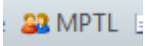
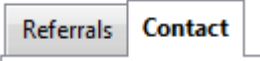
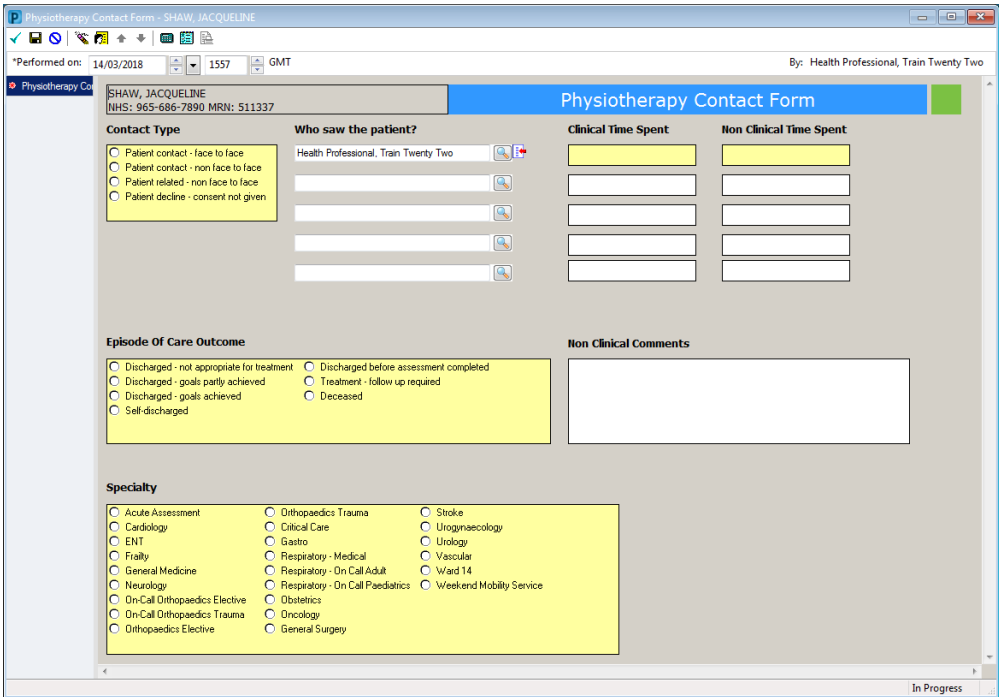

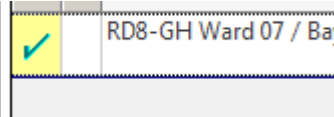
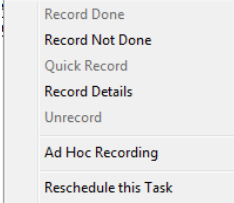


Completing a Contact Form and Rescheduling the Follow Up

1.	<p>Click on MPTL Icon</p> 												
2.	<p>Click on the contact Tab</p> 												
3.	<p>Double click on your Patient in the list and the Contact Form will open. Complete all of the mandatory fields.</p> 												
4.	<p>Click on sign </p>												
5.	<p>The green tick will transfer onto the MPTL. If you have discharged the patient, they will drop off the list.</p> 												
6.	<p>If a Follow up is needed it will be on the contact list but showing Follow up with the relevant service.</p> <table border="1" data-bbox="256 1933 1517 1989"> <thead> <tr> <th>Location/Room/Bed</th> <th>Name</th> <th>Medical Record Number</th> <th>Scheduled Date and Time</th> <th>Task Status</th> <th>Mnemonic</th> </tr> </thead> <tbody> <tr> <td>RD8-GH Ward 07 / Bay 01 / Bed 01</td> <td>SHAW, JACQUELINE</td> <td>511337</td> <td>14/Mar/2018 16:05 GMT</td> <td>Pending</td> <td>Follow Up with Inpatient Physiotherap</td> </tr> </tbody> </table>	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
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7.	<p>You will see it defaults to today. To change this, right click on the entry and select Reschedule this Task.</p> 
8.	<p>Change the date and complete the Rescheduling Reason before clicking OK.</p> 