

HOW TO CREATE A HISTORY NOTE

Last Updated: Monday, 24 November 2008

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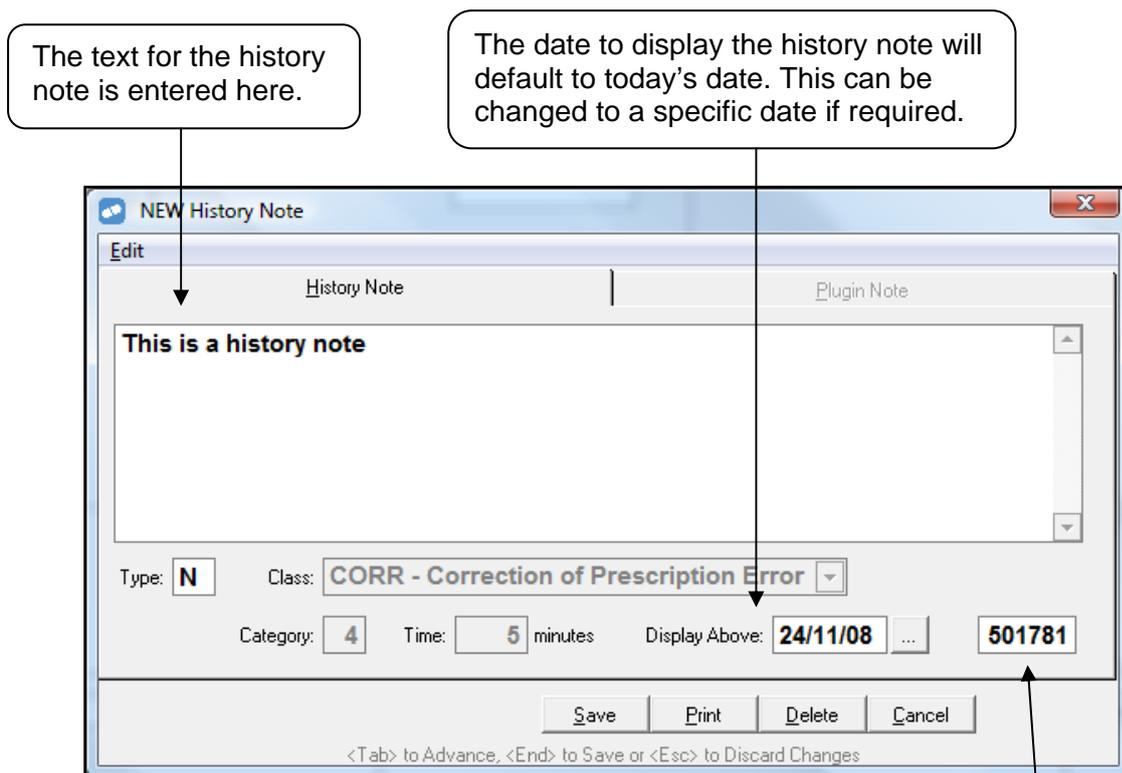
Summary

History notes can be created in Fred Dispense, to record information at a particular time in the patient history. History notes can also be used to record when a script has been cancelled.

Details

To create a history note

- Select the patient in Fred Dispense
- Press **<ALT + N>** or click on the Activities Menu and choose History **<N>**otes



You can also enter a specific script number for the history note to appear above on the date specified. The script number entered must have actually been dispensed on the date specified.

History notes for cancelled scripts

When cancelling a script you will be prompted with the following question.

The screenshot shows the Fred Dispense software interface. At the top, there is a menu bar with options: Fred Dispense, Dispense, Activities, Reports, Lists, Setup, Help. Below the menu bar are several icons representing different functions. The patient information section displays: Patient Name or Repeat No: MR FRED HEALTH, Address: 20 TRENERRY CRESCENT, ABBOTSFORD 3067, and Phone: R VX-123-456-78. The drug details section shows: CODEINE & PARACETAMOL (G), S4 NHS: 1215Y PDNE1 a, Class: Multi Link Generic, Cost: \$2.69, Retail: \$9.08, Brand Price Premium: \$1.43. A dialog box titled 'Cancel Script' is overlaid on the screen, asking 'Create History Note for Cancelled Script?' with 'Yes' and 'No' buttons. The script label section shows: PANADEINE FORTE TABLETS 500- (CODEINE & PARACETAMOL), Take TWO tablets when required for pain <Maximum of EIGHT per 24 hours>, MR FRED HEALTH, 24/11/08 Dr A SMITH #1,13,19, Qty 20 Nil Rpts, 501680 AC \$6.43.

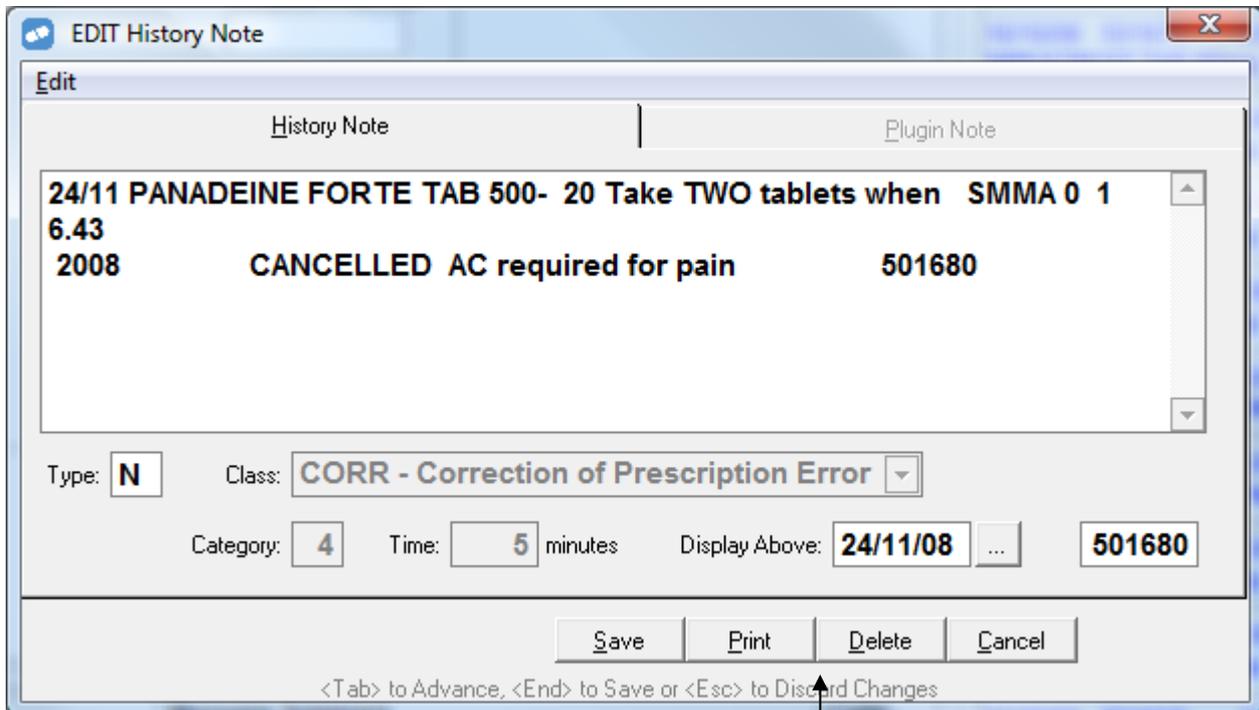
If yes is chosen a history note will be created in the patient history as seen below.

Disp	Drug Name	Qty	Directions	Doc	Rpt	Dp	\$	By
* 24/11	PANADEINE FORTE TAB 500-	20	Take TWO tablets when	SMMA	0	1	6.43	
* 2008	CANCELLED		AC required for pain				501680	
24/11	AMOXIL CAP 500mg	20	Take ONE capsule THREE	SMMA	1	1	5.80	AC
2008			times a day until all				501679	
24/11	VENTOLIN CFC FREE MET-AE	2	Shake well and inhale	SMMA	5	1	6.18	AC
2008	RO 200 Dose		ONE to TWO puffs by				501678	

To edit an existing history note

- Highlight the existing history note in the patient history and press F4

In this example we can see a history note that was created for a cancelled script.



The screenshot shows a software window titled "EDIT History Note". It has two tabs: "History Note" (selected) and "Plugin Note". The main text area contains the following text:
24/11 PANADEINE FORTE TAB 500- 20 Take TWO tablets when SMMA 0 1
6.43
2008 CANCELLED AC required for pain 501680

Below the text area are several input fields and a dropdown menu:
Type: Class:
Category: Time: minutes Display Above:

At the bottom of the window are four buttons: **Save**, **Print**, **Delete**, and **Cancel**. Below the buttons is a small instruction: "<Tab> to Advance, <End> to Save or <Esc> to Discard Changes".

Use these buttons to Save, Print, or Delete this history note. Choose Cancel to discard any changes made since editing the history note.

FRED.HELP

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