patient contract - face to face     Patient contract - for the face     Patient contract - for the contra
	Episode Of Care Outcome Non Clinical Comments
	Discharged - not appropriate for treatment         Discharged before assessment completed           Discharged - goals party activeved         C Treatment - follow up required           Discharged - spate activeved         C Decesed
	Specialty
	C Acuté Assessment     O Othopadoc Trauma     Stocke       C Cardiology     O Diricia Care     C Urognamoscology       O ENT     O Gastro     Urokogy
	Contraction     Contracti
	On-Call Onhoppedics Trauma Oncology Othoppadics Elective Oncology General Surgery
	< Page 1 Progress .
4.	Click on sign 🗹
5.	The green tick will transfer onto the MPTL. If you have discharged the patient, they will drop off the list.
	RD8-GH Ward 07 / Bay
6.	If a Follow up is needed it will be on the contact list but showing Follow up with the relevant service.
	Location/Room/Bed Name Medical Record Number Scheduled Date and Time Task Status Mnemonic
	RD8-GH Ward 07 / Bay 01 / Bed 01 SHAW, JACQUELINE 511337 14/Mar/2018 16:05 GMT Pending Follow Up with Inpatient Physiotherap

7.	You will see it defaults to today. To change this, right click on the entry and select Reschedule this Task.
	Record Done
	Record Not Done
	Quick Record
	Record Details
	Unrecord
	Ad Hoc Recording
	Reschedule this Task
8.	Change the date and complete the Rescheduling Reason before clicking OK.
	Reschedule Physiotherapy Follow Up for SHAW, JACQUELINE
	Currently scheduled data and time
	14/Mar/2018 16:05
	Rescheduled date and time
	15/05/2018 🚖 🕇 1605 🚔 GMT
	rescreating reason
	OK Cancel