
COMPUCARE WEB USER GUIDE

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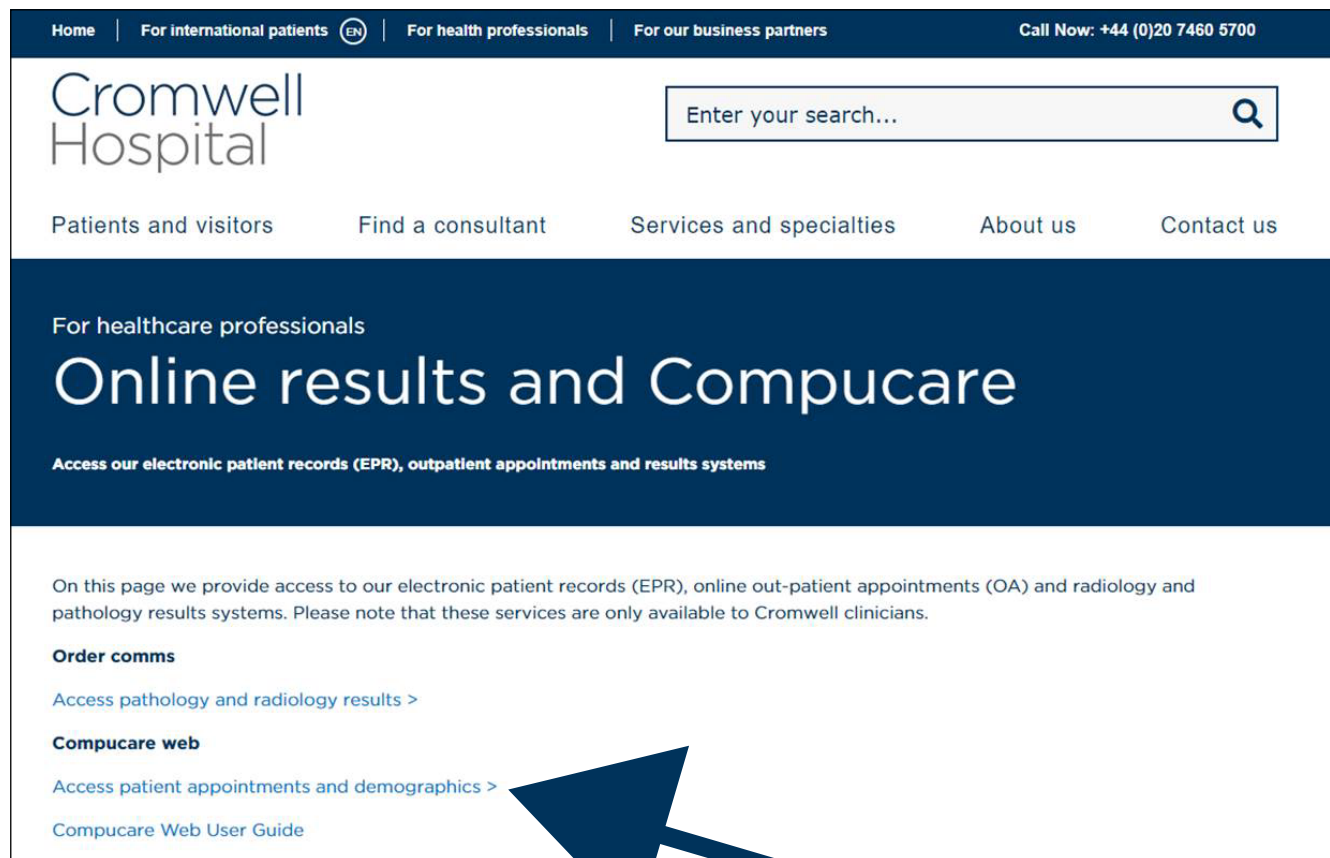
Accessing Compucare web

Compucare Web is accessible via our website:

<https://webapps.kensington.cromwellhospital.com/CompucareClinician/#login>

Click the top link under Compucare Web

The second link in that panel is for the Compucare user guide (this document).



The screenshot shows the Cromwell Hospital website. The top navigation bar includes links for Home, For international patients (EN), For health professionals, For our business partners, and a call number: +44 (0)20 7460 5700. The main header features the Cromwell Hospital logo and a search bar. Below the header, there are links for Patients and visitors, Find a consultant, Services and specialties, About us, and Contact us. The main content area is titled 'For healthcare professionals' and 'Online results and Compucare'. It includes a sub-header: 'Access our electronic patient records (EPR), outpatient appointments and results systems'. The text below states: 'On this page we provide access to our electronic patient records (EPR), online out-patient appointments (OA) and radiology and pathology results systems. Please note that these services are only available to Cromwell clinicians.' Under the heading 'Order comms', there is a link 'Access pathology and radiology results >'. Under the heading 'Compucare web', there are two links: 'Access patient appointments and demographics >' and 'Compucare Web User Guide'. A large blue arrow points to the 'Compucare Web User Guide' link.

Home | For international patients (EN) | For health professionals | For our business partners | Call Now: +44 (0)20 7460 5700

Cromwell Hospital

Enter your search...

Patients and visitors | Find a consultant | Services and specialties | About us | Contact us

For healthcare professionals

Online results and Compucare

Access our electronic patient records (EPR), outpatient appointments and results systems

On this page we provide access to our electronic patient records (EPR), online out-patient appointments (OA) and radiology and pathology results systems. Please note that these services are only available to Cromwell clinicians.

Order comms

[Access pathology and radiology results >](#)

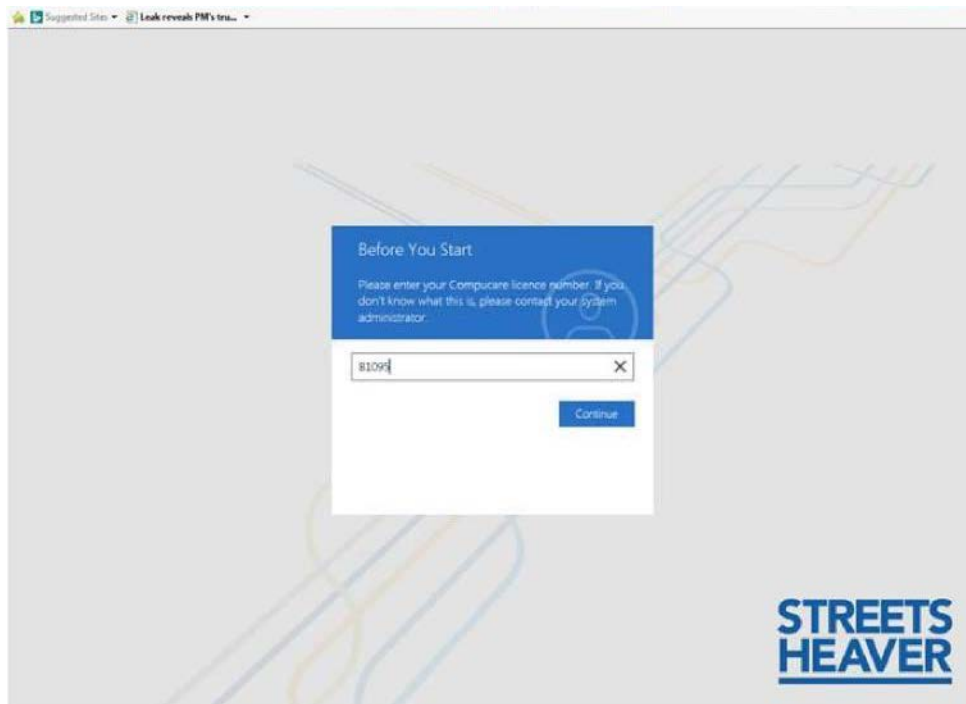
Compucare web

[Access patient appointments and demographics >](#)

[Compucare Web User Guide](#)

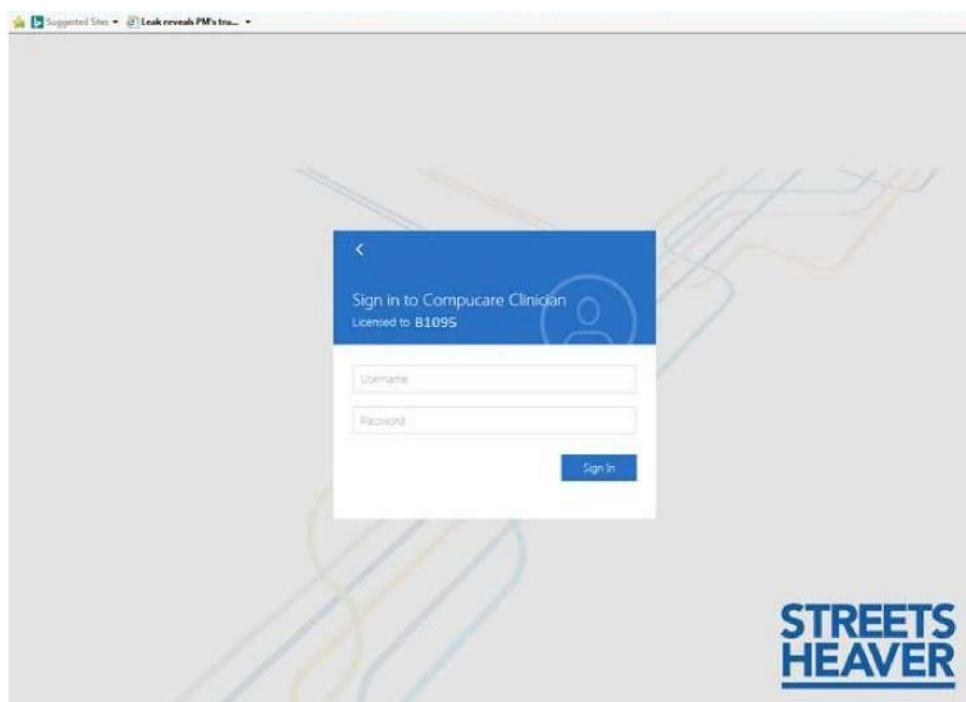
Setting up (1 of 2)

You will be asked to enter a license key into the text box, enter: B1095, then click continue



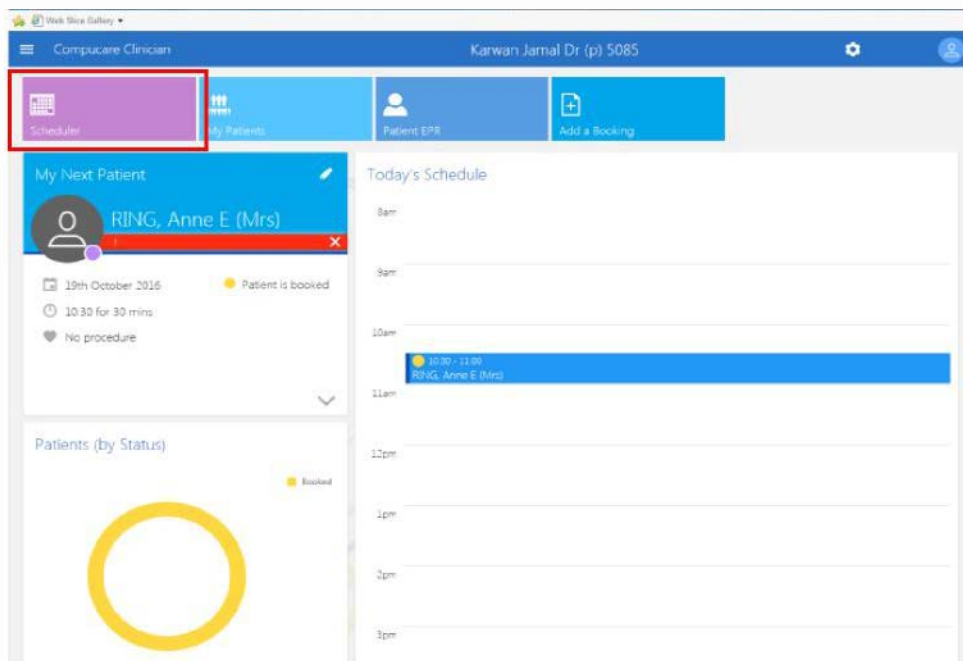
Setting up (2 of 2)

You will now be asked to enter your username and password; these credentials will be the same as your current log in



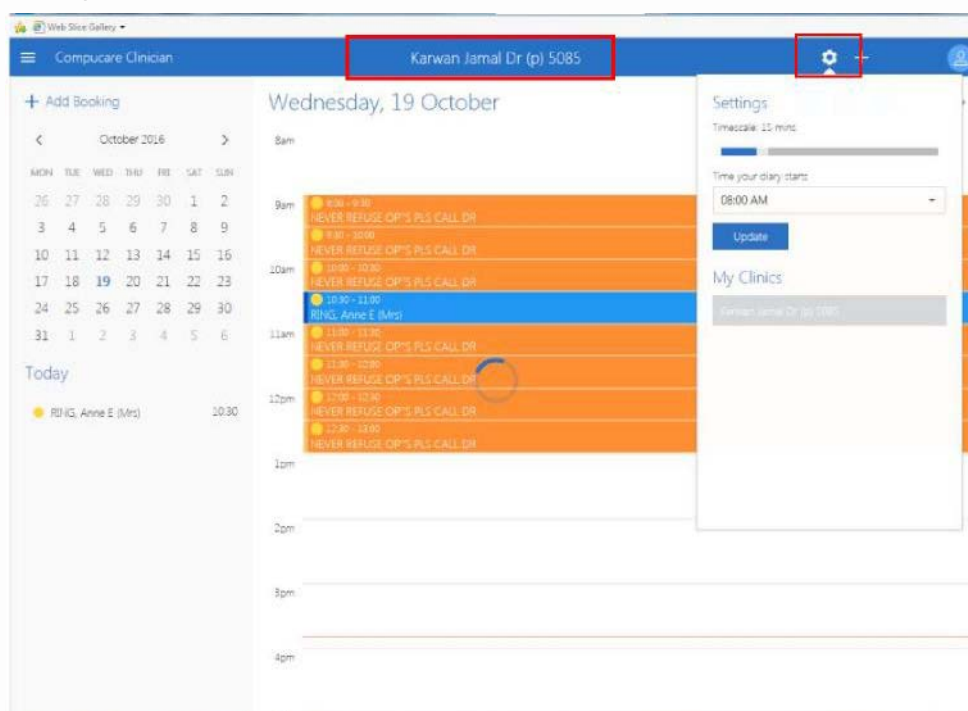
Booking an appointment (1 of 8)

Select the 'scheduler' button from the top of the screen



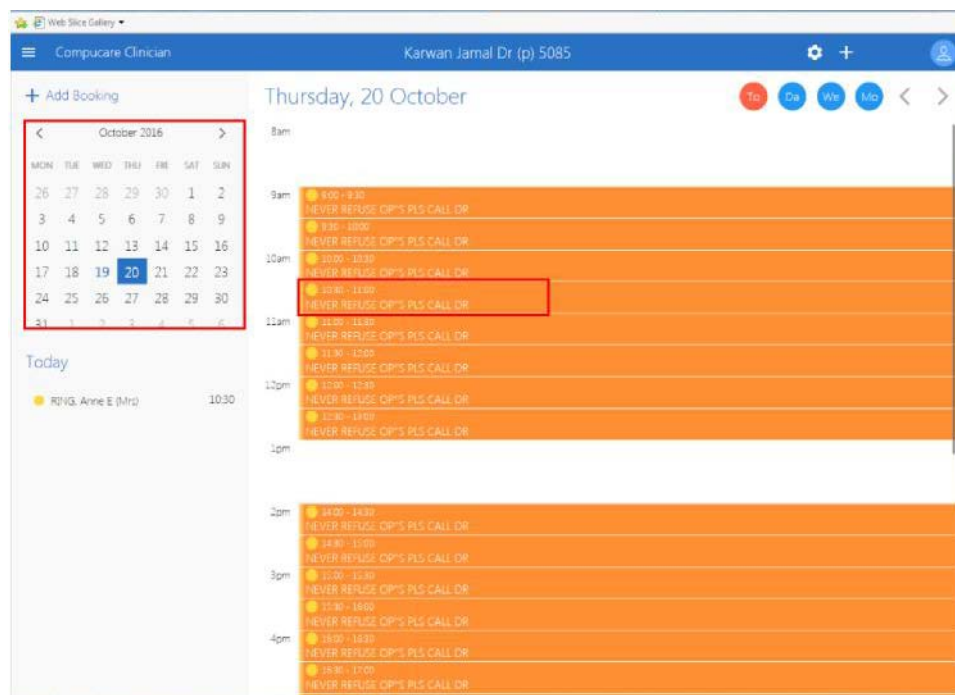
Booking an appointment (2 of 8)

Click on the gear at the top of the screen and select a clinic from the drop down menu. The clinic name will display at the top of the screen once selected



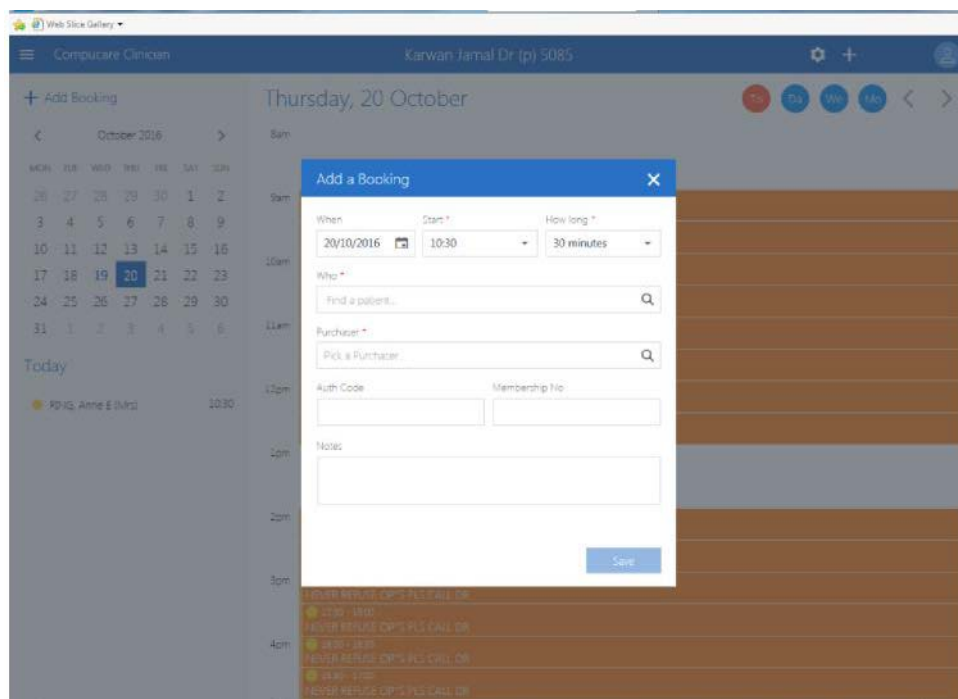
Booking an appointment (3 of 8)

Select desired date, then click on the appointment slot



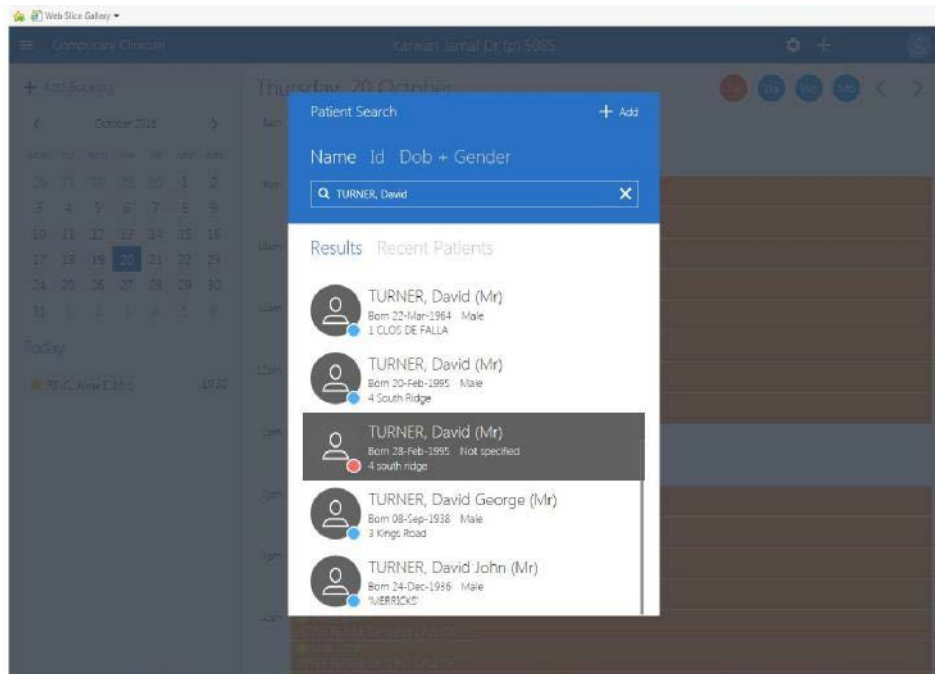
Booking an appointment (4 of 8)

Enter the start time and length of appointment, then click on the 'find a patient' bar



Booking an appointment (5 of 8)

Patient search will pop up. Enter the search criteria for your patient then hit enter, then select the correct patient



Booking an appointment (6 of 8)

Extensive search criteria:

- Enter the Surname/Family name, if you are unsure of the spelling, you can enter the first 3 letters and #
- Enter first name or initial or first 3 letters and #
- Enter date of birth or gender
- There is no need to enter the full address. Enter first part of postcode e.g.SW5 of the address the patient last attended hospital under (if known)

Booking an appointment (7 of 8)

Search for a purchaser by clicking on the purchaser bar and selecting the correct one from the drop down menu, or search for the name in the search bar

If you have them, enter the auth code and membership number into the correct boxes

Enter appointment notes then click save

The screenshot shows the 'Add a Booking' form in the CompuCare Clinician interface. The form is titled 'Add a Booking' and has a close button (X). It contains the following fields:

- When:** 20/10/2016
- Start:** 10:30
- How long:** 30 minutes
- Who:** TURNER, David (Mr)
Born 28-Feb-1995 Not specified
4 south ridge
- Purchaser:** Bupa - Edl
- Auth Code:** aao123
- Membership No:** 1234567a
- Notes:** new to group / new to dcl

A 'Save' button is located at the bottom right of the form. The background shows a calendar for October 2016 and a list of appointments for Thursday, 20 October.

Booking an appointment (8 of 8)

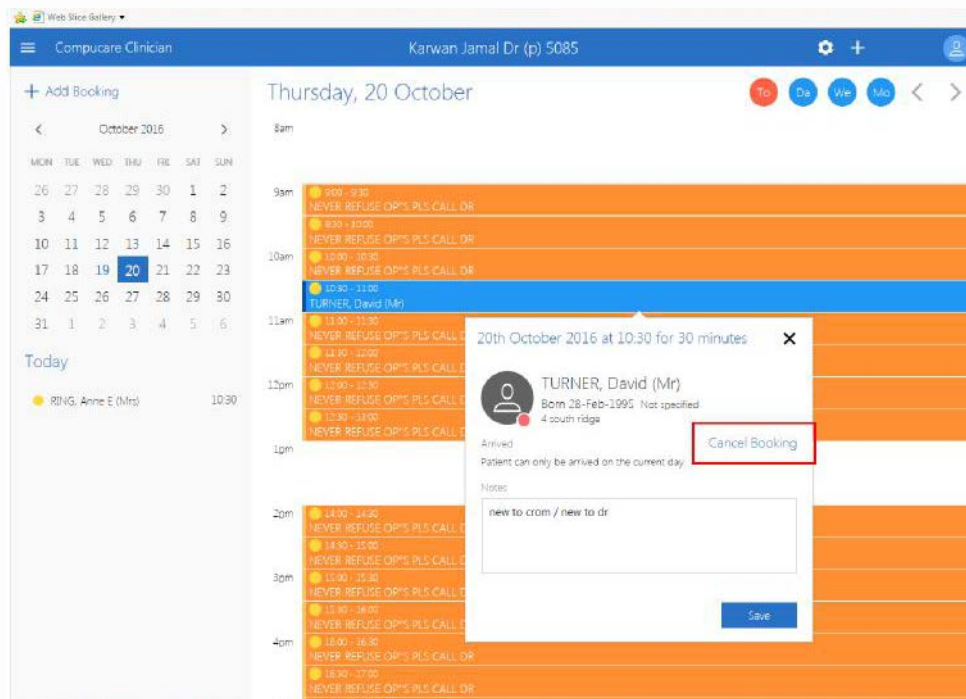
The patient's booking will display in blue with the patient's name loaded onto the slot

A green notification will pop up at the bottom of the screen confirming the booking has been made

The screenshot shows the CompuCare Clinician interface after the booking has been made. The 'Add a Booking' form is no longer visible. The background shows a calendar for October 2016 and a list of appointments for Thursday, 20 October. The appointment for TURNER, David (Mr) at 10:30 is highlighted in blue. A green notification bar at the bottom of the screen reads 'Booking Added'.

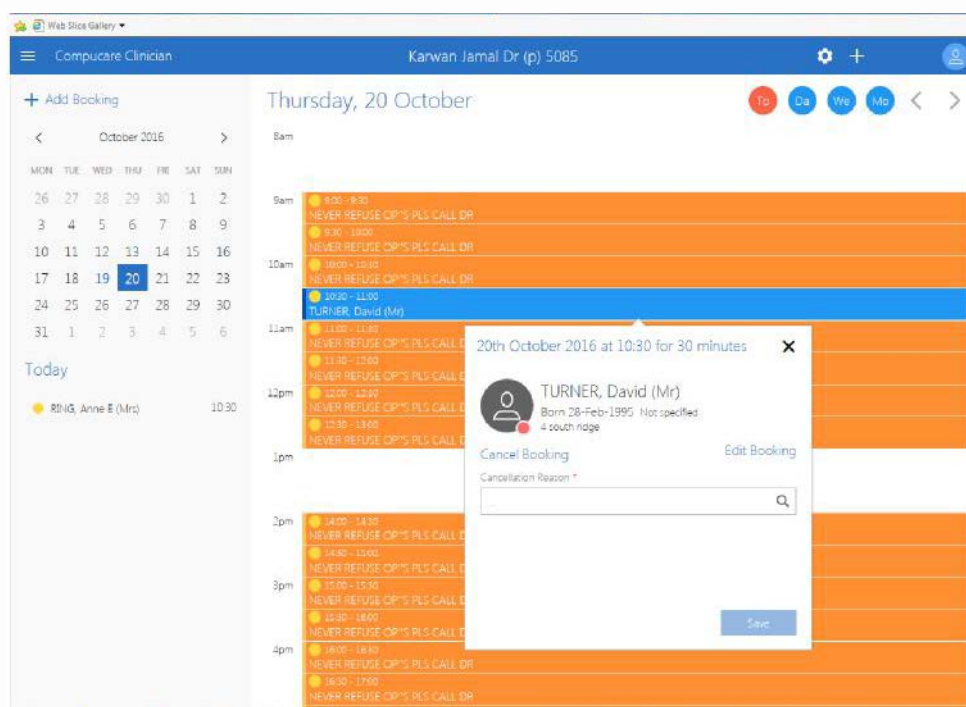
Cancelling an appointment (1 of 2)

To cancel the booking left click on the booking and select 'cancel booking'



Cancelling an appointment (2 of 2)

Click on the 'cancellation reason' bar and select the correct reason from the drop down menu
Click save and the booking will be cancelled and removed form the clinic schedule



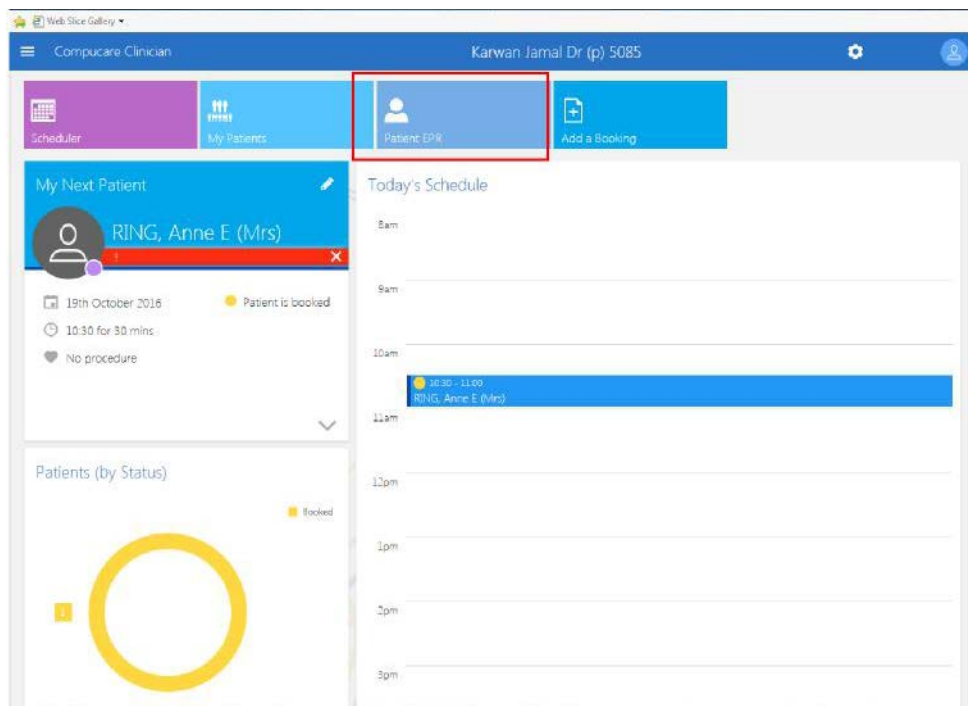
Rescheduling an appointment

CompuCare Web does not have a function to reschedule an appointment

To do so the user will have to cancel the original appointment and rebook the patient in for the new date or time

Registering a patient (1 of 3)

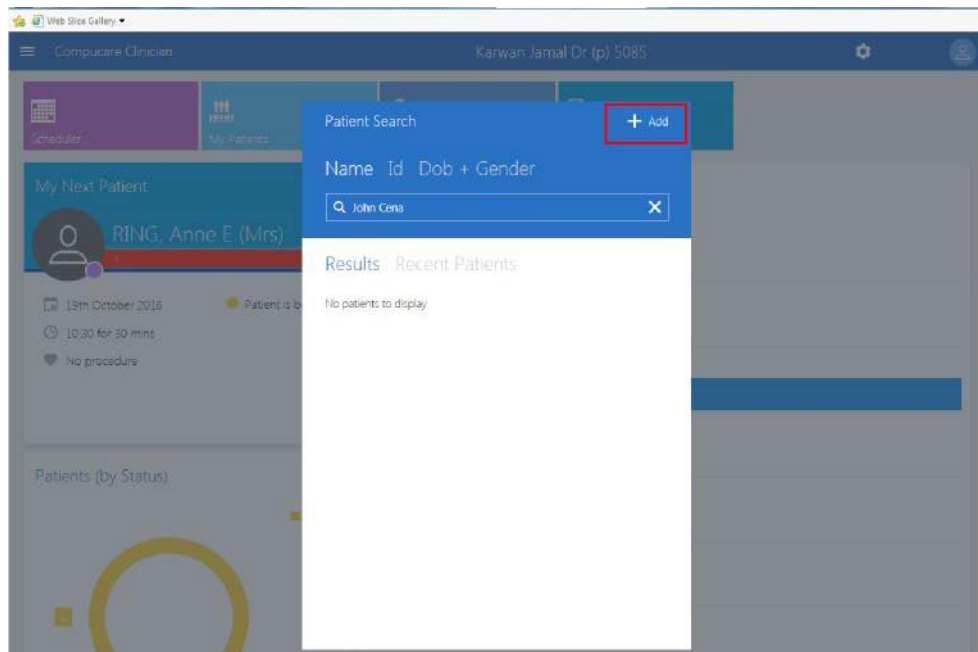
In the home screen click on the 'patient EPR' button at the top of the screen
Patient search screen will pop up



Registering a patient (2 of 3)

In the patient search screen type in the name of the patient you would like to register then hit enter

The '+ Add' button at the top right of the patient search will appear, click on it, the add patient screen will pop up



Registering a patient (3 of 3)

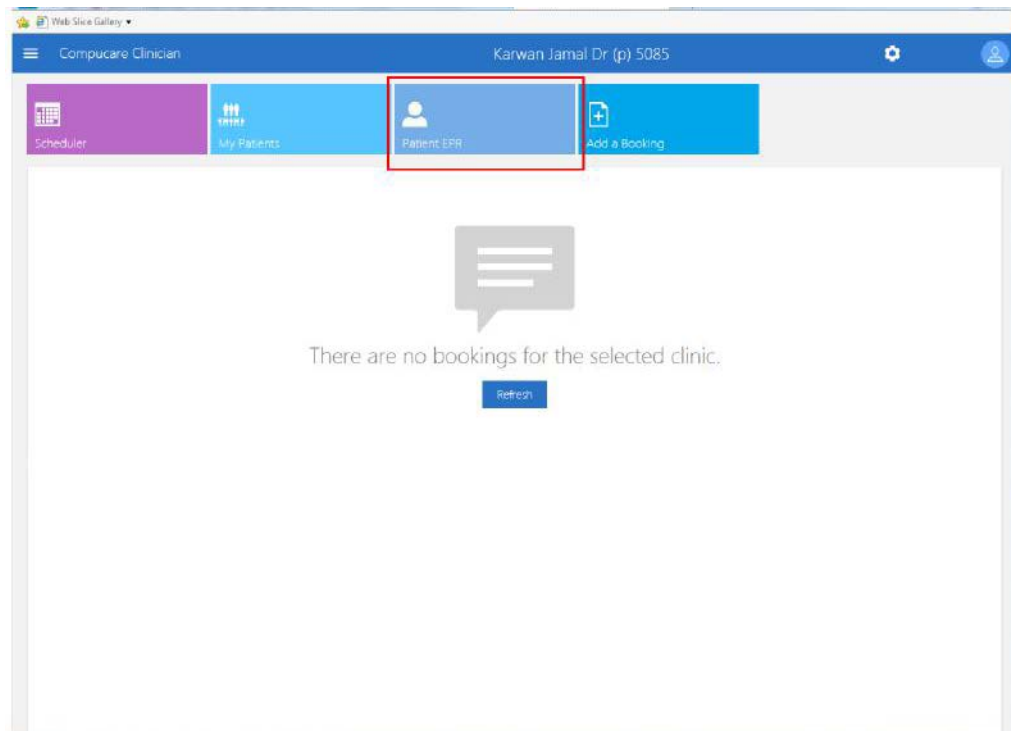
Enter all of the patient's information making sure that you include these mandatory fields:

- First/last name
- Address line
- Town/city
- Date of birth
- Mobile number

Once all information has been entered click save, the patient has now been added

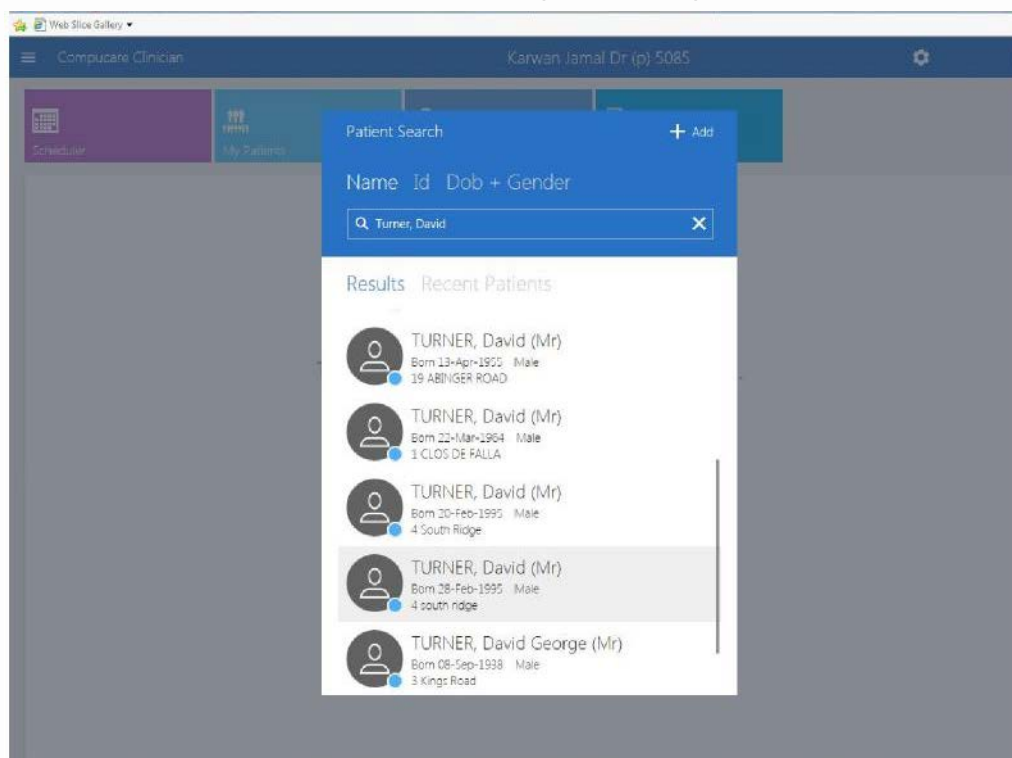
Viewing and editing patients details (1 of 5)

From the home screen click on the 'patient EPR' button. Patient search screen will appear



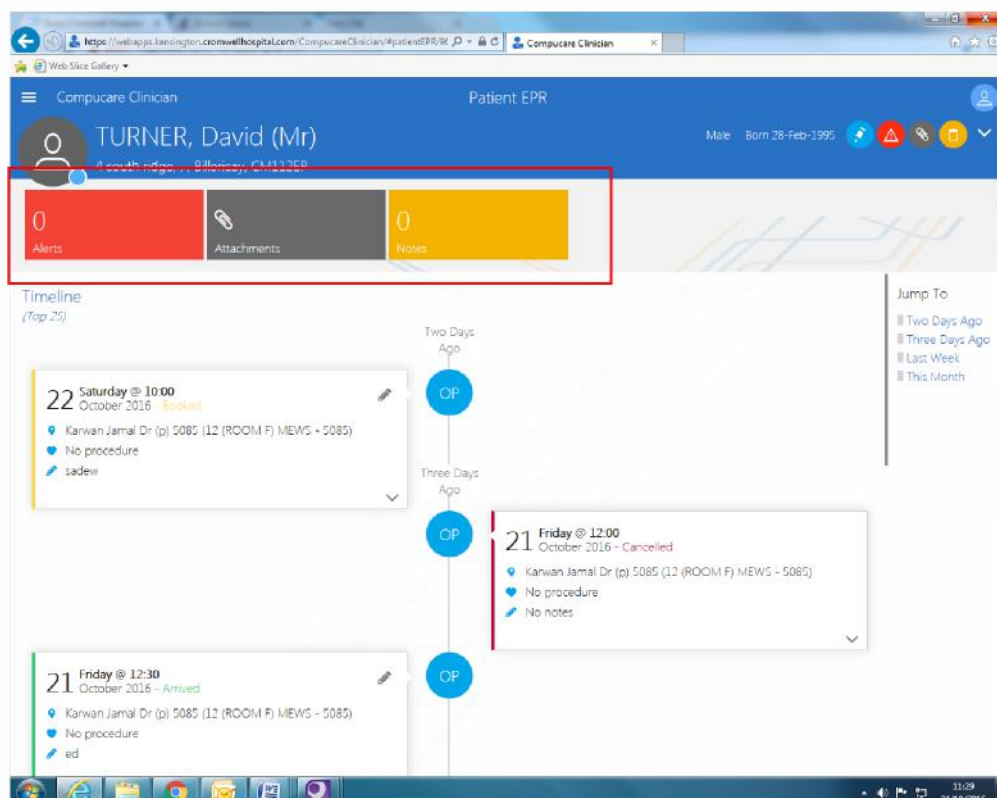
Viewing and editing patients details (2 of 5)

Enter the patient search criteria then select the correct patient, the patient's EPR screen will appear



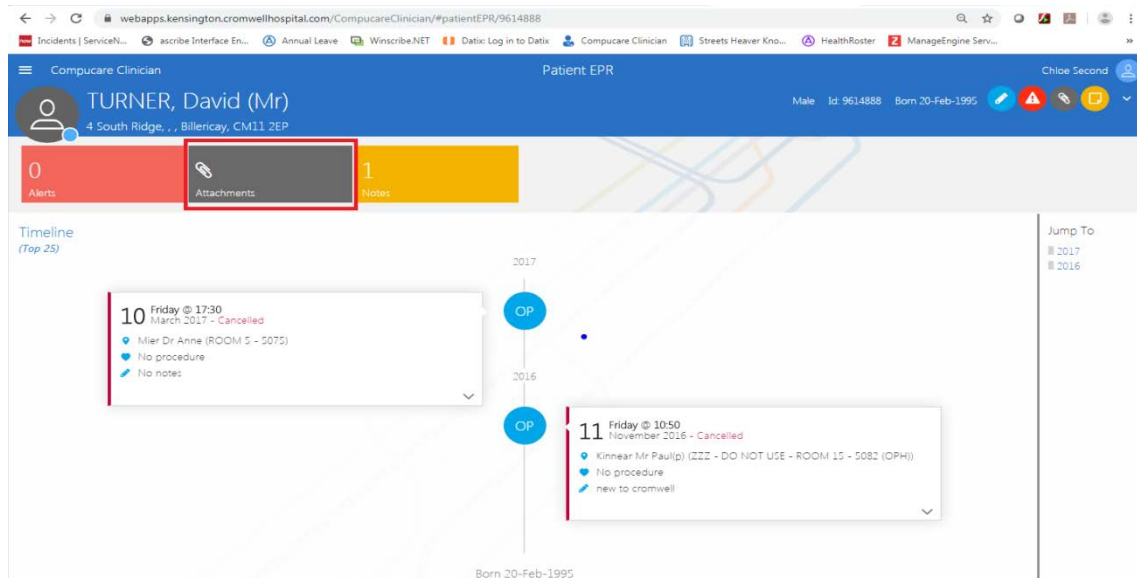
Viewing and editing patients details (3 of 5)

Here you will see the patient's timeline displaying all bookings. There are also buttons to view alerts, attachments and notes

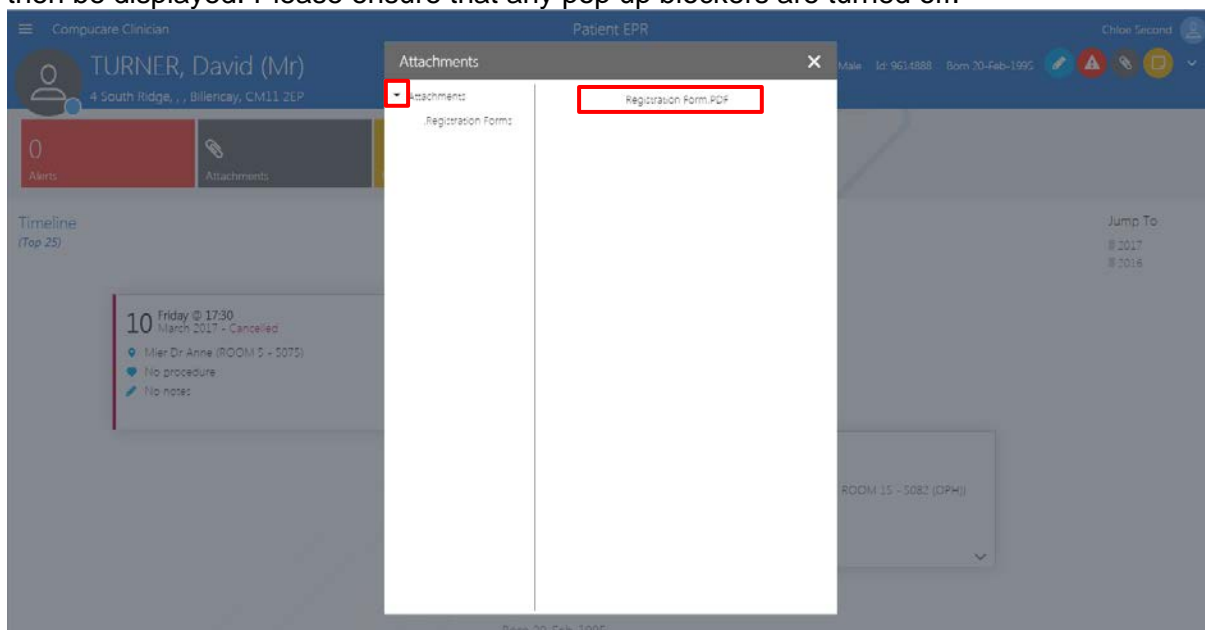


Viewing Patient Attachments (4 of 5)

You can view any documents which are attached to the patient's record, including registration forms, letters of guarantee and other documents. To do this, select the attachments button



The Attachments screen will appear. Click on the arrow next to the word 'Attachments' to view the different types of documents which are attached to the selected patient's record, then double click on the attachment which you wish to view. The attached document will then be displayed. Please ensure that any pop up blockers are turned off.



Viewing and editing patients details (4 of 4)

You can also edit the patient's details by selecting the pencil button from the top right of the screen.

Web Slice Gallery

CompuCare Clinician Patient EPR

TURNER, David (Mr)
4 south ridge, Billerica, CM112EP

Male Born 28-Feb-1995

0 Alerts 0 Attachments 0 Notes

Timeline (Top 25)

Two Days Ago

22 Saturday @ 10:00
October 2016 - Cancelled
Karwan Jamal Dr (p) 5085 (12 (ROOM F) MEWS - 5085)
No procedure
sadev

Three Days Ago

21 Friday @ 12:00
October 2016 - Cancelled
Karwan Jamal Dr (p) 5085 (12 (ROOM F) MEWS - 5085)
No procedure
No notes

21 Friday @ 12:30
October 2016 - Arrived
Karwan Jamal Dr (p) 5085 (12 (ROOM F) MEWS - 5085)
No procedure
ed

Jump To

- Two Days Ago
- Three Days Ago
- Last Week
- This Month

Web Slice Gallery

CompuCare Clinician Patient EPR

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4 south ridge, Billerica, CM112EP

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ed

Jump To

- Two Days Ago
- Three Days Ago
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- This Month

Edit Patient

Name

Title
Mr

Family Name *
TURNER

First Name *
David

Address

Address Line 1 *
4 south ridge

Address Line 2

Address Line 3

Town/City *
Billerica, MA

Save