Solus® Patient Record
Quick Guide
Version 3.15.5

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1. Introduction

The Solus Patient Record module is part of HD Clinical's Solus Clinical solution and provides clinical data where and when you need it. Built by technical experts and clinicians, it's a nationally compliant, paper-free solution with everything in one place. Solus is designed for medical, nursing and admin teams and will hold multiple departmental records in a secure and centralised source.

Solus Clinical is the next generation product from HD Clinical. The continuing evolution and growth of this product ensures the customer gets the most beneficial system, with the view to integrate other HD Clinical products into one. Solus Clinical can also be used on a windows tablet to improve efficiency.

Solus Clinical incorporates Cardiology, Respiratory, Neurophysiology and other specialties. Please see our user guides for each of the Solus modules. These can be found on our online support hub or by request from HD Clinical's product team.

1.1. Symbols used in this guide

For ease of use this user guide also has various recurring elements and symbols:

- Routes for navigation within the software are highlighted in blue in this manual: *Home > System Settings*

Information
General information is highlighted in these boxes

Notes
Notes marked in yellow indicate possible operating errors.

Tip
Advice on using the software is highlighted in green

Warning
Warnings marked in red must be observed, otherwise critical consequences may occur.

1.2. System icons

For ease of use the Solus system has various recurring symbols/icons, this reference key depicts the most frequently used icons in this section.

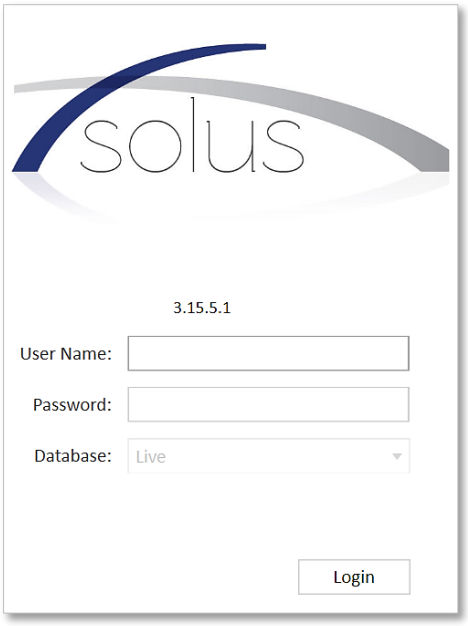
	Inpatient activity		Search
	Outpatient activity		Alert
	Adhoc activity		Add
	Summary		Delete
	Drug		Filter
	Walk In		Upload
	Care Professionals		Export / Download
	MDT		Diaries and Clinics
	Appointment		Orders / Notes
	Discharge		Open / View document
	Pre Register / Waitlist		Create document
	Hospital / Location		Print document
	Solus writer		Email
	Mandatory data		Drop Current Patient
	Patient has MRI incompatible implant		Patient has Prism Data

Note: Some icons are colour coded to show their area or use.

2. Logging into Solus®

The URL (website address) for access to our Solus system will be supplied to you by your System Administrator along with your unique username and password.

Active Directory or Active Directory Pass
If your region, trust or hospital use an Active Directory or Active Directory Pass then the user's standard username and password should be the same as their standard settings for other IT systems.

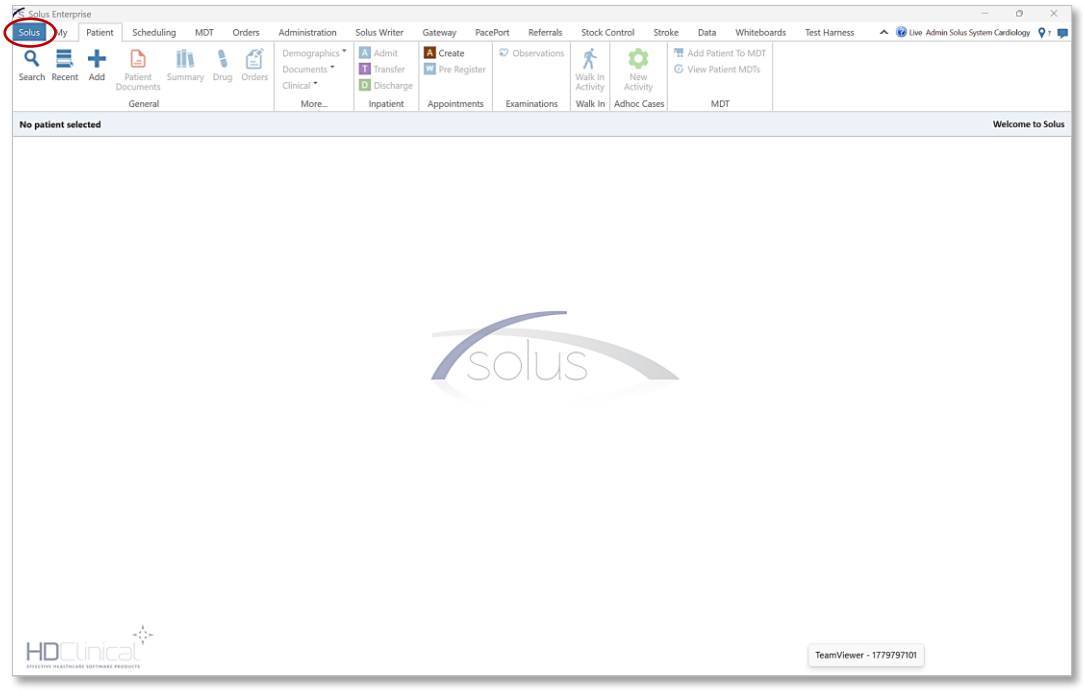


Note: Leave the database set to *Live.*

You will have been assigned a system role that will enable you to access the relevant areas of the software for you. This is a security feature enabled by your System Administrator.

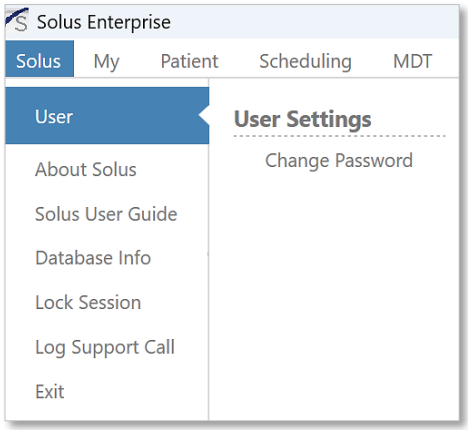
Warning
Please do not share or use anyone else's login information as this can cause auditing and permission errors.

2.1. Navigating Solus®

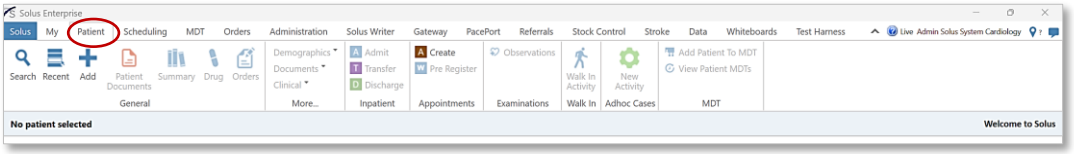


Once logged in you will see the dashboard for your hospital and modules, from here you can navigate to the area you require by selecting the required tab along the top navigation bar.

Further information about Solus can be found under the *Solus* tab as well as functions such as locking the session, logging a support call and exiting the application.

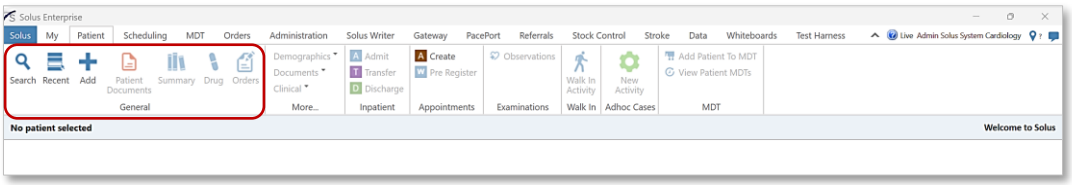


2.2. The Patient's Record



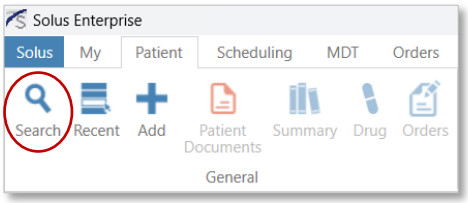
This user guide will focus on the patient's record and related information which can be found under the *Patient* tab on the top navigation bar.

3. General

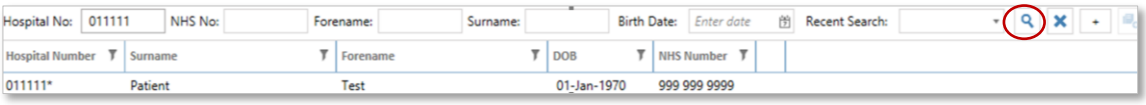


Under *Patients>General* there are 6 options. Depending on the user's settings, three of these options will show before a patient has been selected *Search*, *Recent*, and *Add.* The others will only become active once a patient has been selected.

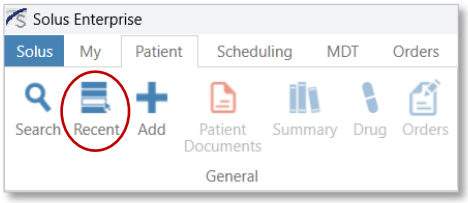
3.1. Patient Search



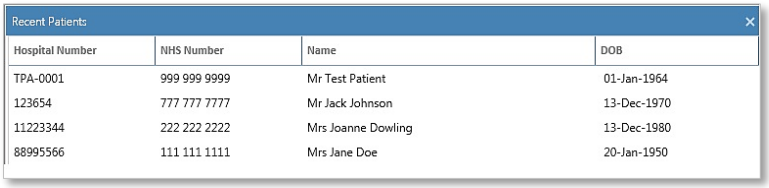
- To do a patient search ***click*** on *Search*.
- Enter your search criteria. Please note that if using a hospital or NHS number these must be entered in full. Then ***click*** the *search icon* or hit the return button.
- ***Double-click*** on the required patient from the search results.



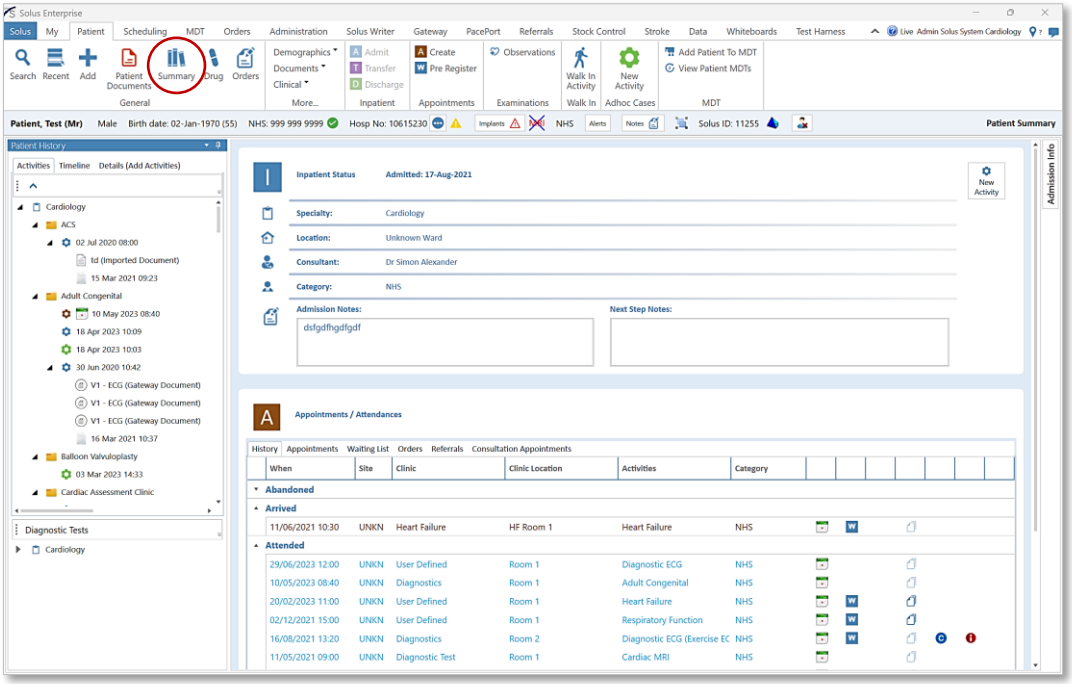
3.2. Recent Patients



Another method of searching is by using the *Recent* option. This will display the last 10 patients accessed by each individual user login. ***Double-click*** on the required patient.



3.3. Patient Summary



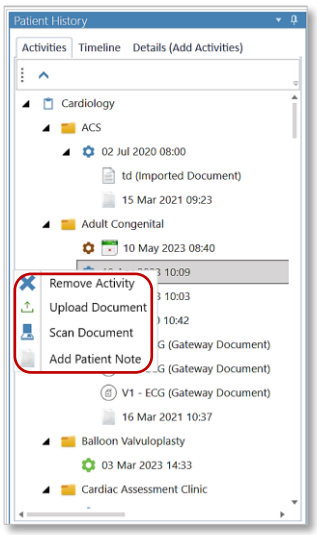
After selecting a patient, a summary screen will be displayed. This shows the patient's inpatient status (if the ADT interface has been configured), future and past outpatient appointments and the patient's activity history.

To return to this screen at any point ***click*** the *Summary* option.

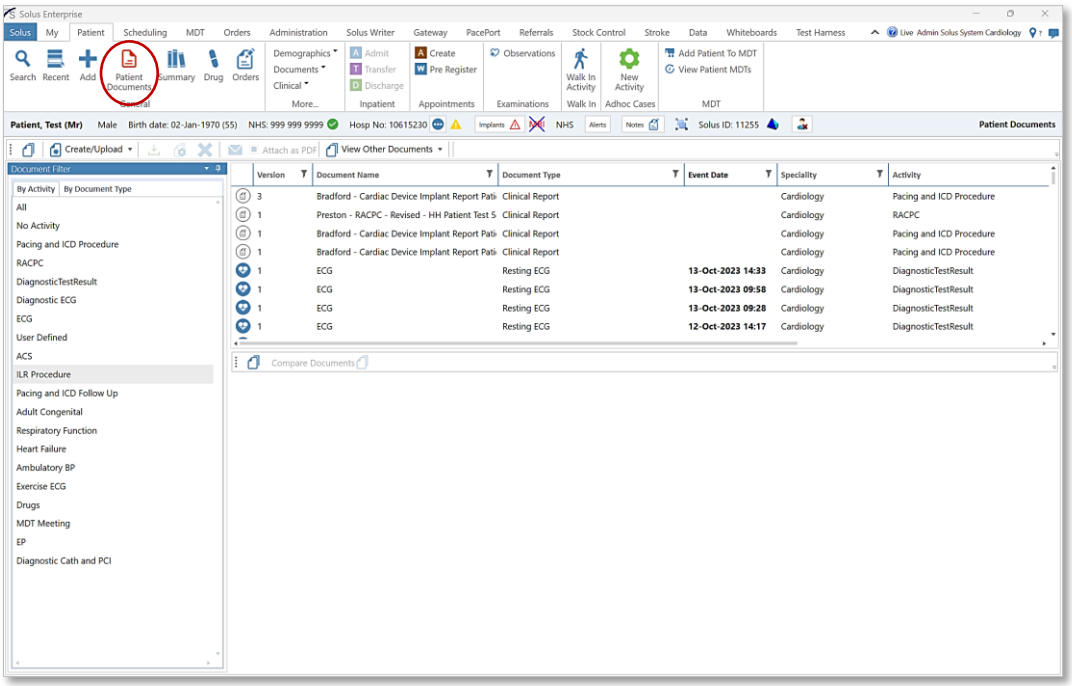
3.3.1. Deleting an activity

Caution
To delete an activity you will need to have the role access – Delete Activity.
Note: Deleting an activity will remove it from the patient record and from any extracts you run.

- First search for the patient you are looking to remove the activity from.
- Then locate the activity you wish to remove from the patient in the left-hand screen and ***right-click***. There may be multiple activities under the module so check that you have right-clicked the correct activity.
- Select *Remove Activity* from the pop-up menu.
- ***Click*** *Yes* in the pop-up box asking for confirmation of this deletion.



3.4. Patient Documents



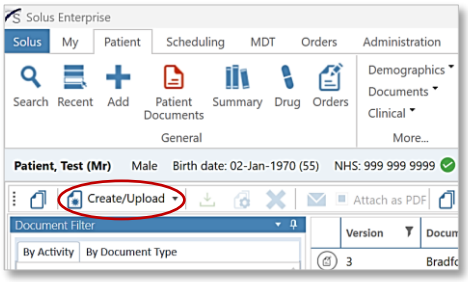
Clicking the *Patient Documents* icon will display a list of documents saved to the patient history. This can include letters, scanned or uploaded documents.

Clicking on a document will show you a preview of that document in the bottom half of the screen.

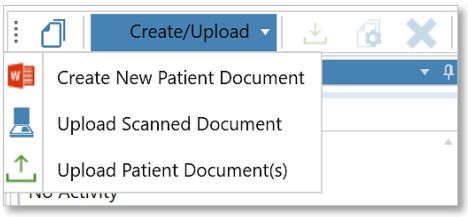
Double-clicking on one of the listed documents will open it without having to open up the related activity in patient history.

To filter the documents by activity or type use the options on the left-hand side of the screen.

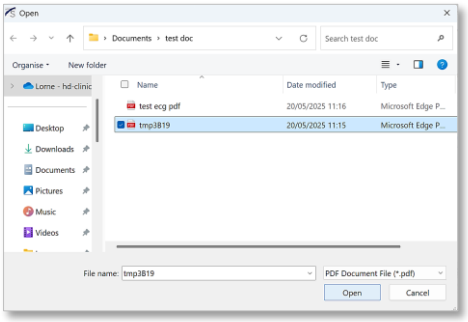
3.4.1. Create or Upload a Document



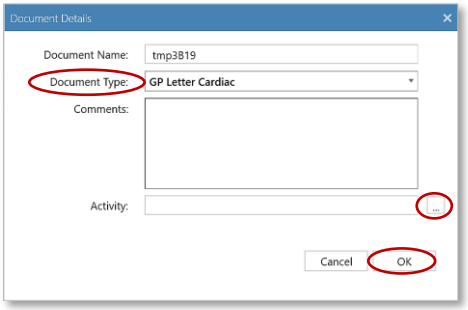
- Select *Create/Upload*. A dropdown menu with three options will appear.



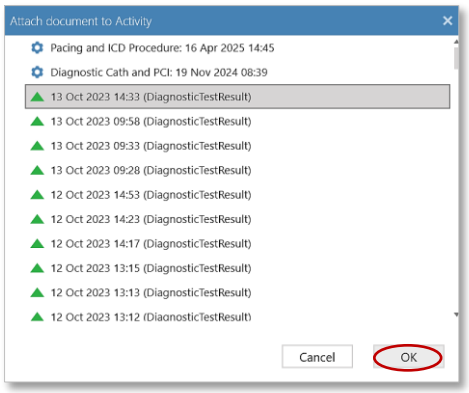
- *Create New Patient Document* – This will open Solus Writer and allow the user to create a new Solus document. See our Solus Writer Guide for more information on this.
- *Upload Scanned Document* – This will open the scanner application (if configured) to allow the user to scan a document to Solus.
- *Upload Patient Document* – This will allow the user to upload a document from their folders into Solus. This document can then be attached to activity if necessary.
    - Locate and select the document to attach in your browser and ***click*** *Open*.



    - Select the *Document Type* from the dropdown menu and add any comments as needed.

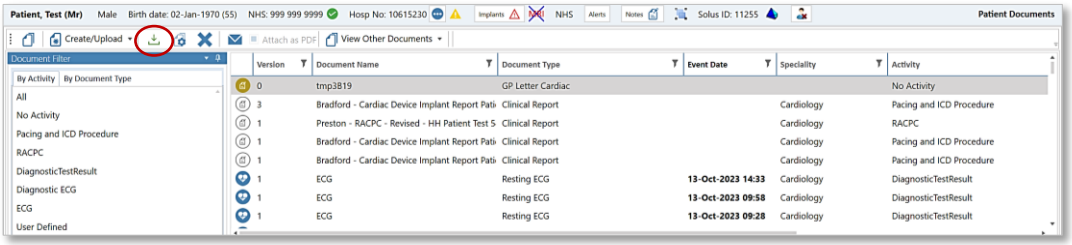


    - To attach this document to an activity, ***click*** on the … button and select the *Activity* from the pop-up screen, ***click*** *OK*.



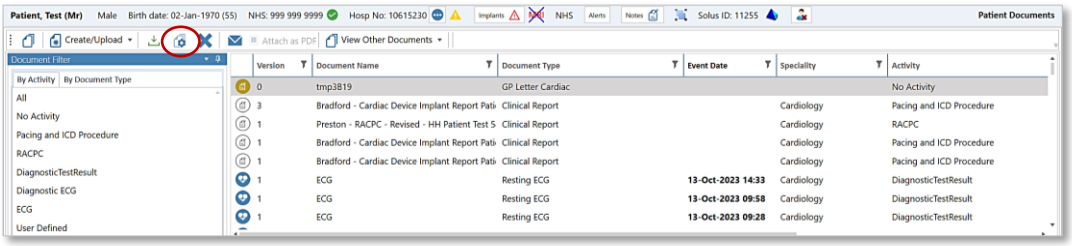
- Then click *OK* on the *Document Details* screen. The document will now be visible under the documents screen and, if attached to an activity, it will be visible on the *Summary* screen under that activity.

3.4.2. Export a Document



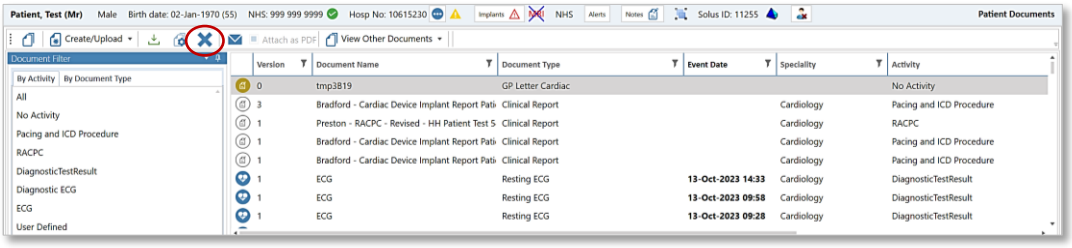
Select *Export a Document* using the green export icon. This will take you to your file browser where you can select where to export the document.

3.4.3. Attach a Document to an Activity



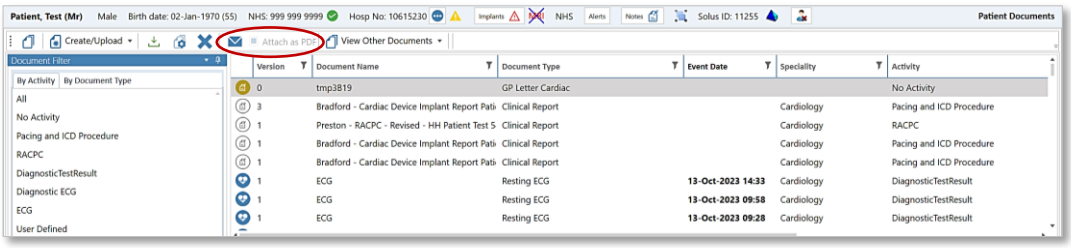
Select the *Attach Document to an Activity* icon. This will bring up a pop-up screen where you can select the activity. Then ***click*** *OK*.

3.4.4. Delete a Document



Select the *Delete* icon. A pop-up screen will ask you to confirm this function, ***click*** *Yes*.

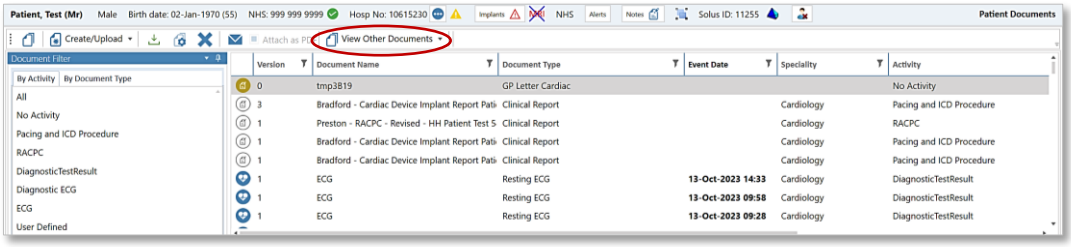
3.4.5. Email Documents to Selected Recipients



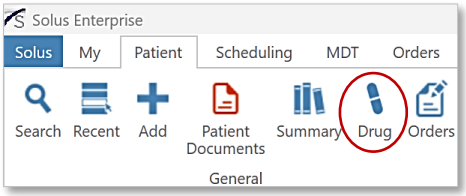
Select the *Email* icon. A pop-up screen will ask you who you want to send the email to. Once the required email is confirmed, ***click*** *Continue*. Depending on your computer's default settings you may be asked to confirm which app you wish to use for this.

3.4.6. View Other Documents

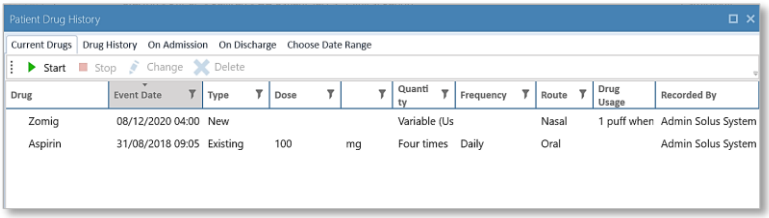
If you cannot see the document you require, try *View Other Documents*.



3.5. Patient Drugs

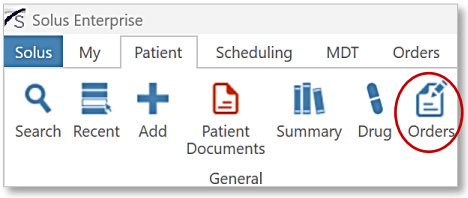


Clicking on the *Drug* icon will bring up a pop-up screen with the *Patient Drug History*.

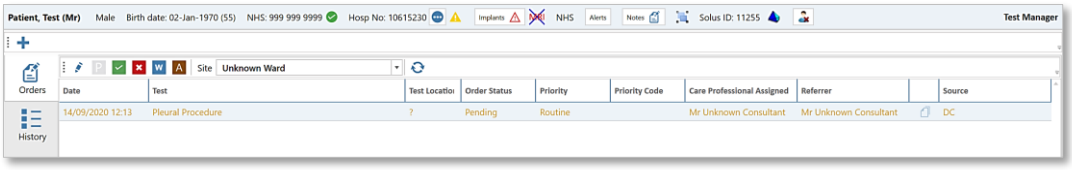


Double-clicking a drug will bring up a pop-up screen with just that drug's summary. To exit any pop-up screen ***click*** the *x* in the top right-hand side of the screen.

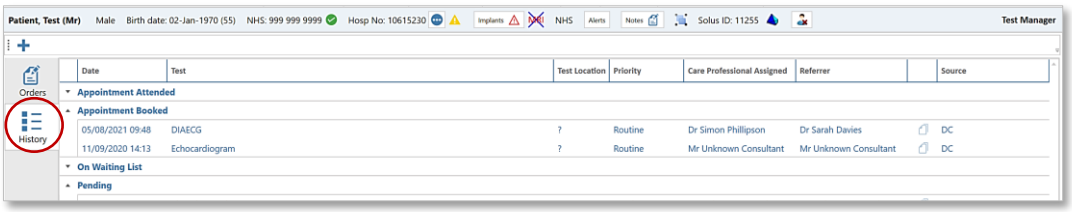
3.6. Patient Orders



Clicking on the *Orders* icon will display the patient's current orders.



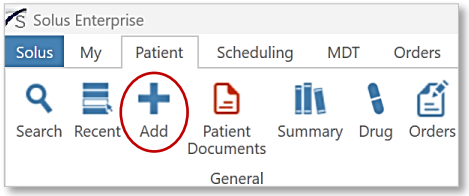
Selecting the *History* function on the left of this screen will change this screen to a full list of a any current, booked, pending or other orders and appointment information.

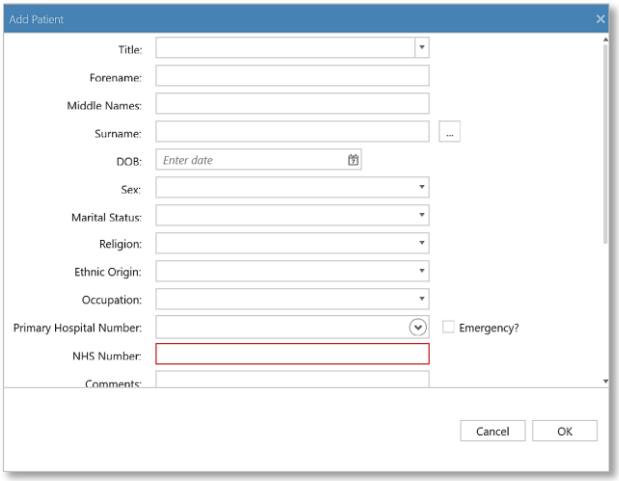


3.7. Adding a Patient

PAS
Adding a patient should only be done if they do not exist on the PAS system or their details are unknow. Patients should be added to the PAS system first whenever possible. If this function is used the patient details can be merged with the PAS information later if required, please see our administration guide.

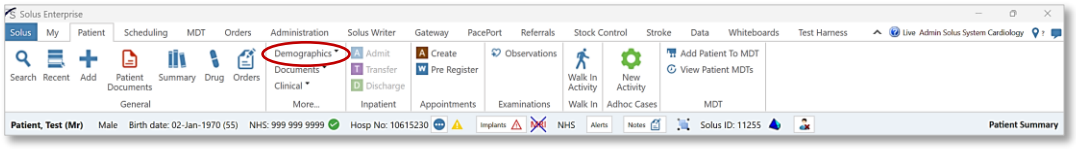
To add a new patient select the *Add* option. Fill in the pop-up screen with as much information as possible and ***click*** *OK*.



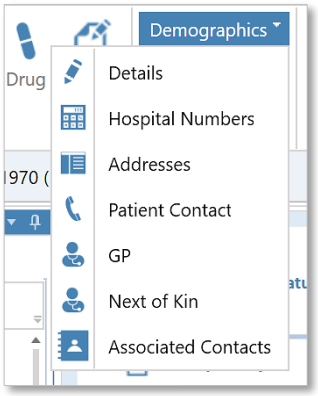


4. More Patient Information

4.1. Patient Demographics

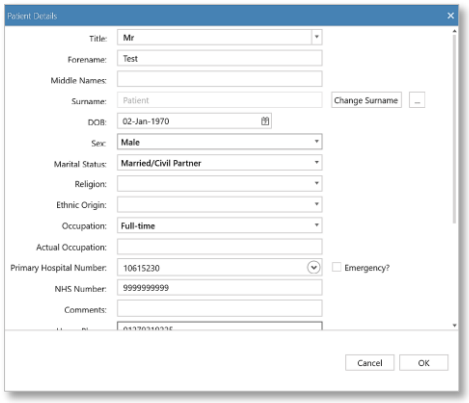


When adding or viewing a patient, their details are stored in the demographics section. This can be found under *Patients>More>Demographics*.

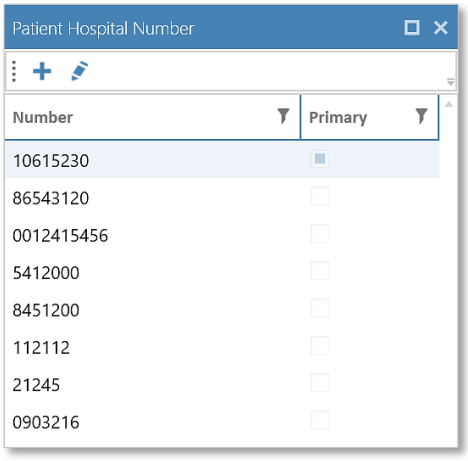


PAS override
If the patient has a PAS record, all the patient demographic fields will be read only and should only be updated on the PAS system not Solus.

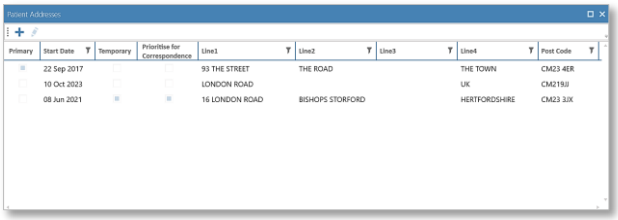
- *Details* – The details page is a record of the patient's personal information.



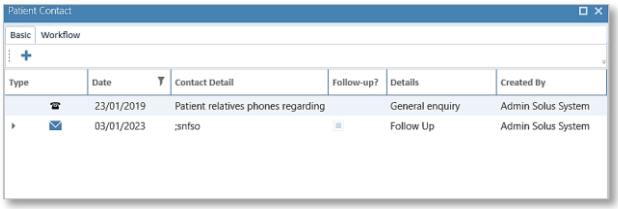
- *Hospital Numbers* – In the hospital numbers page, you can add several different hospital numbers, with one being set to the primary hospital number. This information is sent via the PAS patient demographics feed.



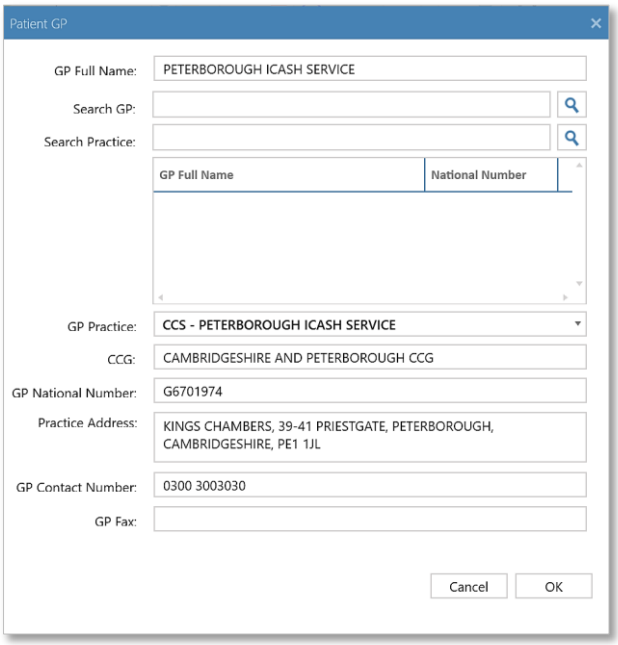
- *Addresses* – In the address page you can add multiple addresses for a patient. There is also the ability to add temporary addresses and prioritise the address for correspondence.



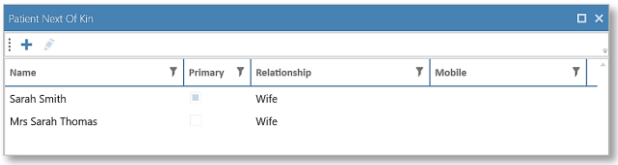
- *Patient Contact* – The patient contact page allows you to record all the contact between the patient and the hospital.



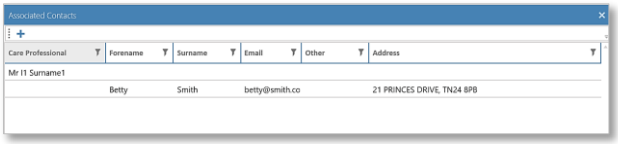
- *GP* – In the GP page you can view the patient's GP details including address and telephone number



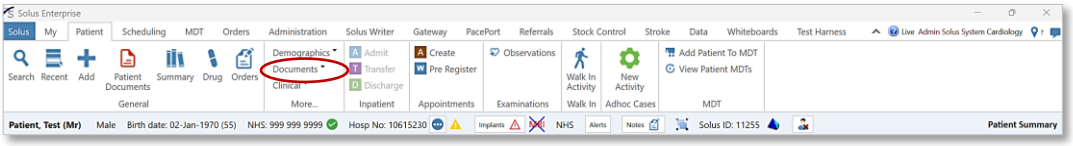
- *Next of Kin* – In the next of kin page, you can add several different contacts for a patient, with one being set to the primary contact.



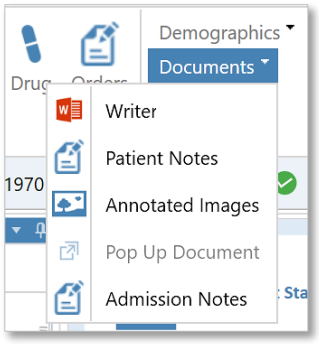
- *Associated Contacts* – In the associated contacts page, you can add additional contacts associated with the patient.



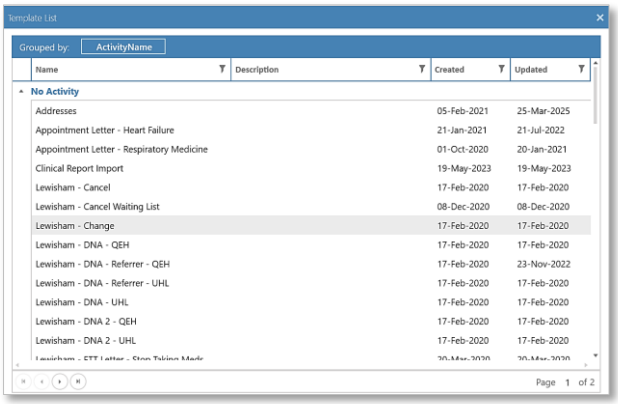
4.2. Documents



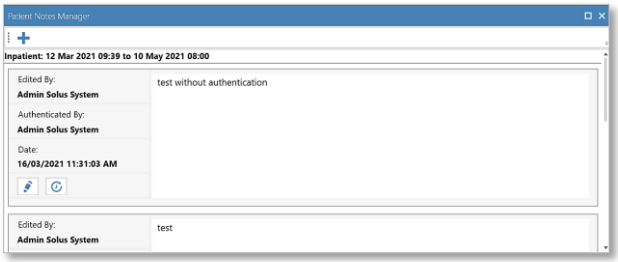
This can be found under *Patients>More>Documents*.



- *Writer* – Writer is an application within Solus allowing the user to create documents and utilise templates. See our Solus Writer Guide for more information on this.



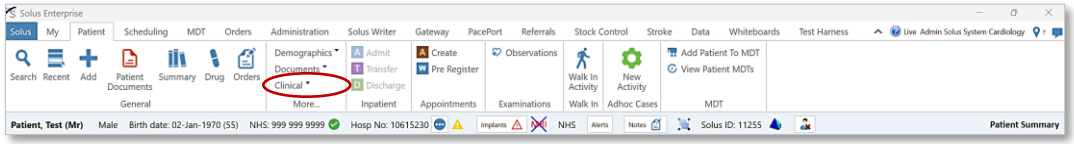
- *Patient notes* – The patient notes page allows general notes to be written and stored against the patient's record. Notes can also be created against individual activities.



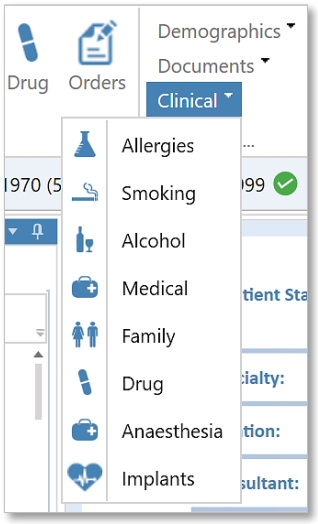
- *Annotated images* – Currently not implemented
- *Pop-up Document* – Currently not implemented
- *Admission notes* – Allows the user to add In-Patient notes.

4.3. Clinical

PAS override
When adding or viewing a patient, their clinical details are stored here. If the patient has a PAS record, or you do not have access rights, all fields will be read only.



This can be found under *Patients>More>Clinical.*



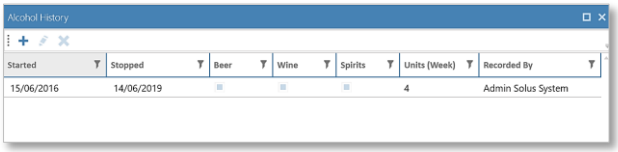
- *Allergies* – The allergies section allows all the patient's allergies to be entered. These can be drug, food, chemical, seasonal or other allergies.



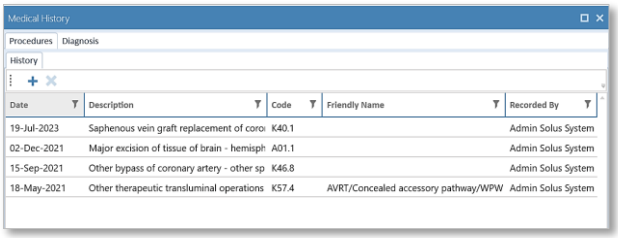
- *Smoking* – The smoking history section allows the patient's smoking habits to be entered.



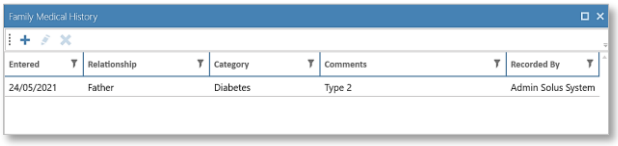
- *Alcohol* – The alcohol history section allows the patient's alcohol intake to be entered.



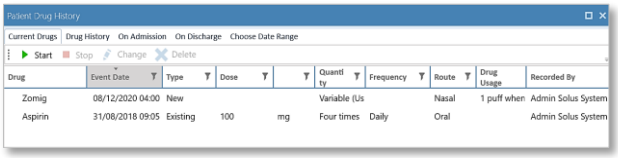
- *Medical* – All the patient's medical history can be found and added in this section. You can add a procedure which the patient has had or a diagnosis that a patient has been given.



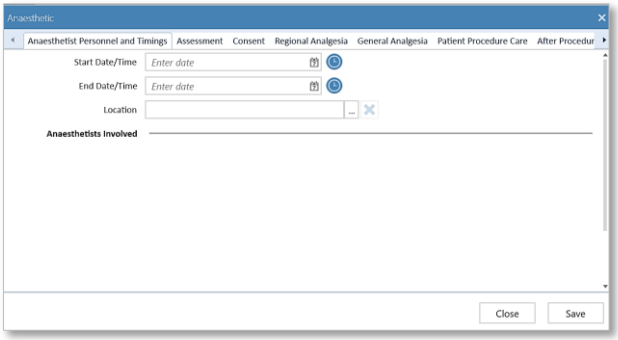
- *Family* – The family history section allows any of the patient's family medical issues to be recorded.



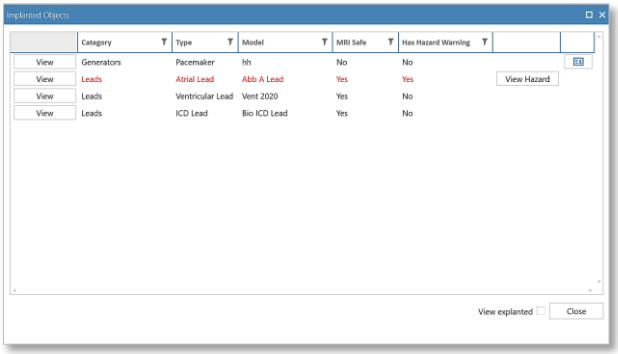
- *Drug* – The patient's drug history is separated into different tabs including current drugs and drug history. The different sections hold a record of the drugs the patient is taking or has taken covering when they were started, the dose, quantity, frequency and route.



- *Anaesthesia* – The anaesthesia history section allows the record and monitoring of a patient during anaesthesia.

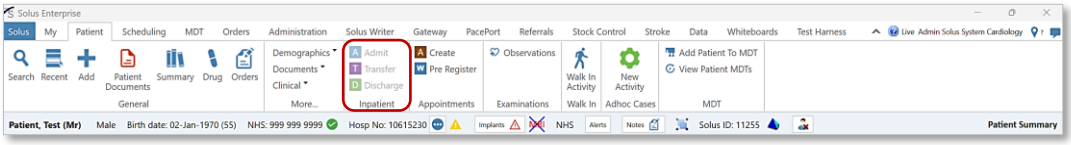


- *Implants* – The implant history section shows any generators or leads that have been implanted or explanted.

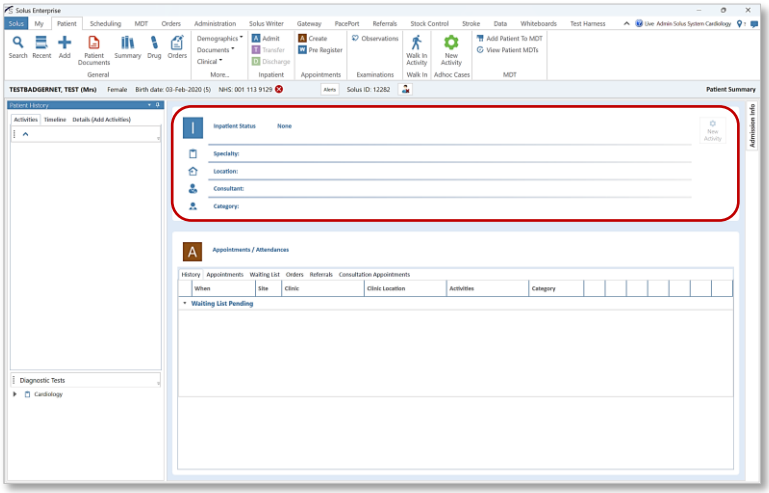


5. Inpatient

Auto Feed
The inpatient information is automatically sent via the ADT feed from the PAS system.

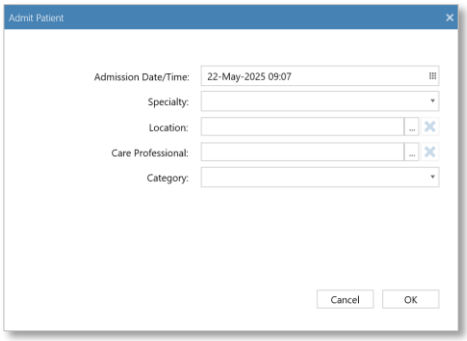


Patient status
To check the status of a patient look at the patient's Summary screen if they are an inpatient the top right-hand box will already be filled in.



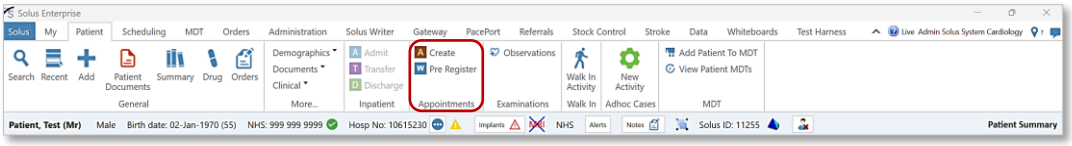
This can be found under *Patients>Inpatient*.

- *Admit* – An inpatient needs to be admitted before inpatient activities can be created for a patient.
    - To manually change a patient's status to an inpatient ***click*** *Admit,* fill in the pop-up screen as required then ***click*** *OK*.
    - All inpatient activity will be indicated by a Blue Cog.



- *Transfer* – An inpatient can be transferred to a different location
- *Discharge* – An inpatient can be discharged from the hospital.

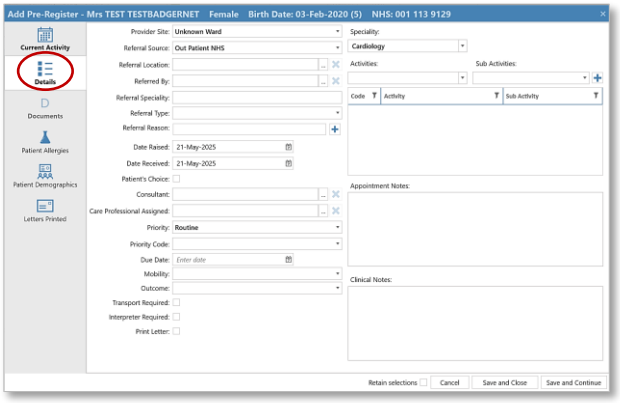
6. Appointments



6.1. Pre Register

- To pre register a patient for an appointment, go to *Patients>Appointments>Pre Register*. This will bring up a pop-up screen which will default to current activity.

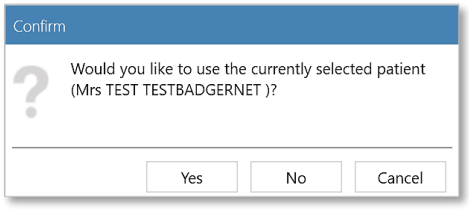
- Select *Details* from the left-hand column of this screen and enter the information as required and ***click*** *Save and Close* or *Save and Continue* if you need to add documents or other information.



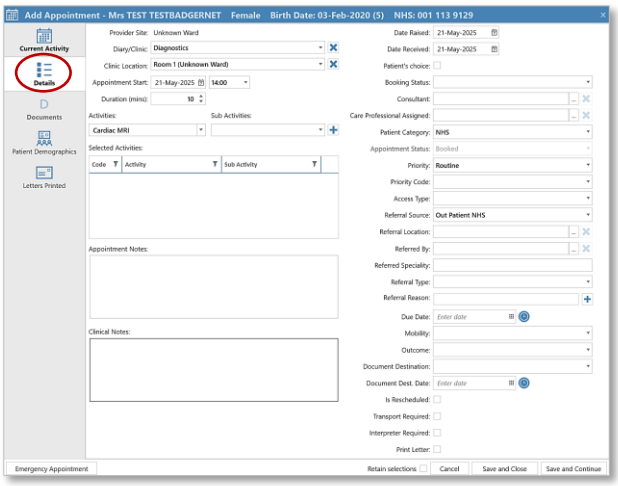
- This will then be added to the patient *Summary* page and the patient's details will automatically be added to the waiting list, which can be seen in *Scheduling*. For help with Scheduling please see our Scheduling User Guide.

6.2. Create

- To create an appointment, select *Patients>Appointments>Create*. You will be asked to confirm this request, ***click*** *Yes*. This will bring up a new pop-up screen which will default to current activity.



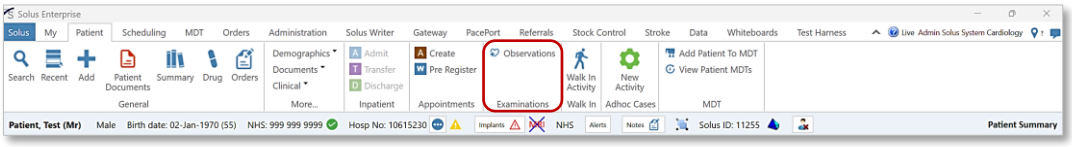
- Select *Details* from the left-hand column of this screen and enter the information as required and ***click*** *Save and Close* or *Save and Continue* if you need to add documents or other information.



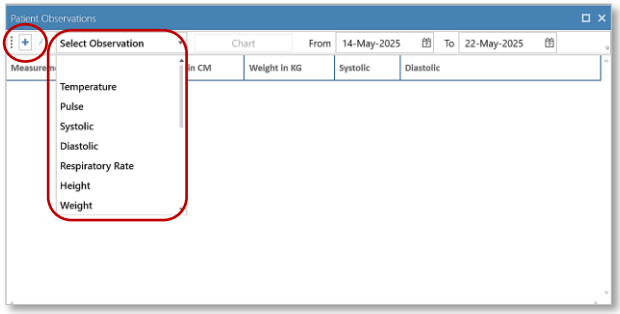
- This will then be added to the patient Summary page and the patient's appointment will automatically be added to the system as an outpatient activity which is indicated by a Brown Cog.

Icons
To see a summary of the most frequently used patient icons please see section 1.2 above.

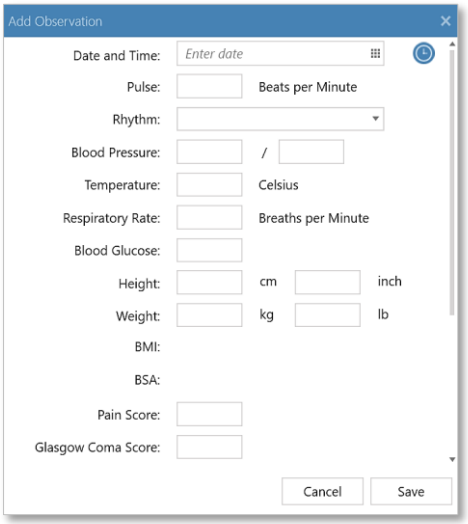
7. Examinations – Observations



- To add a patient observation, select *Patients>Examinations>Observations*. This will open a new pop-up screen.

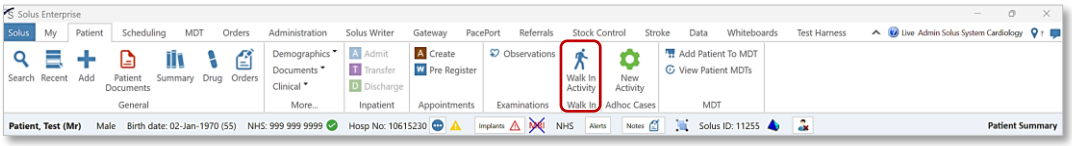


- Select the required set of observations from the dropdown menu and then ***click*** the **+** button.

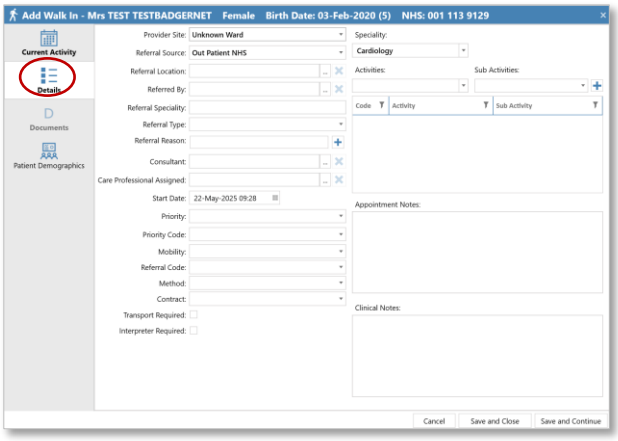


- Fill in the information as needed and ***click*** *Save*.

8. Walk-in Activity



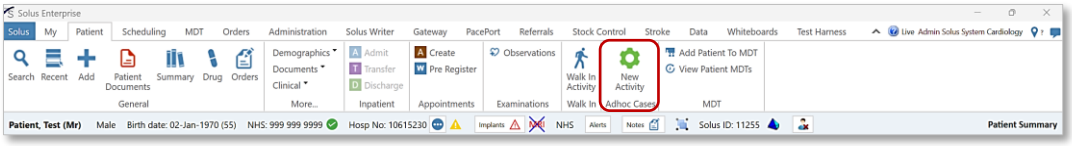
- To create a walk-in activity, select *Patients>Walk In Activity*. This will bring up a new pop-up screen which will default to current activity.
- Select *Details* from the left-hand column of this screen and enter the information as required and ***click*** *Save and Close* or *Save and Continue* if you need to add documents or other information.



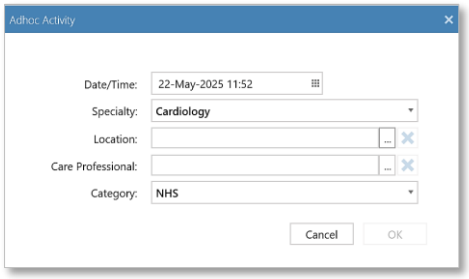
- This will then be added to the patient Summary page and the patient's appointment will automatically be added to system and will show as a Brown Cog (outpatient) and a walk in icon.



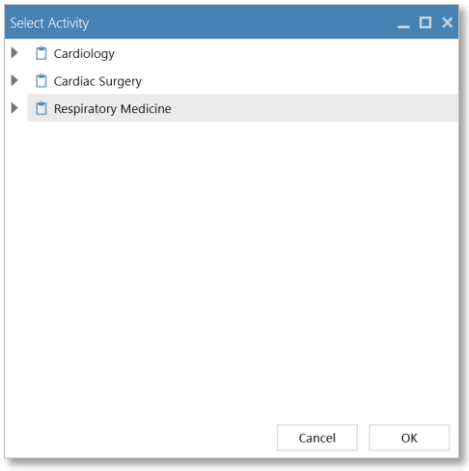
9. Adhoc Cases – New Activity



- To create a new ad-hoc activity, select *Patients>Adhoc Cases>New Activity*. This will bring up a new pop-up screen. Enter the required information and ***click*** *OK*.



- This will take you to the next screen where you will need to select the activity required, once selected ***click*** *OK*.



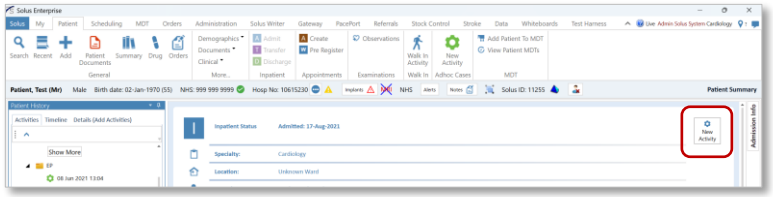
- This will take you directly to the data entry forms for that activity. For more information on these see our specialist guides.
- This will then be added to the patient Summary page and will show as a Green Cog activity to indicate this was an adhoc activity.



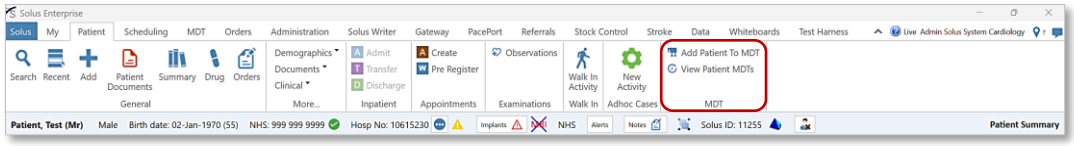
Inpatient – New Activity

In a similar way a new activity for an inpatient can be started using the Blue Cog icon on the right-hand side of the *Summary* screen.

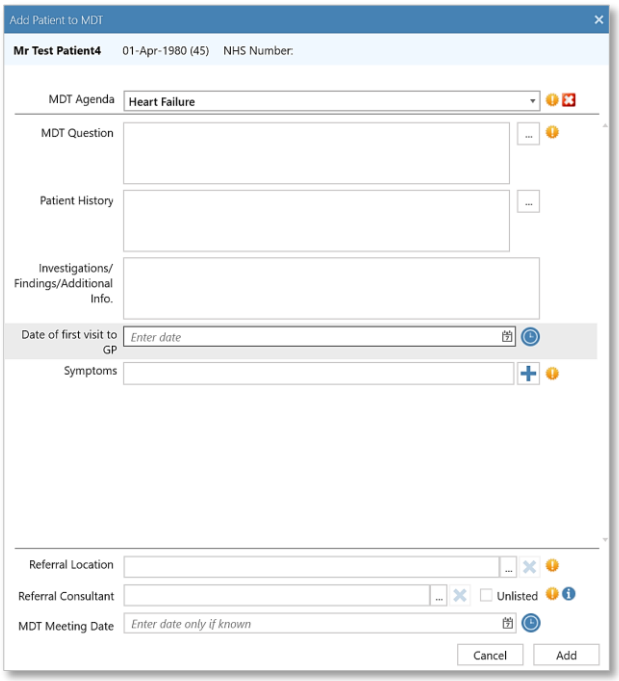




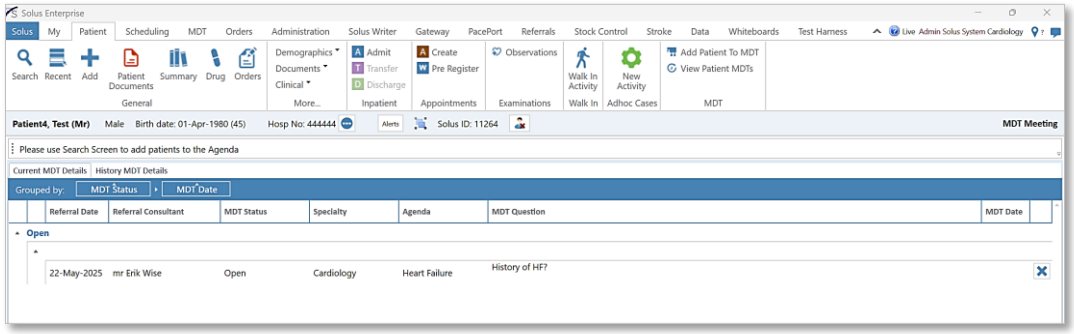
10. MDT



- To add a patient to an MDT list, select *Patients>MDT>Add Patient to MDT*. This will bring up a new pop-up screen.
- Once the required *MDT Agenda* has been selected from the dropdown menu you will be asked a selection of questions. Any questions with a ! are mandatory fields. Once this form is completed, ***click*** *ADD*.



- To view the patient's MDT entries, select *Patients>MDT>View Patients MDTs*. This will bring up the MDT list.



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