IT Dept Quick Reference Guide (QRG)



Document No – Ref 218

Version Number – 2.0

CREATING AND PRINTING THE MATERNAL BOOKING SUMMARY

	Once you have completed the Maternity Antenatal Booking Assessment, this document needs pulling into
	a printable format.
1.	Click on Clinical Notes from the main left hand menu.
	MATERNITY, MILLY
	Allergies: No Known Allergies PDD:
	Custom Menu 4 🗸 > - 🤺 Obstetrics View
	Obstetrics View
	Neonate Summary Antenatal X Intrapartum
	Christian Workflow Fregnancy Overview
	Results Review Pregnancy Overview EDD (1)
	Drug Chart Antenatal Visits Current Pregnancy
	Task List Problem List Assessments/Fluid Balance Risk Factors (0)
	Pregnancy To Do's and Notes Gr
	Clinical Notes Social (0) Mult
	×A.
2.	Click on the 🗎 icon to add a new note and select Maternal Booking summary from the type drop down.
۷.	*Type: Maternal Booking Summary
	As you can see the template has pulled the relevant information in from the booking. Free text entries can
	now be made as appropriate and this document requires a subject. Sign once complete.
3.	Add Document: MATERNITY, MILLY - 909916
	*Type: Maternal Booking Summary *Author: Manager , Midwife
	*Date: 15/11/2018 🐨 💌 0959 👘 GMT Status: In Progress
	Subject: Antenatal Booking 8/40 Associated Clinical Staff: Modify
	Patient-Level Document:
	Arial - 10 - ⑲ �、 �、 🐁 📾 🕱 🖪 U Z S 冨玉 🏜 剛 🕸 Ø
	First Antenatal Assessment Date 15-NOV-2018
	Midwifery Team Central
	Named Midwife Albaradura-Jones, Olivia Senior Midwife Named Obstetrician Hanna, Ghaly
	Care Pathway Consultant led
	Languages Spoken Yes
	Difficulties Reading/Writing English No
	NHS Interpreter Required for Next Visit No
	Sign Save & Close Cancel
	When you sign the document, click Yes to the below pop up message.
	View New Document
4.	
	View newly created document now?
	Remember my selection and do not display this result.
	Now you can see the document completed. To print it for the woman, select print in the top right hand
Б	corner.
5.	[□] Full screen 💼 Print 🔊 0 minutes ago

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7. Complete the mandatory fields in the pop up. For Template chose Document Template and the Purpose is For patient/guardian (personal use only). Click on Preview. 7. Click on Preview. Image: State of the state of	
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DCUMENT NAME: Maternal Booking Summary SERVICE DATETINE: 15-Nov-2018 09:59 RESULT STATUS: Auth (Vertified)	is
PERFORM INFORMATION: Manager Midwife (15-Nov-2018 10:03.) SIGN INFORMATION: Manager Midwife (15-Nov-2018 10:03.)	is
Antenatal Booking Summary GP: ATUB KERAWALLA	is
FISHERMAD BOULEVARD FISHERMAD DULEVARD MILTON KETYNES MKG 2LR	is
Date: 15-NOV-2018	is
Patient: MILLY MATERNITY Tel: First Lord of the Treasury Moi: 09876543210 10 Downing Streat LONGON SW1A 2AA LONGON SW1A 2AA DOB: 17-JUL-1998 (29 Years) INIS No: Mill: 09915	is

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