



# Beechdale: Patients Know Best Guide

## Accessing PKB

- Log into PKB: <https://my.patientsknowbest.com>
- Enter your credentials. (These will be your email address and password that you have registered with PKB.)

## Finding residents details

- On the home screen enter the resident's details in the search boxes
  - You only need to use name **or** date of birth.
  - You do not need to enter the whole name, just three letters from the first and last name e.g. Rose Thomas could be found by using Ros Tho in the name search.
- Select **go**

The search form contains the following fields and options:

- ID:** A dropdown menu set to "NHS number" and an empty text input box.
- DoB (YYYY MM DD):** Three separate input boxes for Year (YYYY), Month (MM), and Day (DD).
- Name:** A text input box containing "ros tho".
- From:** A dropdown menu set to "My list".
- Go:** A blue button with the text "Go".

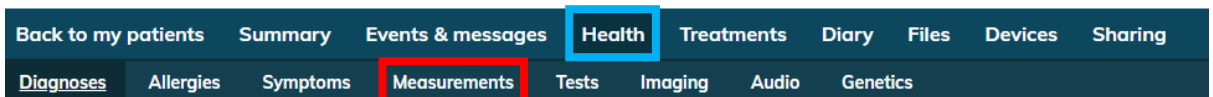
- A list of matching residents will be displayed, click the **name** of the resident to access their record.

Name	DoB	Address	NHS number	Org IDs
Miss Rose Thomas	DOB: 01 Jan 1970	at: 54 Midland Road, Linton	9092377198	

Below the table are three links: "Send message →", "Start consultation →", and "Reset password →".

## Entering measurements

- In the resident's record click the **Health tab**
- Click **Measurements**



- If this is the 1<sup>st</sup> time this particular measurement type has been added click **Add Measurements** (If this type of measurement has been previously recorded see below)
- Enter date and time of measurement
- Click the **+ add measurement** button
- Select the appropriate measurement from the menu list. **You can type to search faster**

The "Add measurement" dropdown menu shows a search bar with "blood" entered. Below the search bar is a list of measurement options:

- Blood pressure - mmHg (systolic) mmHg (diastolic)
- Blood pressure (left arm) - mmHg (systolic) mmHg (diastolic)
- Blood pressure (lying down) - mmHg (systolic) mmHg (diastolic)
- Blood pressure (right arm) - mmHg (systolic) mmHg (diastolic)
- Blood pressure (sitting) - mmHg (systolic) mmHg (diastolic)



- Enter the readings
- Click **save**

### Measurements

Blood pressure  mmHg (systolic)  mmHg (diastolic) ×

+ Add another measurement

Cancel Save

- If this type of measurement already has previous recordings. Then it can be selected from the measurement screen

Vitals Exercise Diet Sleep

Blood pressure

- 140 mmHg (systolic)
- 99 mmHg (diastolic)

- Click the **+ add measurement** button
- Enter the **Date, Time** and **Reading**
- Click **Save**

### Date and time

When the measurement was taken

### Measurements

Blood pressure  mmHg (systolic)  mmHg (diastolic) ×

+ Add another measurement

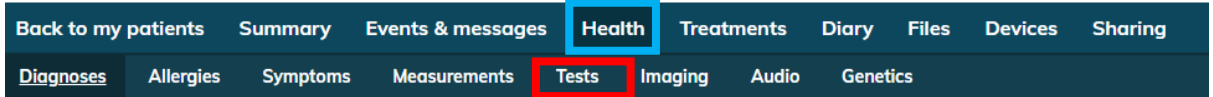
Cancel Save



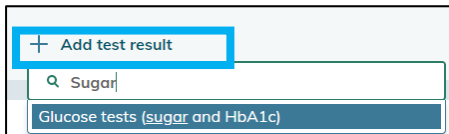
## Entering Test Results

Some measurements E.g. Blood Glucose are found in the **Test** section

- In the resident's record click the **Health tab**
- Click **Tests**



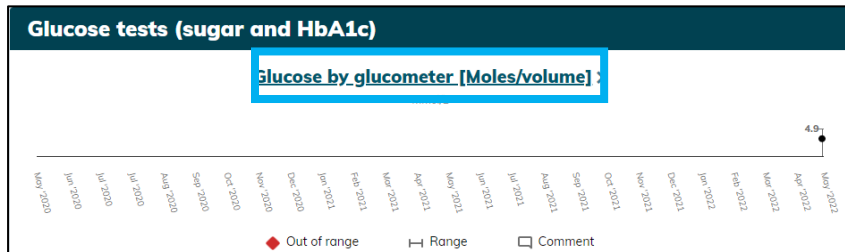
- If this is the 1<sup>st</sup> time this particular test has been added click **Add Add result** (If this type of Test has been previously recorded see below)
- Enter date and time of test
- Click the **+ Test Result** button
- Select the appropriate measurement from the menu list. **You can type to search faster**



- Enter the readings
- Click **save**

The screenshot shows a form for adding a test result. It has three input fields: 'Result name' (containing 'Glucose by glucometer [Moles/volume]'), 'Result' (containing 'Value'), and 'Reference range' (containing 'From' and 'To' fields, with 'mmol/L' as a unit). There is a 'Cancel' button and a 'Save' button.

- If this type of test already has previous recordings. Then it can be selected from the Test screen



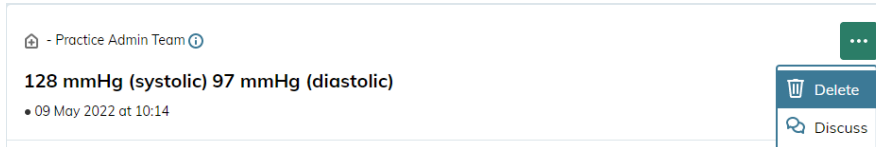
- Click the **+ add Result** button
- Enter the **Date, Time** and **result**
- Click **Save**

The screenshot shows the 'Add test result' form with the 'Date and time' section filled out. The date is '16/05/2022' and the time is '15:57'. The 'Test results' section is also visible, with the 'Result' field containing 'Value' and the 'Reference range' field containing 'From' and 'To' fields, with 'mmol/L' as a unit. There is a 'Cancel' button and a 'Save' button.



## To delete an incorrect measurement

- If a reading or test has been incorrectly entered it can be deleted
- Click the ... button next to the incorrect reading
- Select delete
- Re-enter the correct measurement



## To notify the practice that readings or tests have been taken

When the required number of readings are taken (e.g. a weeks worth) use messaging to notify the practice that readings have been taken.

- **DO NOT USE YOUR INDIVIDUAL ACCOUNTS FOR MESSAGING THE PRACTICE**
- **Messaging back to the practice should come from the Beechdale's generic account: beechdalehousech@gmail.com, please sign into this account before sending messages.**
- **Each patient needs to have an individual message sent, do not include multiple patients in one message**
- **All messages should include the name of the staff member sending the message**

- **Within the patients record (see Pg1 for instructions) Select [Events and Messages](#)**



- Select **Send Message**
- Select the recipient **Mr Aspley Admin Team**
- Enter a subject heading
- Type a quick message to inform the Doctor that the requested readings have been taken. **You do not need to enter the readings. The Doctor will access them through PKB**
- If a file needs to be sent to the doctor you can use the **+Add file** Button  
Scroll to the bottom of the screen click the **Send Button**

To: **Patient**

Miss Rose Thomas

Mr Aspley Admin Team

If the person you want to message is not listed you can invite them if you know their email address.

Subject: Type subject here

Message: Type message here

Provide as much detail as you can as this will help your patient and the rest of your team avoid follow-up appointments

Attachment: + Add file

Up to 10 GB

Cancel Send



## Appendix: list of Tests and Measurements

The following table is a list of common tests and measurement taken from residents at Beechdale

- Whether they are classed as a Measurement or Test in PKB
- The correct name of the entry in PKB
- Quickest keyword to find them if adding for the 1<sup>st</sup> time

Reading from patients	Test or Measurement in PKB	Name of Measurement/Test in PKB	Search For (If adding for the 1 <sup>st</sup> time)
Blood sugars -mmols	Test	Glucose by Glucometer [Moles/volume]	Sugar or glucose
Temperature	Measurement	Temperature degrees Celsius	Temperature
Blood pressure	Measurement	*Varies depending on sitting/standing/lying down/left/right arm	Blood Pressure
Pulse	Measurement	Pulse BPM	Pulse
Weight - kg	Measurement	Weight Kg	Weight
Height - cm	Measurement	Height CM	Height
Oxygen levels %	Measurement	SPO2 (Oxygen Saturation)	Oxygen
Resps	Measurement	Respiration	Respiration