ADD A NEW FOLLOW-UP

1. On the Patients screen, select the patient for which a new Follow-up is to be created.

2. The Patient screen is displayed as follows:

3. Select the Follow-ups option to display the Follow-ups screen.

4. Select the Add Follow-up option to display the New Follow-up screen.
5. The user may now enter the Follow-up details. Note that all fields are required however a field may be left blank to allow the record to be saved with errors. This feature allows for the scenario where data is not available at the time of creating the Follow-up and is to be entered at a later date.

6. To cancel the creation of the Follow-up, select the Cancel option.

7. To create the Follow-up, select the Submit option.

7.1. Where data fields have been entered incorrectly or are missing, errors will be displayed at the top of the screen.

7.2. Scroll down the form to view the error, complete as required and Submit.
7.3. Where errors remain the data will still be saved so that the user can continue - select the Follow Up tab to view the record.

7.4. Where no errors exist, the new Follow-up details will be displayed.

8. To log out, select the Logout option at the top right of the screen.