COMPUCARE WEB USER GUIDE

Cromwell Hospital

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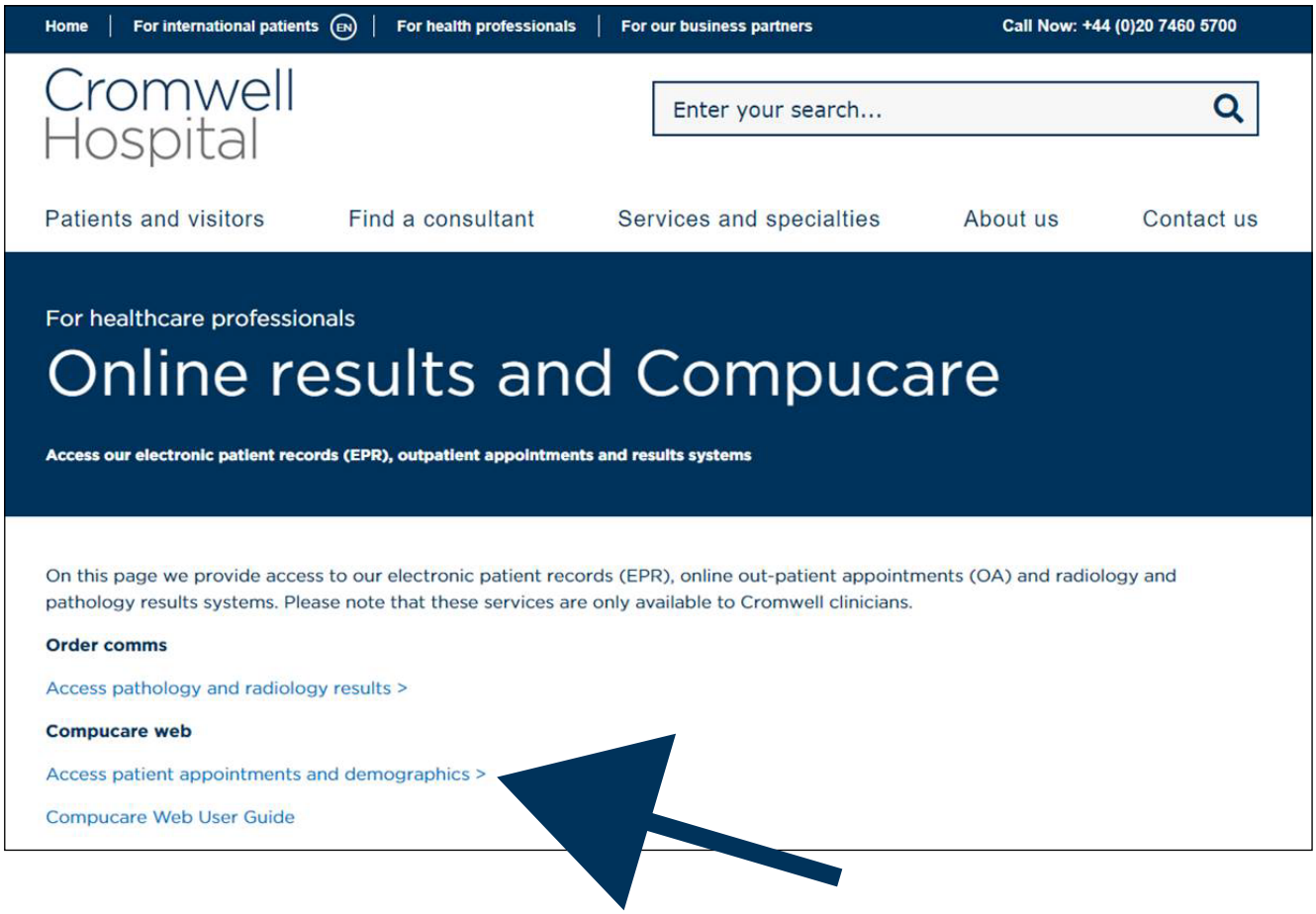
Accessing Compucare web

Compucare Web is accessible via our website:

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

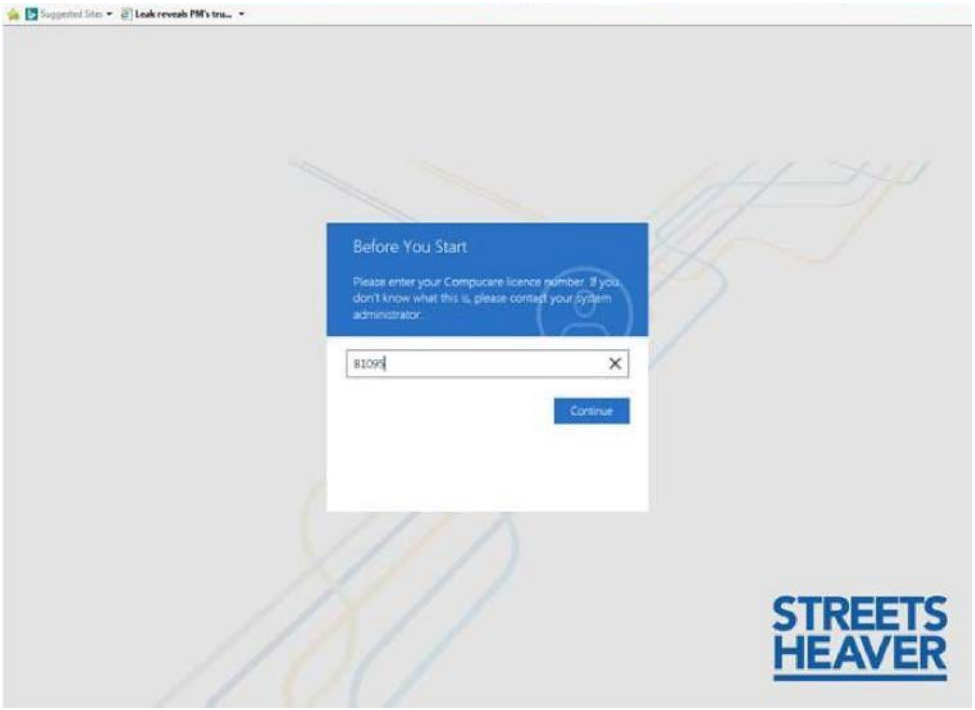
Click the top link under Compucare Web

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



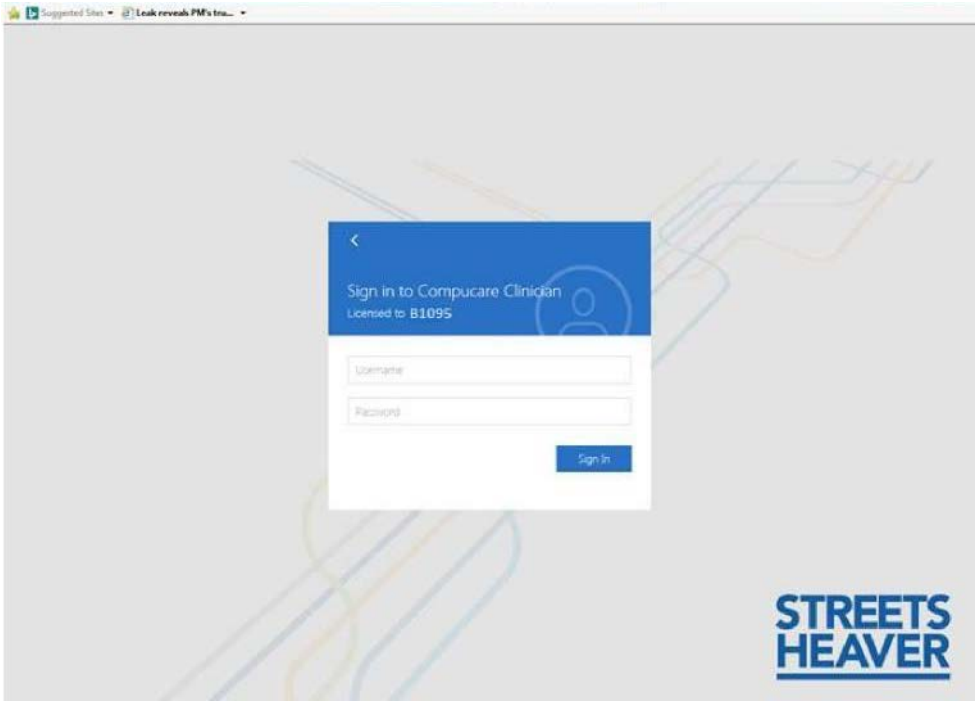
Setting up (1 of 2)

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



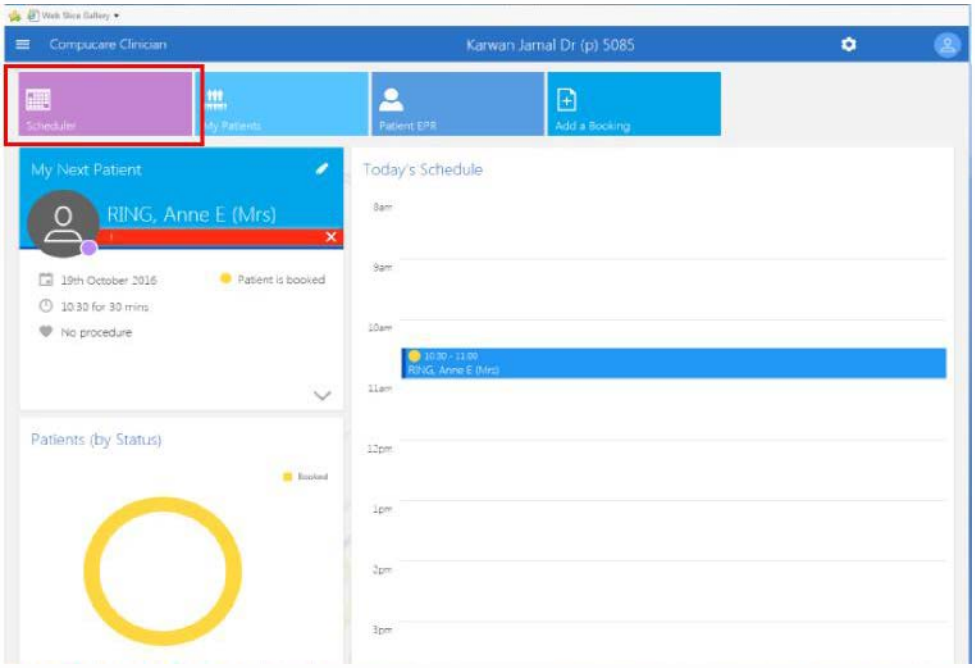
Setting up (2 of 2)

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



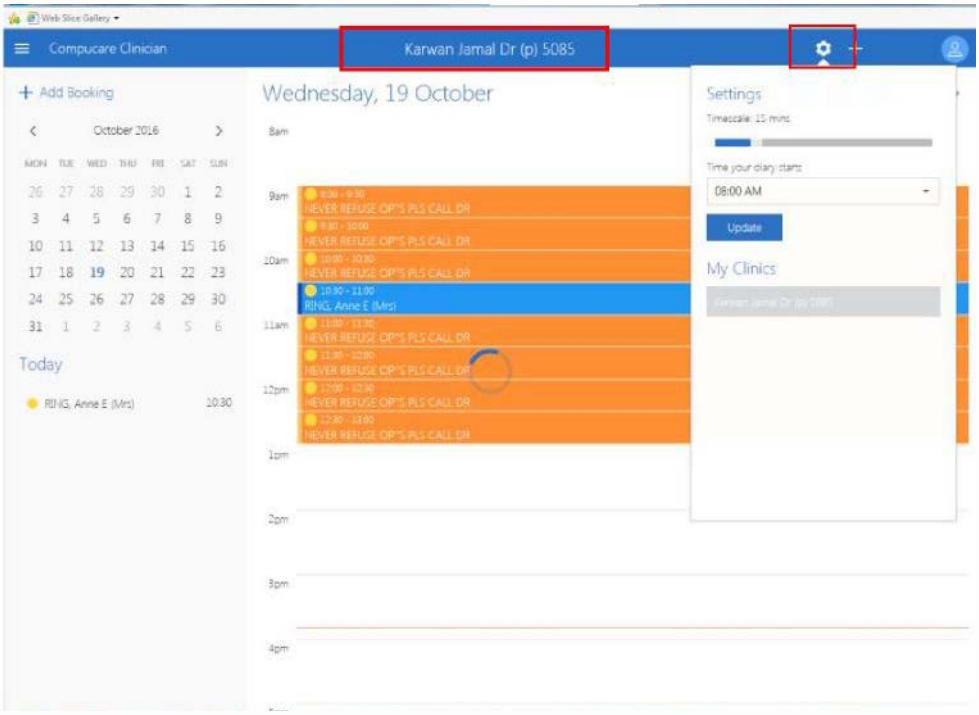
Booking an appointment (1 of 8)

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



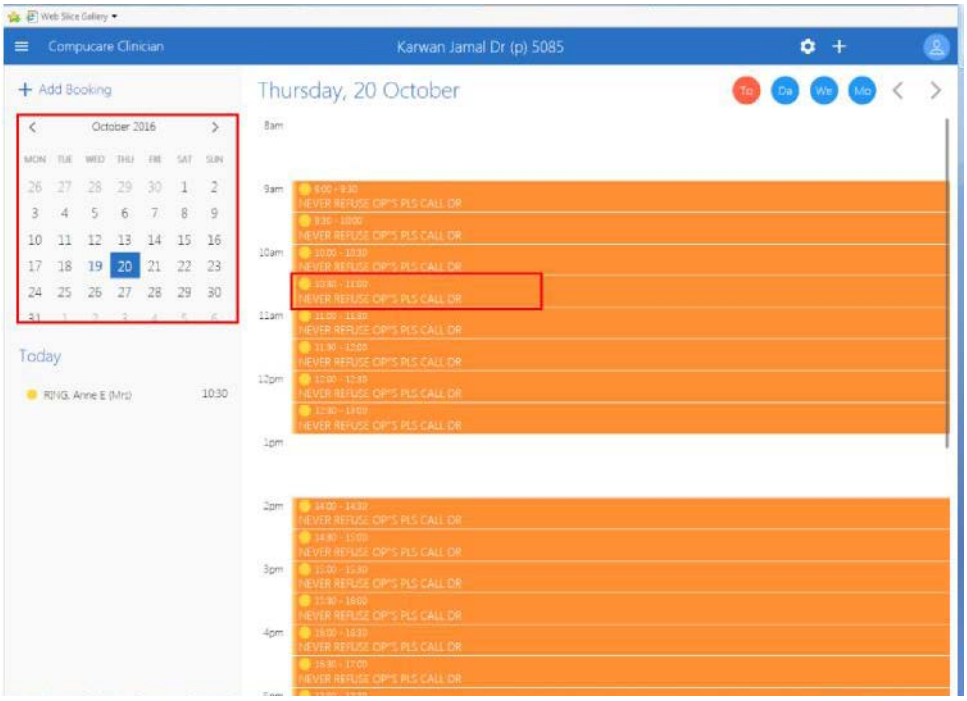
Booking an appointment (2 of 8)

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



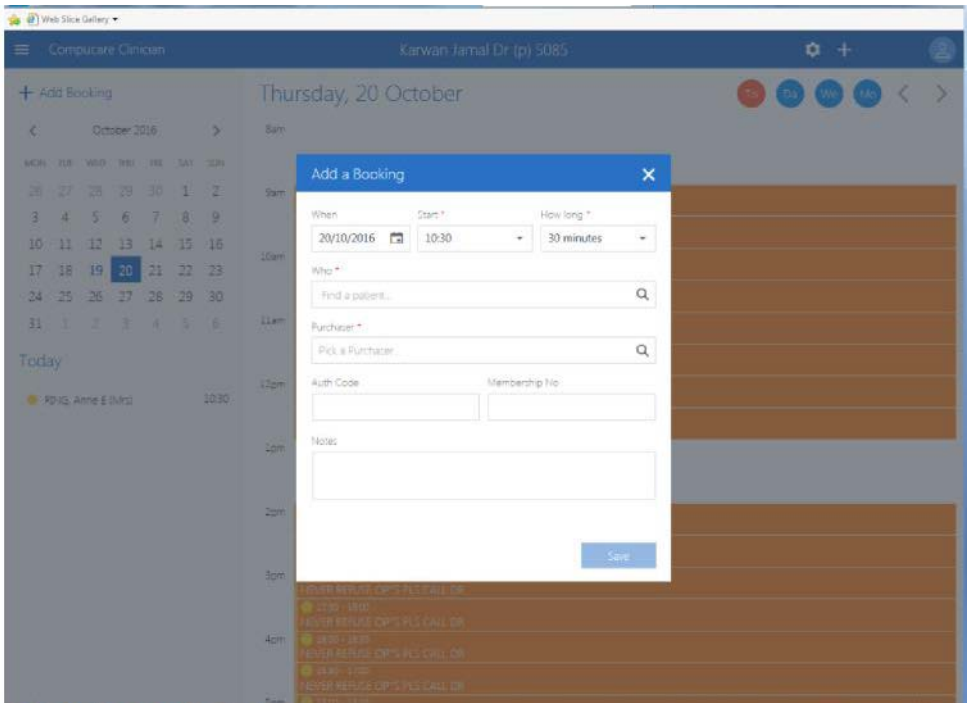
Booking an appointment (3 of 8)

Select desired date, then click on the appointment slot



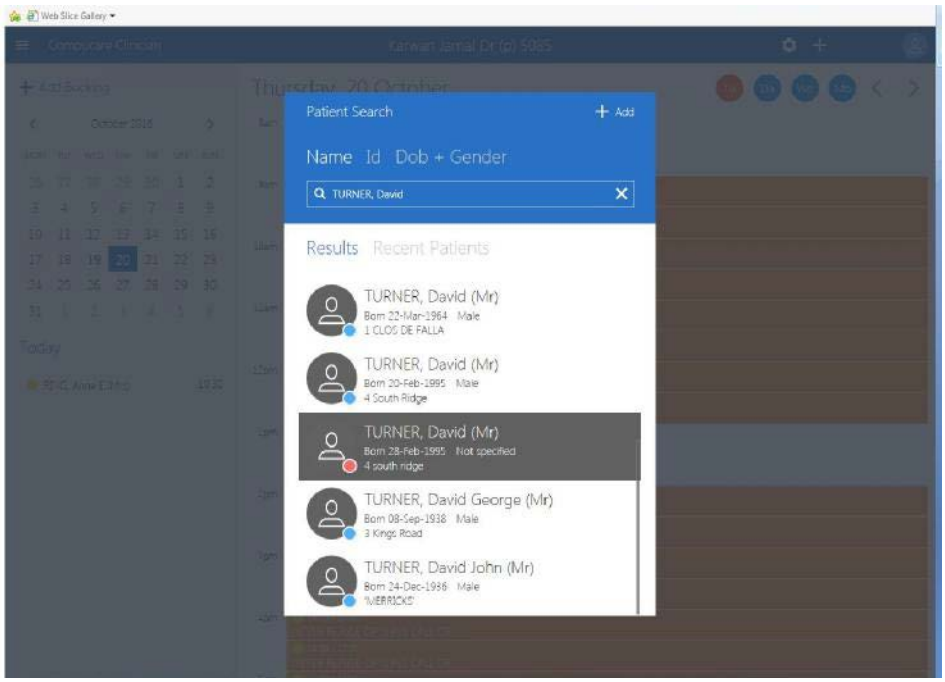
Booking an appointment (4 of 8)

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:

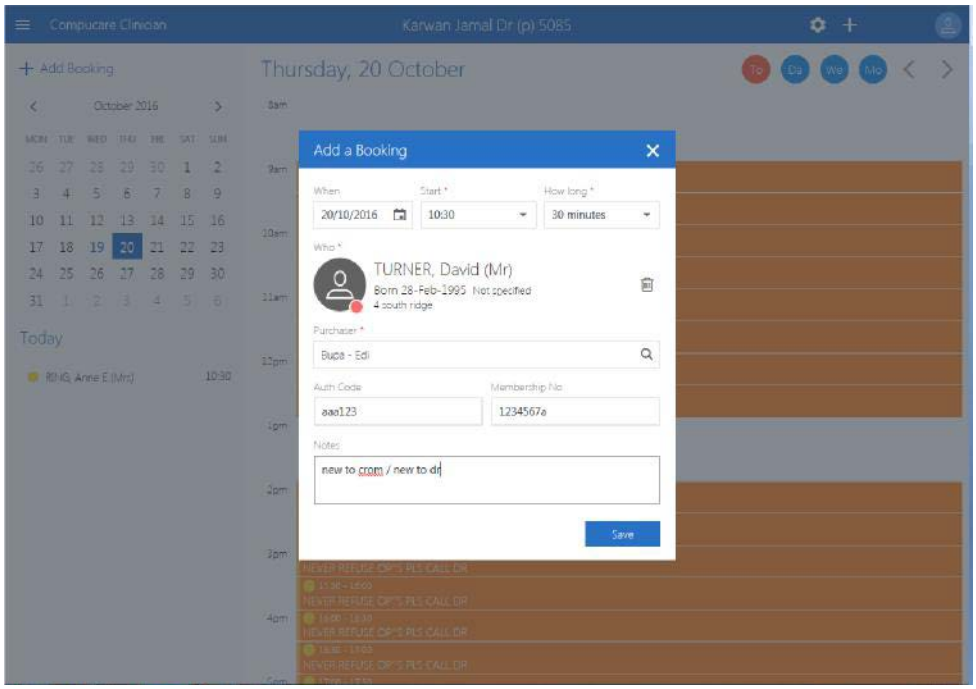
- Enter the Surname/Family name, if you are unsure of the spelling, you can enter the first 3 letters and #
- Enter first name or initial or first 3 letters and #
- Enter date of birth or gender
- There is no need to enter the full address. Enter first part of postcode e.g.SW5 of the address the patient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

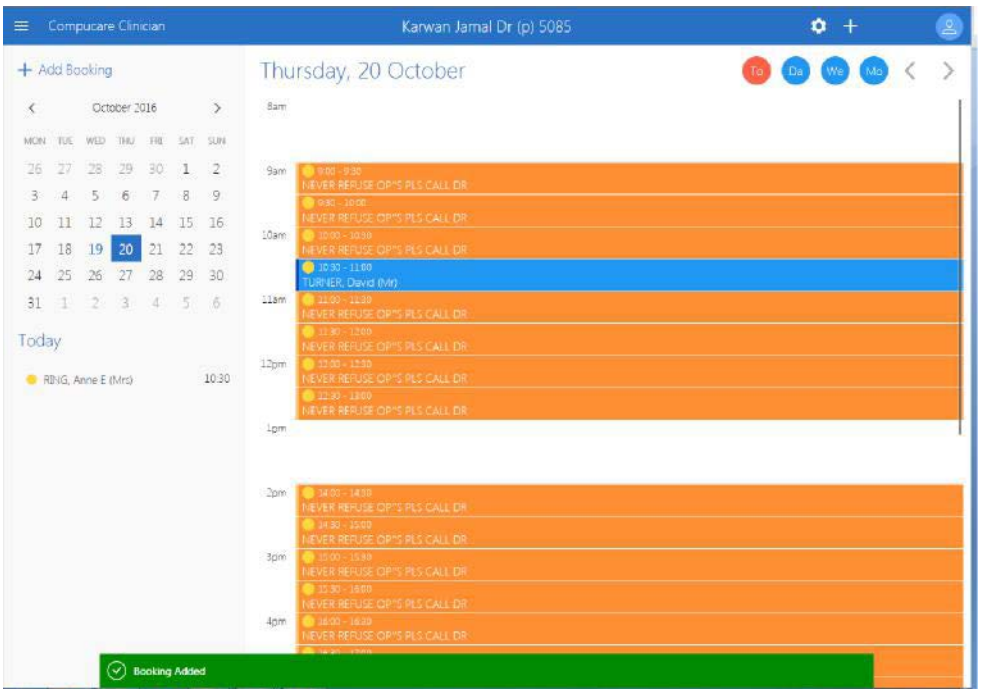
If you have them, enter the auth code and membership number into the correct boxes

Enter appointment notes then click save



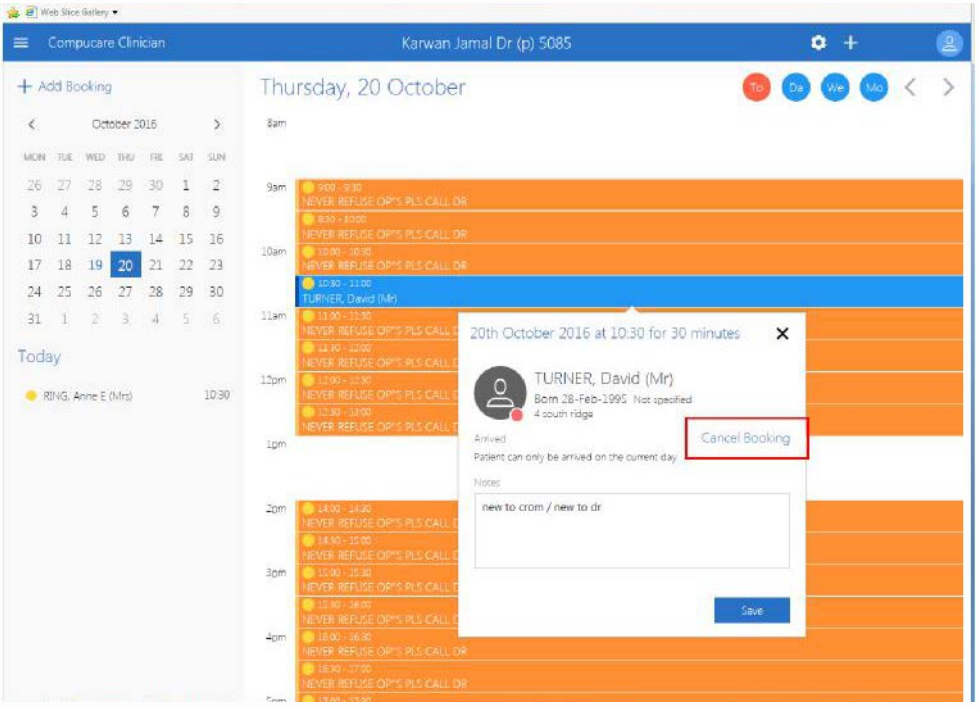
Booking an appointment (8 of 8)

The patient's booking will display in blue with the patient's name ladled onto the slot
A green notification will pop up at the bottom of the screen confirming the booking has been made



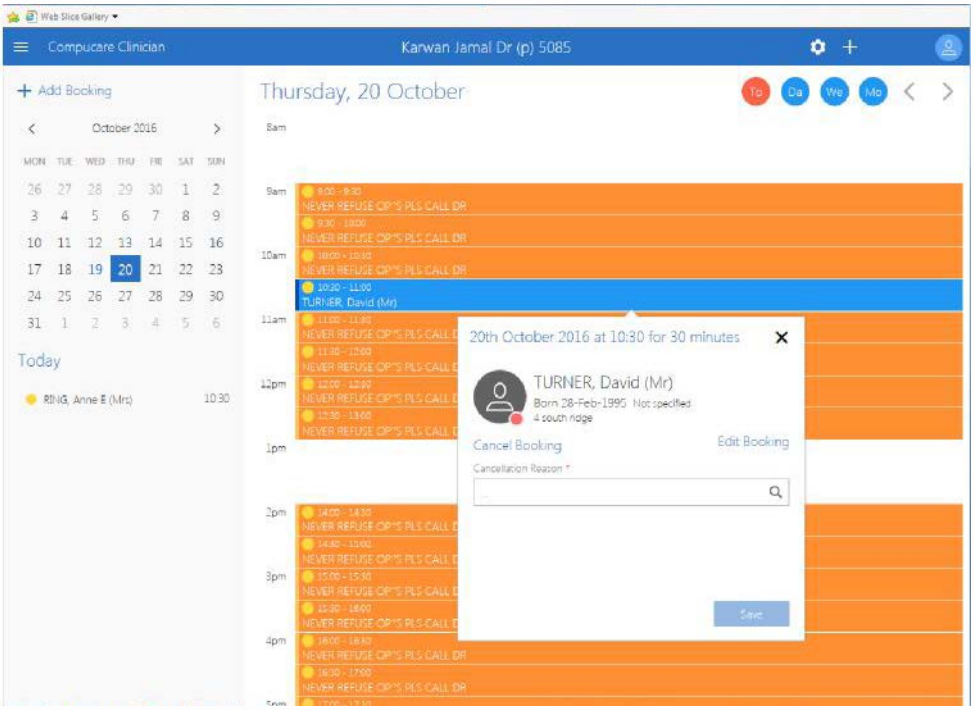
Cancelling an appointment (1 of 2)

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



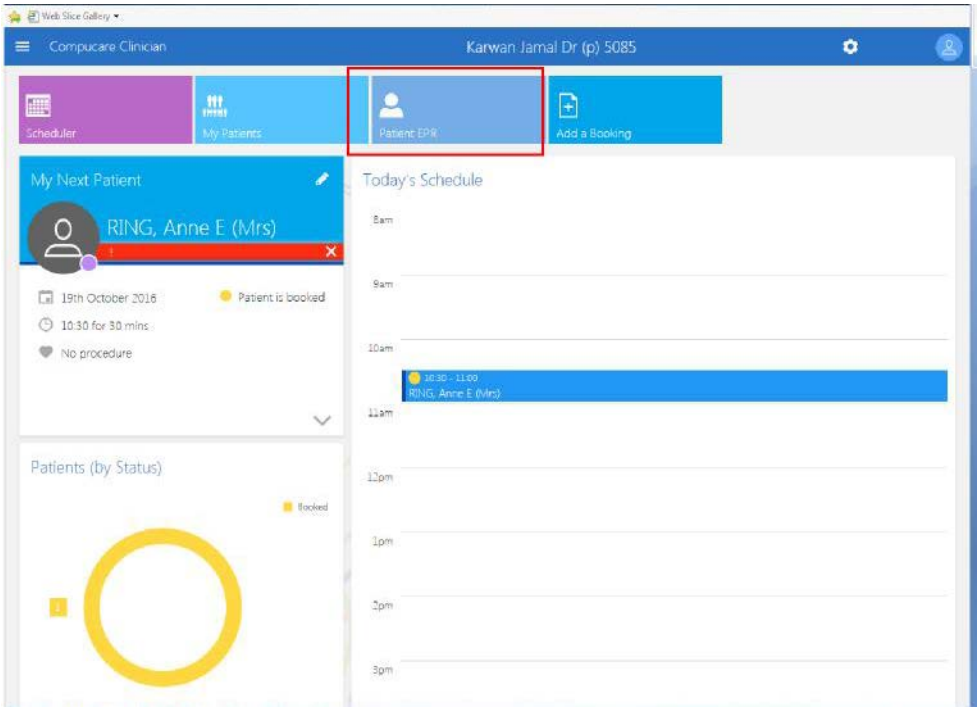
Rescheduling an appointment

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)

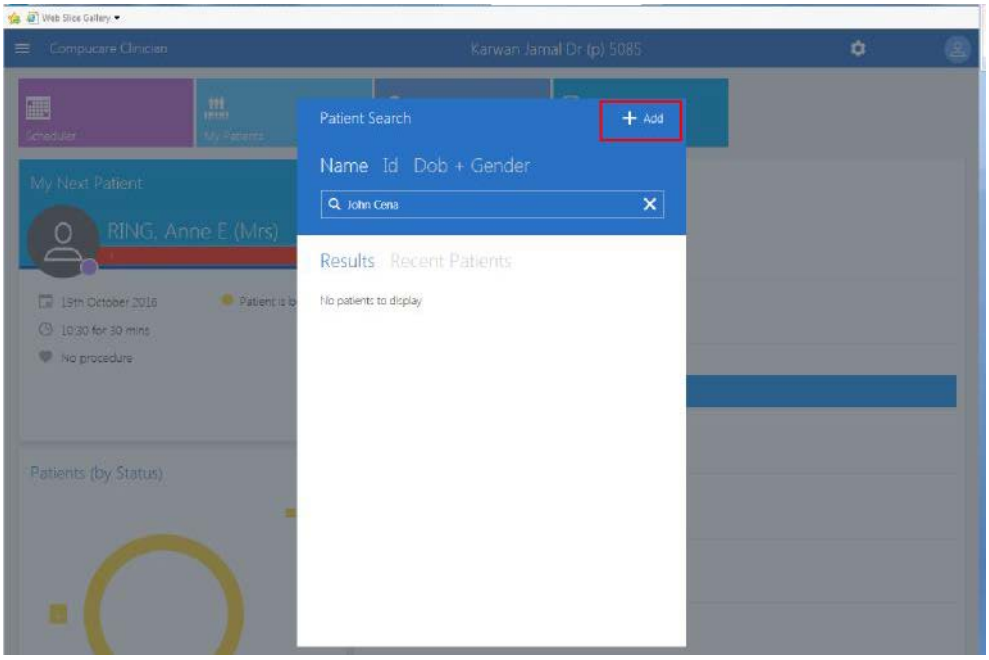
In the home screen click on the 'patient EPR' button at the top of the screen
Patient search screen will pop up



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

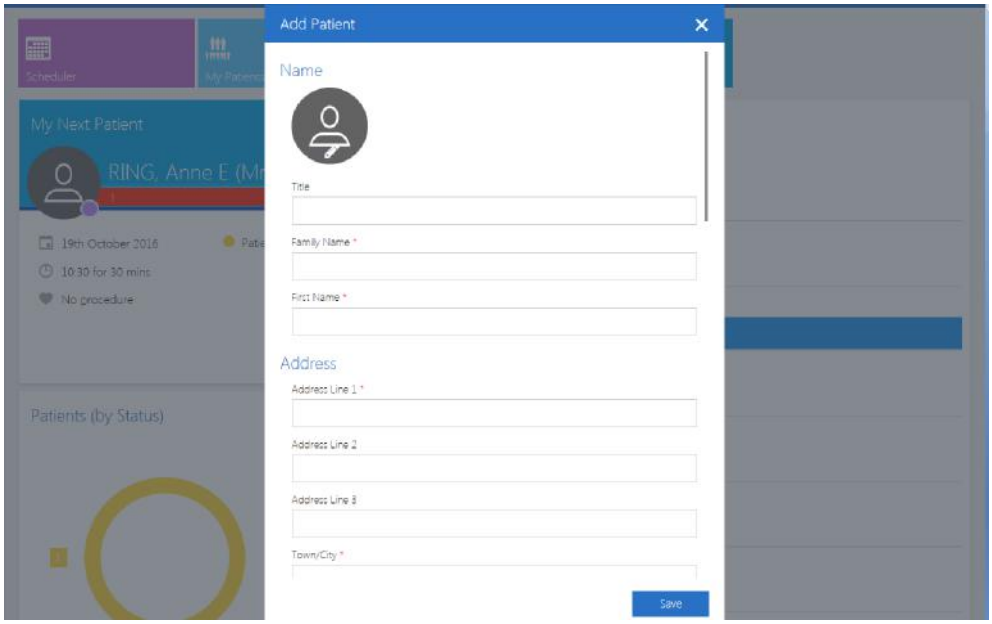


Registering a patient (3 of 3)

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

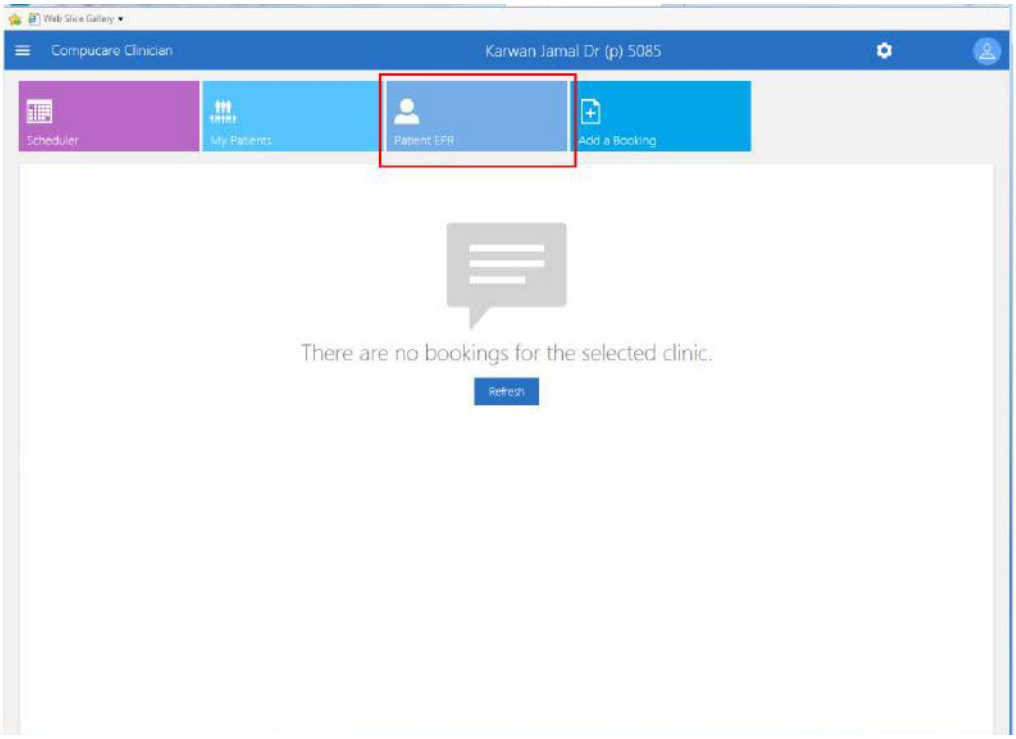
- First/last name
- Address line
- Town/city
- Date of birth
- Mobile number

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



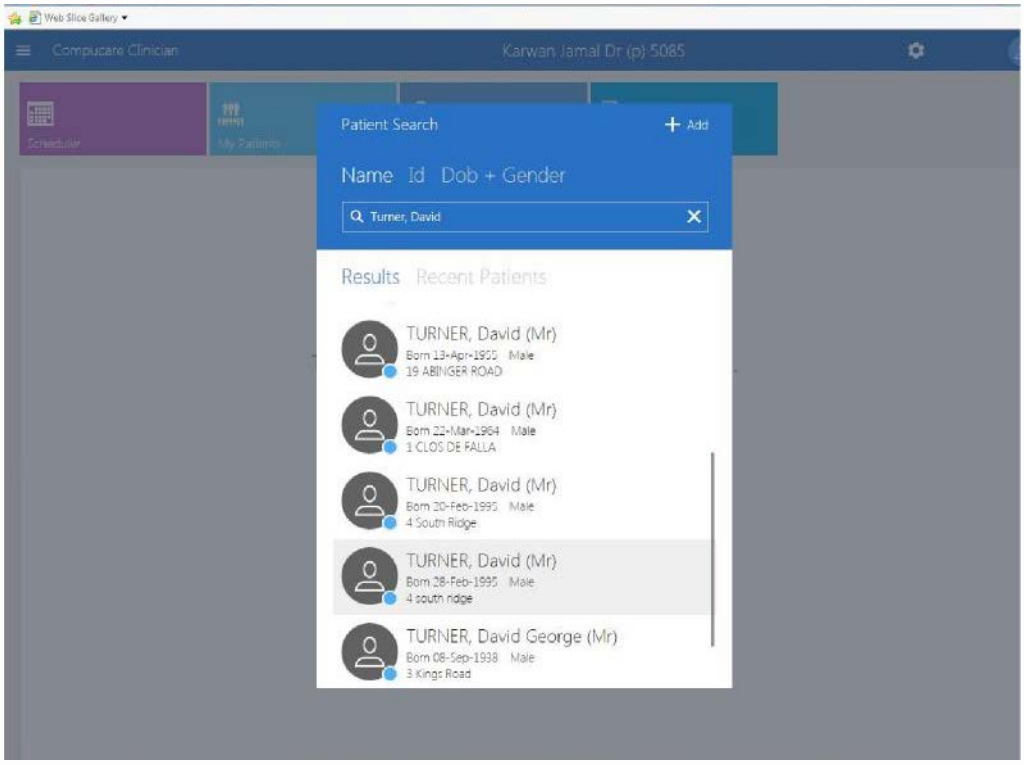
Viewing and editing patients details (1 of 5)

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



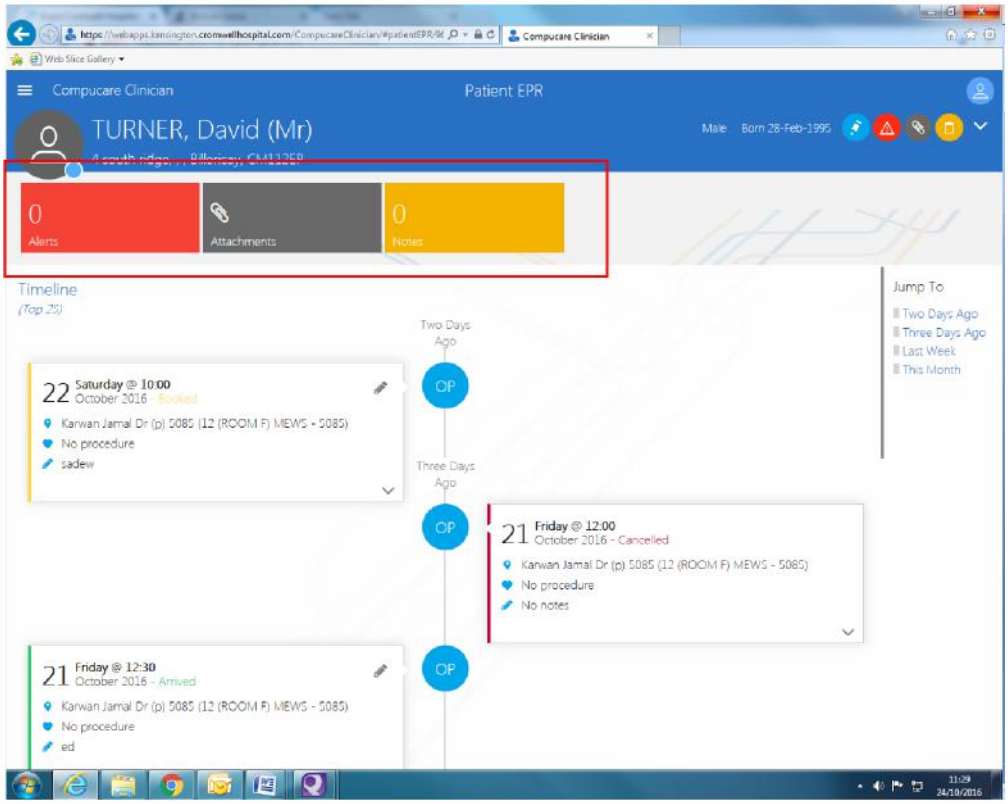
Viewing and editing patients details (2 of 5)

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



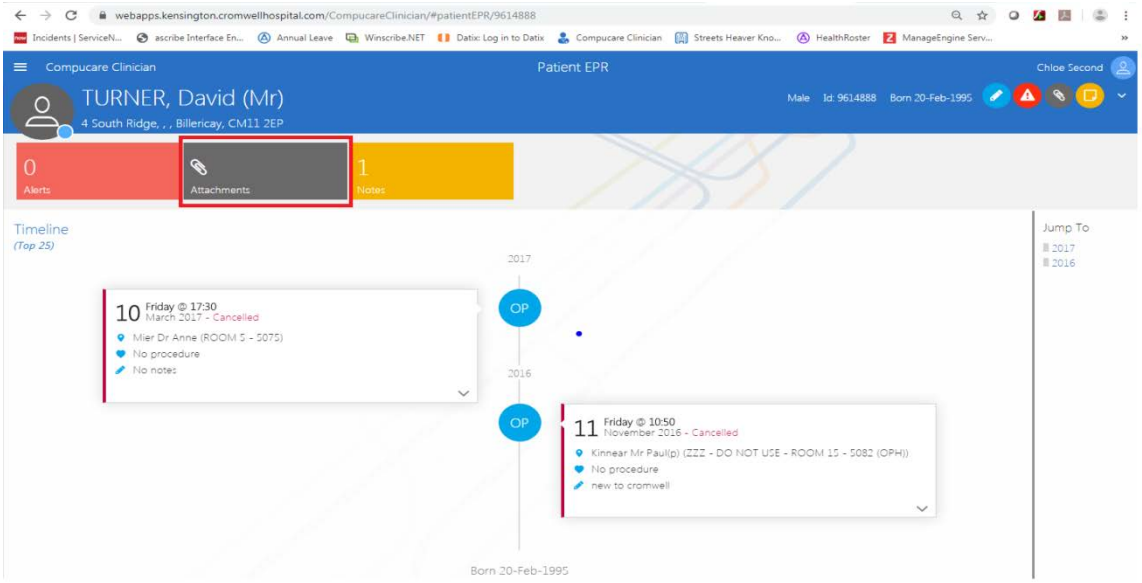
Viewing and editing patients details (3 of 5)

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

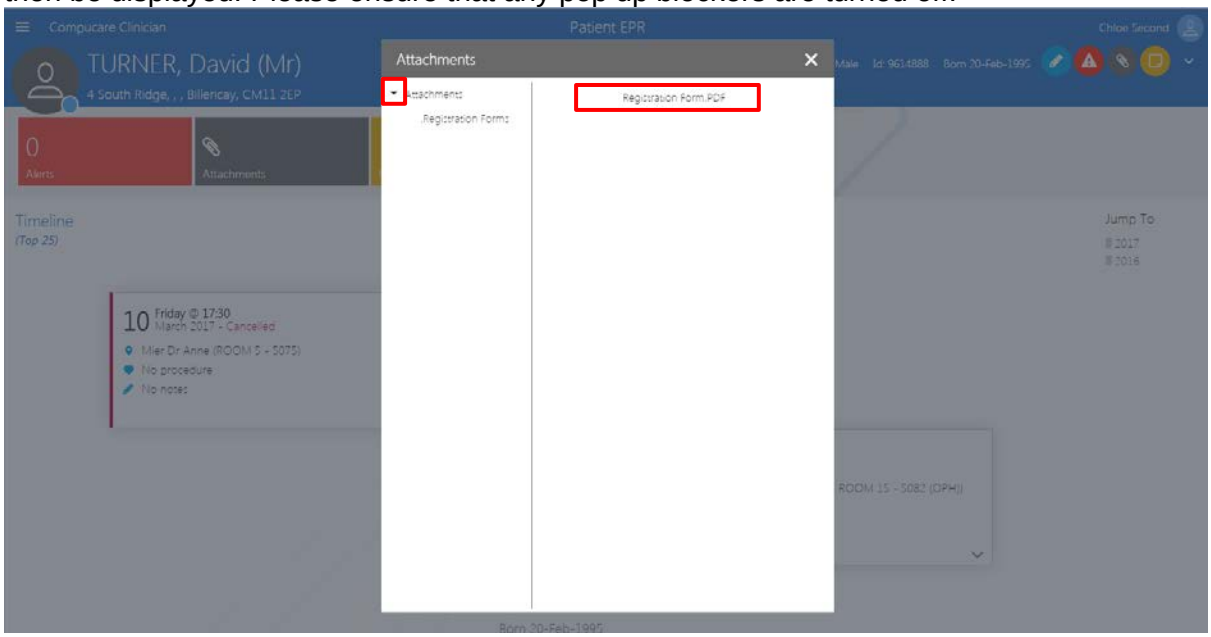


Viewing Patient Attachments (4 of 5)

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

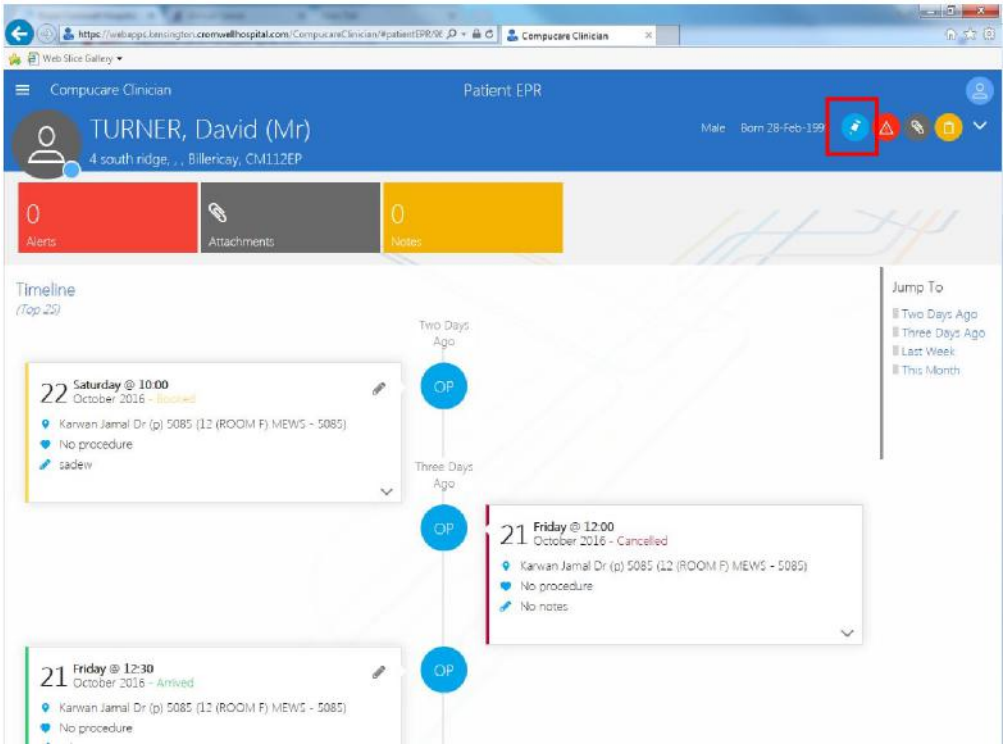


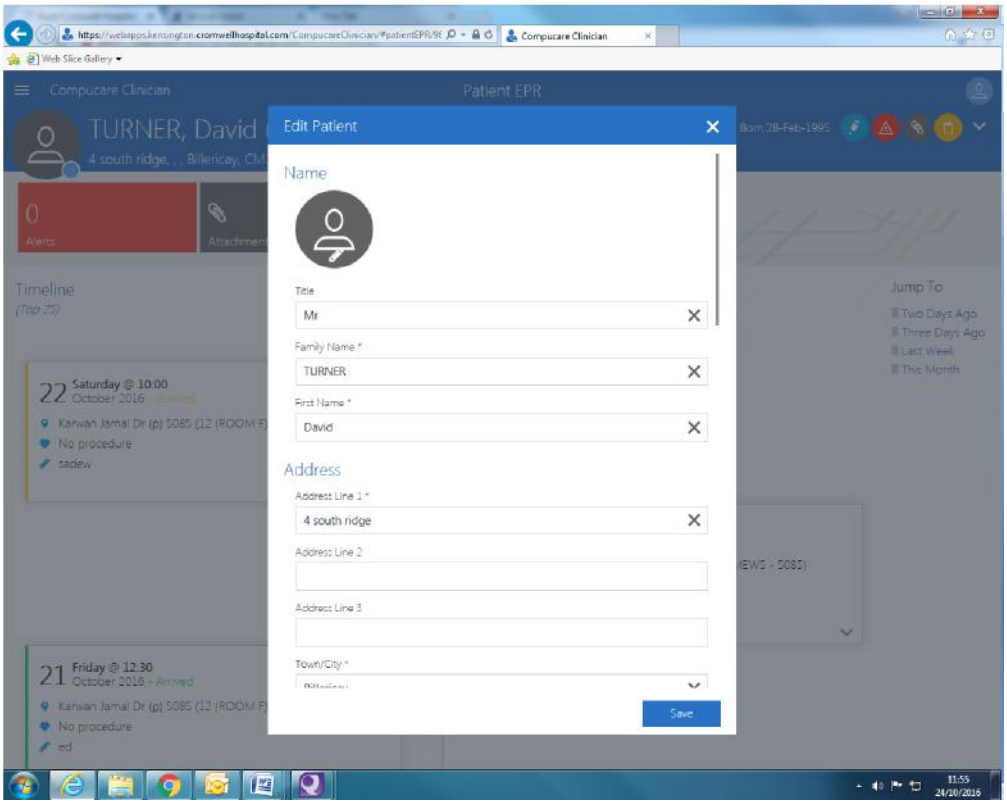
The Attachments screen will appear. Click on the arrow next to the word 'Attachments' to view the different types of documents which are attached to the selected patient's record, then double click on the attachment which you wish to view. The attached document will then be displayed. Please ensure that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


Compucare Clinician
Patient EPR
TURNER, David (Mr)
4 south ridge, , , Billericay, CM112EP
Male
Born 28-Feb-199
0
Alerts
Attachments
0
Notes
Timeline
(Top 25)
Jump To
Two Days Ago
Three Days Ago
Last Week
This Month
Two Days Ago
22 Saturday @ 10:00
October 2016 - Booked
Karwan Jamal Dr (p) 5085 (12 (ROOM F) MEWS - 5085)
No procedure
sadew
OP
Three Days Ago
21 Friday @ 12:00
October 2016 - Cancelled
Karwan Jamal Dr (p) 5085 (12 (ROOM F) MEWS - 5085)
No procedure
No notes
OP
21 Friday @ 12:30
October 2016 - Arrived
Karwan Jamal Dr (p) 5085 (12 (ROOM F) MEWS - 5085)
No procedure
OP


Compucare Clinician
Patient EPR
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 *
Save
Timeline
(Top 25)
Jump To
Two Days Ago
Three Days Ago
Last Week
This Month
22 Saturday @ 10:00
October 2016 - Booked
21 Friday @ 12:30
October 2016 - Arrived
11:55
24/10/2016