



Aspley: Patients Know Best Guide

Admin Staff: Accessing PKB

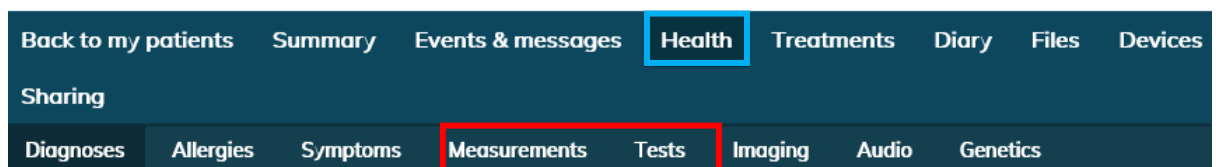
Admin

- The practice will receive emails to aspleymedicalcentre@nhs.net informing them that they have PKB Message from Beechdale
- Click the link within the email to access PKB
- A login screen will be displayed, with the practices email already entered. Enter the password to access the message contents

- Copy the message and Paste into a SystemOne Task and send to the clinician (Doctor Harte)

Clinical

- Admin will send clinical staff Tasks which will inform them that readings have been taken for patients by Beechdale staff and are ready for clinical staff to review. *(N.B. Beechdale will be routinely taking measurements from Patients and entering them into PKB these can be accessed at any time)*
- To access the measurements, open the patients SystemOne record
- To access PKB select the PKB button on the toolbar
- PKB will open in a separate window
- To see the measurements that have been taken, go to the **Health** tab
- Then either select **Measurements** or **Tests** (see appendix for which measurements are under which tab)





- Select the **Name of the Measurement**

Measurements

Add measurements

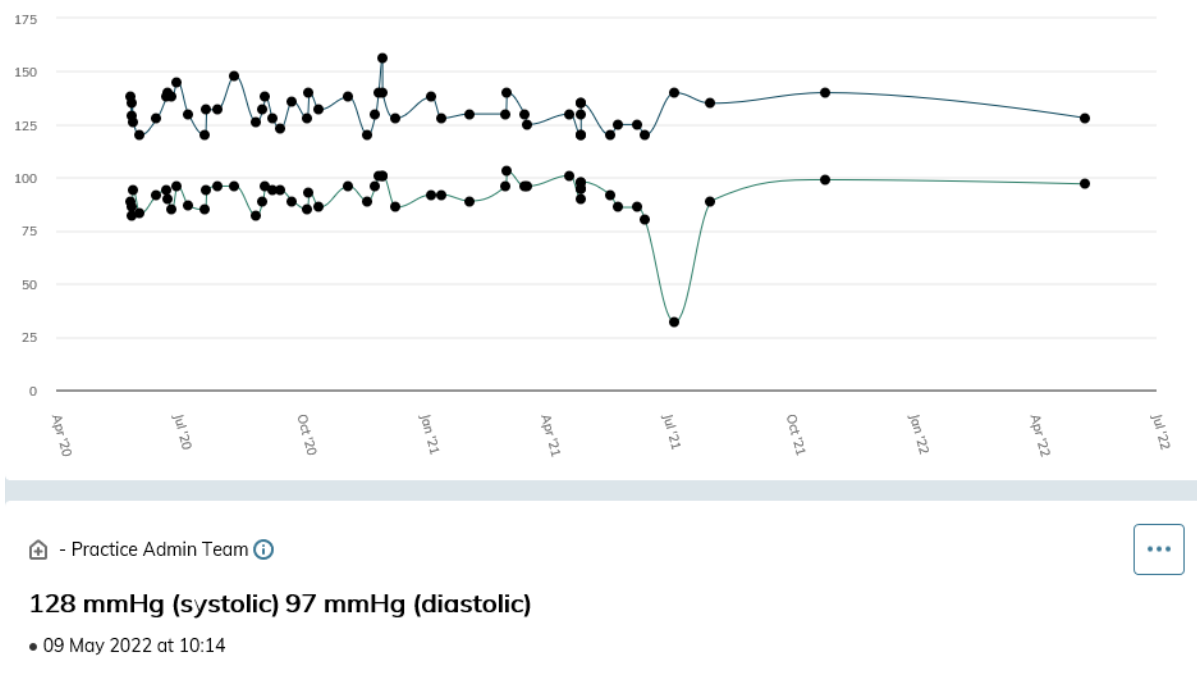
Add device

Vitals Exercise Diet Sleep

Blood pressure

- 128 mmHg (systolic)
- 97 mmHg (diastolic)

- PKB will display a graph charting the changes over time, as well as individual readings including the date and time they were taken



- N.B. these readings are not part of the SystmOne record. If they are required to be recorded in SystmOne then they must be manually inputted into the SystmOne record**



Contacting Beechdale

- To contact Beechdale access the Patients PKB record as detailed above
- **Within the patients record** (see Pg1 for instructions) Select **Events and Messages**



- Select **Send Message**
 - Select the recipient **Mrs Beechdale House**
 - Enter a subject heading
 - Type the actions that need undertaking in the Message section
 - If a file needs to be sent to Beechdale you can use the **+Add file** Button
- Scroll to the bottom of the screen click the **Send Button**

The screenshot shows a 'Send Message' form. At the top, it says 'To: Patient' with a radio button selected for 'Miss Rose Thomas'. Below this is a search box containing 'Mrs Beechdale House'. A note below the search box says: 'If the person you want to message is not listed you can invite them if you know their email address.' The 'Subject' field contains 'Type subject here'. The 'Message' field contains 'Type message here'. Below the message field is a note: 'Provide as much detail as you can as this will help your patient and the rest of your team avoid follow-up appointments'. The 'Attachment' section has a '+ Add file' button and 'Up to 10 GB' text. At the bottom are 'Cancel' and 'Send' buttons.

Appendix: list of Tests and Measurements

The following table is a list of common tests and measurement taken from residents at Beechdale and whether they are classed as a Measurement or Test in PKB

| Reading from patients | Test or Measurement in PKB |
|-----------------------|----------------------------|
| Blood sugars -mmols | Test |
| Temperature | Measurement |
| Blood pressure | Measurement |
| Pulse | Measurement |
| Weight - kg | Measurement |
| Height - cm | Measurement |
| Oxygen levels % | Measurement |
| Resps | Measurement |