
Patient Details

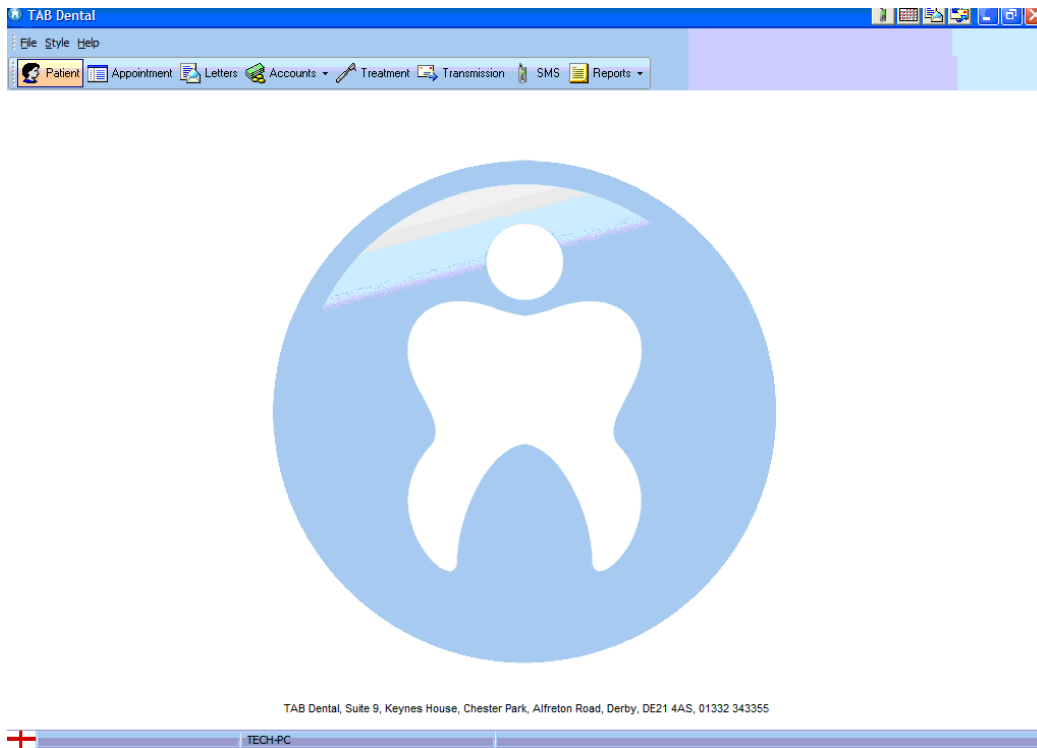
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Accessing and editing patient records



From the main menu, click on the **Patient** button to access and edit patient records.



This will open up the database of patient's names.

By default they are listed in alphabetical order by surname.

Search for a patient

- Type the patient surname in the **Search Patients Name** field. The name should now be highlighted. Either click  **Open** from the menu or **double click** the name to open the details page. Where there are many users with the same surname, such as Smith, then after the surname, type a comma and the first initial of the forename e.g. **smith, a**
- To search under different criteria such as postcode, reference number or forename, click on the  **Index** button.
- For a more advanced search, such as Date of Birth, or by street click on the **Find** button




Recent patients:	Name	Reference	DOB	Address	Post Code	Dentist	Form
ABBOTT, Kendra	Abbott, Kendra	8004	08/03/1976	417 King Henry Court, Waterloo, Suffolk	SE22 9PJ	NT	<input type="checkbox"/>
ABDOLLA, Rachel	Abbott, Rudy	2152	19/07/1966	430 Morningside, Crosby, Northamptonshire	W1T 1BJ	NT	<input type="checkbox"/>
ABDOLLA, Stuart	Abdel, Freddy	8757	23/11/1930	188 Garloch Close, Spondon, Cornwall	EN5 1AW	NT	<input type="checkbox"/>
ABDEL, Freddy	Abdel, Meadow	2599	03/02/1977	78 Leigh Lane, Tyneside, Middlesex	ST13 5ER	LM	<input type="checkbox"/>
ABDOLLA, Wilhelmina	Abdolla, Damion	4952	15/02/1999	458 St Bernards Drive, Gateshead, Middlesex	IP33 1HT	LM	<input type="checkbox"/>
	Abdolla, Erich	5955	03/05/2004	107 Smiths Close, Warwick, Buckinghamshire	WA14 2PE	LM	<input type="checkbox"/>
	Abdolla, Micah	8301	03/06/2004	416 Gleadsmoss Lane, Murton, Bedfordshire	DT3 6NS	NT	<input type="checkbox"/>
	Abdolla, Milton	6122	27/11/1977	245 Constable Drive, East Bolden, Cornwall	EX31 3PL	MH	<input type="checkbox"/>
	Abdolla, Rachel	2765	25/11/1979	171 Aisthorpe Grove, Ashe Place, Oxfordshire	EH10 4RR	MH	<input checked="" type="checkbox"/>
	Abdolla, Stuart	780	30/05/1989	488 Chelmerston Place, Grantham, Durham	BS49 5JG	LM	<input type="checkbox"/>
	Abdolla, Wilhelmina	4943	10/07/1977	340 Coniston Close, Donwell, Warwickshire	RM3 7DU	MH	<input type="checkbox"/>
	Abdubello, Silas	118	05/02/1954	444 Abbeydale Gardens, Pykfield, Durham	CT3 1PL	NT	<input type="checkbox"/>
	Abdubello, Steven	6378	03/06/1940	34 Striden Edge, Mackworth Village, Somerset	ST5 9LW	NT	<input type="checkbox"/>
	Abdul, Lexi	5902	18/03/1947	328 Saffron Mews, Aston On Trent, Cheshire	SE24 9NU	LM	<input type="checkbox"/>
	Abdullah, Jarrett	1544	19/07/2003	482 Rymill Drive, Friargate, Dorset	CT11 0EZ	LM	<input type="checkbox"/>
	Abernethy, Stone	7952	12/09/2004	487 Glanton Square, Gillingham, Buckinghamshire	EH3 6AA	MH	<input type="checkbox"/>
	Abid, Daniela	9664	07/06/1977	277 Matthew Crescent, Ilkeston, Herefordshire	CT18 7HB	NT	<input type="checkbox"/>
	Abid, Douglas	8971	22/05/1985	334 Rothesay Close, Aldershot, Lincolnshire	RH2 9AA	LM	<input type="checkbox"/>
	Abis, Asa	7502	14/03/1953	373 Marston Crescent, Helton, Cheshire	N3 3JB	NT	<input type="checkbox"/>
	Aboe, Darion	9791	19/01/1946	447 Birtley Close, Alvaston, Norfolk	YD23 1AG	MH	<input type="checkbox"/>
	Aboe, Victoria	9090	21/11/1927	22 Moorgate, Hatfield, Surrey	CH4 0RX	MH	<input type="checkbox"/>
	Abraham, Kellen	6412	29/05/1941	241 Cox Green Court, County Durham, Northamptonshire	MK42 7QR	LM	<input type="checkbox"/>
	Abrahams, Melina	5043	03/04/1942	186 Baxter Square, Stockton, Norfolk	RH2 9AB	LM	<input type="checkbox"/>
	Abzar, Sophia	4746	21/12/1978	184 Maylebone Crescent, Uxxtowter, Oxfordshire	ME4 6QT	MH	<input type="checkbox"/>
	Abrol, Robyn	6915	06/05/1960	17 Skiddon Drive, Suderland, Yorkshire	SE22 9EQ	NT	<input type="checkbox"/>
	Abubakar, Elton	6342	27/07/2003	336 St Peters River Side, Atwell, Shropshire	TW17 0AH	LM	<input type="checkbox"/>
	Abubakar, Marina	9258	24/08/1926	60 Helmesley Court, Coalville, Worcestershire	RH2 0SR	LM	<input type="checkbox"/>
	Abubakar, Melanie	5920	29/04/1997	223 Oatfield Lane, Hilon, Worcestershire	NW7 3SR	LM	<input type="checkbox"/>
	Abubaker, Colt	3181	16/04/2002	135 Balgreaves Lane, West Rainton, Suffolk	MK42 0DA	LM	<input type="checkbox"/>
	Abubaker, Daquan	2562	26/07/1980	480 Craighill, Choddesden, Wiltshire	KY10 2AN	LM	<input type="checkbox"/>
	Abubaker, Hunter	4159	08/12/1975	87 Rural Close, Houghton Le Spring, Hampshire	OX7 3PP	NT	<input type="checkbox"/>

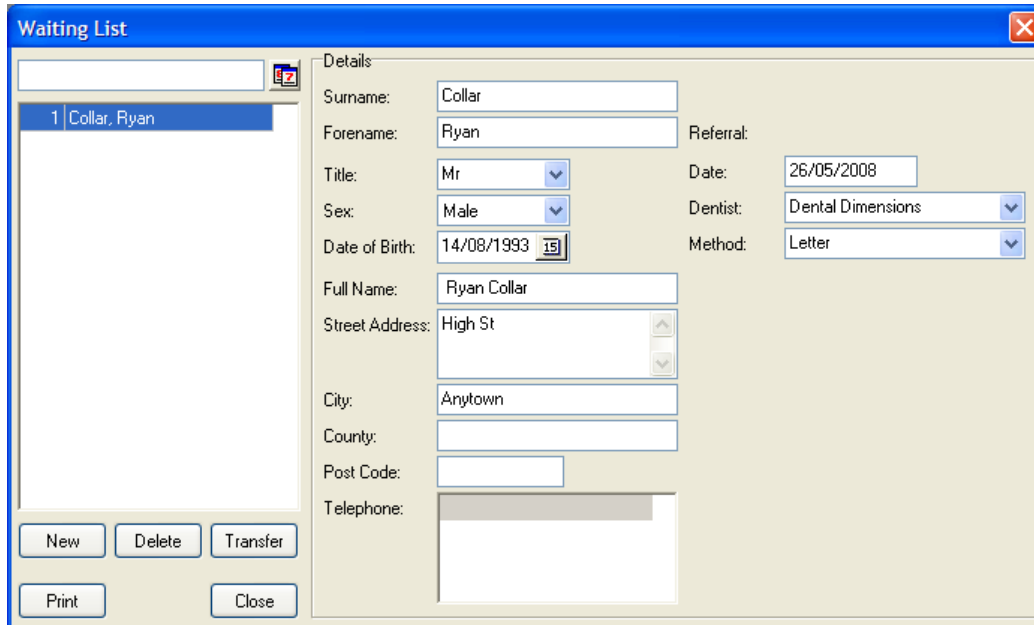
- The **History** button will toggle the most recently searched patients on or off depending on user preference
- The **Style** menu allows a user to customise the colour scheme to their own preference
- To print labels for selected or all patients, click on the **Labels** button



Waiting List

If the practice is full and cannot accept any new patients at present, the patient's details can be entered on the **Waiting List** and then easily transferred into the database when a space becomes available.

1. Select **File, Waiting list** from the menu or click the  **Waiting List** button
2. To enter a patient's details select **New** and enter the basic details. Click **Ok**
3. When the practice can accept the patient as a new patient select **Waiting List** then click **Transfer**



Waiting List

1 Collar, Ryan

Details


Surname: Collar
 Forename: Ryan
 Title: Mr
 Sex: Male
 Date of Birth: 14/08/1993
 Full Name: Ryan Collar
 Street Address: High St
 City: Anytown
 County:
 Post Code:
 Telephone:

Referral:
 Date: 26/05/2008
 Dentist: Dental Dimensions
 Method: Letter

New Delete Transfer
 Print Close

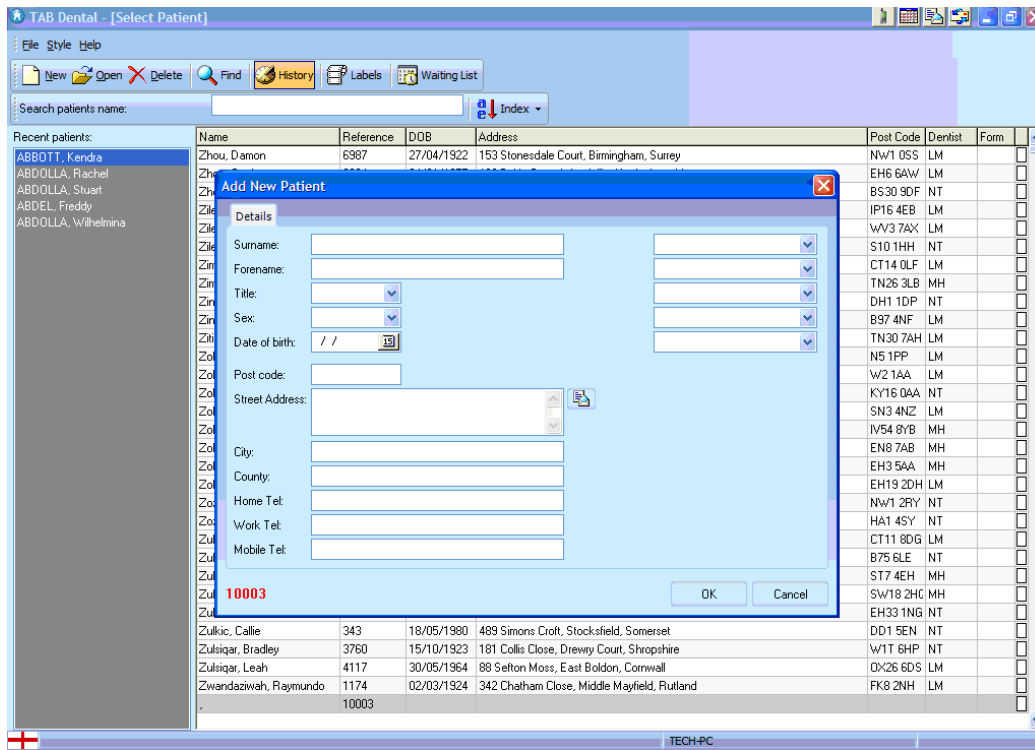


Adding a Patient

1. Select **File, New** from the menu or click the  **NEW** button from the toolbar.
2. Complete the details to add the user to the database.

3. Only Surname and Forename are necessary to create a new record.
4. Once a new record has been created the remaining details can be filled in by selecting **Edit** on the new patient record.
5. If you are entering a patient, for whom another family member has just been entered, then you do not need to enter the address again, just enter their name and DOB then click on the **Insert Last address** button, then click **Ok**





- There are 5 user customisable fields on the right hand side, which can be set up from the main menu **File, Setup, System, Patient** during initial setup

A unique reference number for the new patient is automatically generated

Details displayed

Once the basic patient information has been entered, the records can be searched by typing in the name in the search box and double clicking the name once found, to open up a more detailed view of the patient records. As seen below, this includes:

- Dates of any pending appointments
- History of appointments - T = Total, P = Pending, A = Attended, F = Failed to Attend
- Balance owing if any
- Assigned Dentist and Hygienist
- Referral Dentist if any
- Status – whether NHS, Private or Independent
- Last Visit
- Last Exam
- Oral Health Score
- Pop-up notes
- Memos
- Recalls
- Medical conditions if any and a range of other details




The screenshot displays the TAB Dental software interface for patient management. The main window is titled 'TAB Dental - [Edwin ABDEL]'. It features a menu bar with options like 'File', 'Add-on', 'Style', and 'Help'. Below the menu is a toolbar with icons for 'Details', 'Appointments', 'Perio', 'Treatment', 'Notes', 'Medical', 'Memo', 'Accounts', 'Letters', 'Images', and 'Implants'. The main area is divided into several sections:

- Personal Information:** Surname (Abdel), Forename (Edwin), Title (Master), Sex (Male), Date of Birth (29/01/1991), Salutation (Master Edwin Abdel), Street Address (328 Cathedral View), City (New Malden), County (Somerset), Post Code (EH22 5RZ), Telephone (01827 262208), and E-mail.
- Dental Information:** Dentist (Dr M Huskins), Hygienist (Mrs E Riley), Referral (none), Status (N.H.S.), ID (2907), Reference (2907), Balance (0.00), Entered (09/09/2004), Last Form (19/06/2007), Last Exam (19/06/2007), Last Visit (/ /), and OHS.
- Appointments:** A list showing appointments for 17 October 2008 at 4:15pm (Miss Helen Smith) and 09 December 2008 at 8:00am (Mrs E Riley).
- Medical:** A popup window with a 'Medical' button and a 'Memo' button. It contains a list of appointments and a 'Recall' button.
- Exemption and Remission:** A section with a dropdown menu set to 'Under 18 years old' and a checked box for 'Evidence HAS been seen'.
- Block Appointments:** A section with checkboxes for 'Block Appointments', 'Recalls', 'No follow-up recall', and 'Allow SMS'.

- To avoid accidentally editing the record when simply looking for information, an **Edit** button must be clicked in order to change the details, followed by the **Save** button to commit the changes.

Memo and Popup Notes

- These two functions are used interchangeably for recording social information.
- Popup notes are more commonly used when temporary information needs to be recorded quickly, in much the same way as a yellow sticky note is pasted on the monitor.
- The Popup Notes button  is found to the right of the ID field on the right side of the patient details screen.
- Once a note has been entered, it will pop up each time the patient records are accessed, until such time as the contents are deleted.



Medical Conditions

The standard BDA medical questionnaire is built in to the program. In addition to the BDA form, there are up to 100 free text conditions that can be entered during setup.

1. Within the **Medical** section of a patient's records click the **Add** button. The **Medical Details Updated** date will change to today's date.
2. Add any conditions from the BDA form, and if required, click the **Conditions** tab to enter further conditions
3. Click **Save**

When configuring the program, a choice is made as to whether or not a warning box is displayed when a patient has a medical condition. If this option is chosen, the patient details cannot be accessed until such time as the warning box has been acknowledged.

If a medical condition is present, a red warning flag **Medical** is displayed in the patient details. To check the reason for the flag, **left click** it and the medical condition will be displayed



Appointment history

From the patient details screen, select File, **Appointment History** to see a detailed history of attended, cancelled, failed and future appointments

Date	Time	Duration	User	Notes	Status
10/03/2008	09:40	20	Huskins, Martin		FAILED TO ATTEND
19/03/2008	14:35	15	Smith, Helen		FAILED TO ATTEND
19/03/2008	15:20	30	Riley, Elizabeth		FAILED TO ATTEND
18/05/2008		0	Taylor, Nigel		CANCELLED
23/05/2008	14:55	5	Riley, Elizabeth		FAILED TO ATTEND
29/05/2008	12:00	10	Huskins, Martin		Patient cancelled
20/08/2008	14:50	10	Smith, Helen		Pending

DateTime	Computer	Logon	Description

Prescriptions

1. Select **File, Prescription**.
2. Select the Dentist name
3. To select an item, highlight it and click the arrow button or type free text in the right hand pane
4. Print

<ul style="list-style-type: none"> Aciclovir Cream, BP Aciclovir Oral Suspension, BP, 200 mg/5 mL Aciclovir Tablets, BP, 200 mg Amoxicillin Capsules, BP Amoxicillin Oral Powder, DPF Amoxicillin Oral Suspension, BP Amphotericin Lozenges, BP Amphotericin Oral Suspension, BP Ampicillin Capsules, BP Ampicillin Oral Suspension, BP Artificial Saliva, DPF Ascorbic Acid Tablets, BP Aspirin Tablets, Dispersible, BP Azithromycin Oral Suspension, 200 mg/5 mL, C Benzylamine Mouthwash, BP, 0.15% Benzylamine Oromucosal Spray, BP, 0.15% 		<div style="border: 1px solid #ccc; padding: 2px;">Taylor, Nigel</div> <div style="border: 1px solid #ccc; height: 150px; margin-top: 5px;"></div>
<input type="button" value="Print"/> <input type="button" value="Close"/>		

