



Clinical Patient Folder (CPF)

Clinical User Guide

Version 1.0 (Approved on 21 May 2019)

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Clinical Patient Folder (CPF)

1 Introduction

The Clinical Patient Folder (CPF) has been introduced to replace the Clinical Record Information System (CRIS). This system will provide access to the centralised Canberra Health Services clinical record including all scanned records previously available in CRIS.

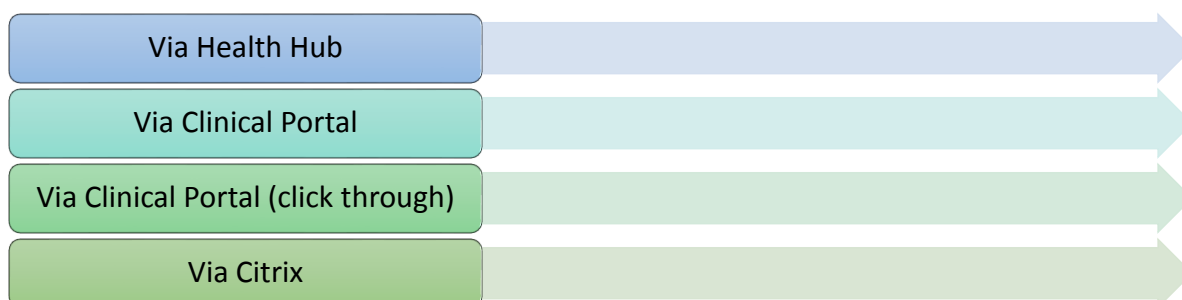
1.1 Need Help?

If you require assistance in the use of the CPF application please refer to the following:

- Website: [Healthhub.act.gov.au/technology/cpf](https://healthhub.act.gov.au/technology/cpf)
- For urgent matters 24/7 call Digital Solutions Support team: 02 5124 5000
- Email: digital.support@act.gov.au

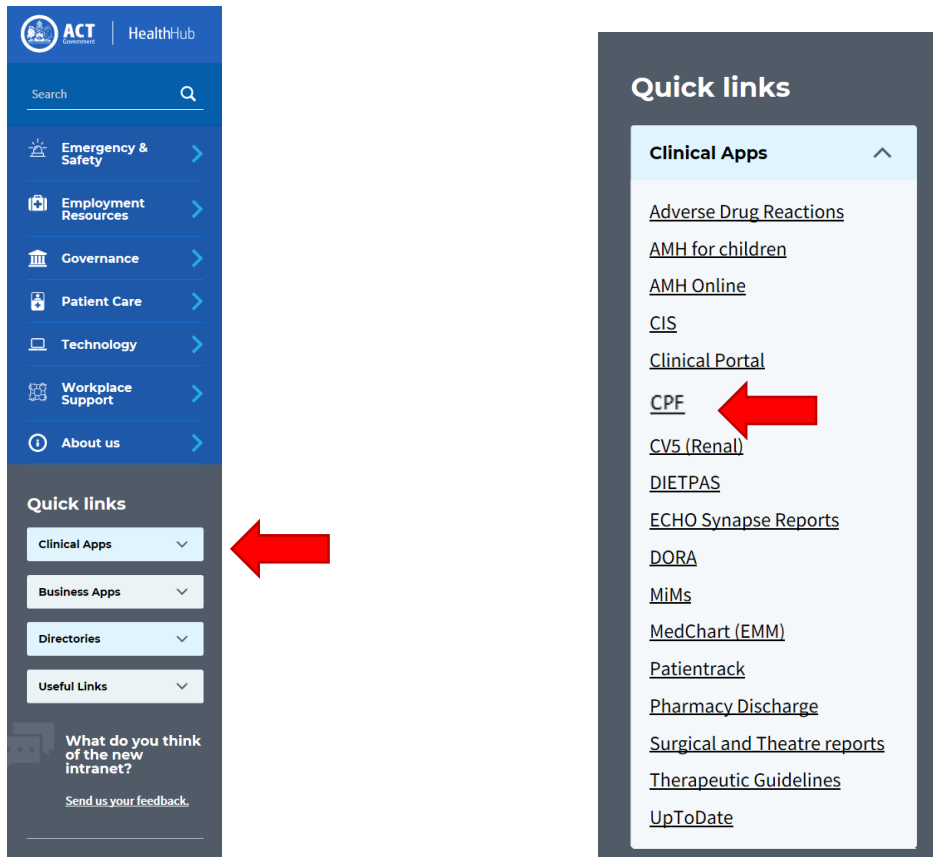
2 Finding CPF

There are four ways that you can access CPF. They are:



2.1 Access Via Health Hub

Click the CPF link from the Clinical Apps list under Quick Links on the Health Hub home page (<https://healthhub.act.gov.au/>). Enter your ACTGOV username and password and then select the 'Login' button.




2.2 Access Via Clinical Portal

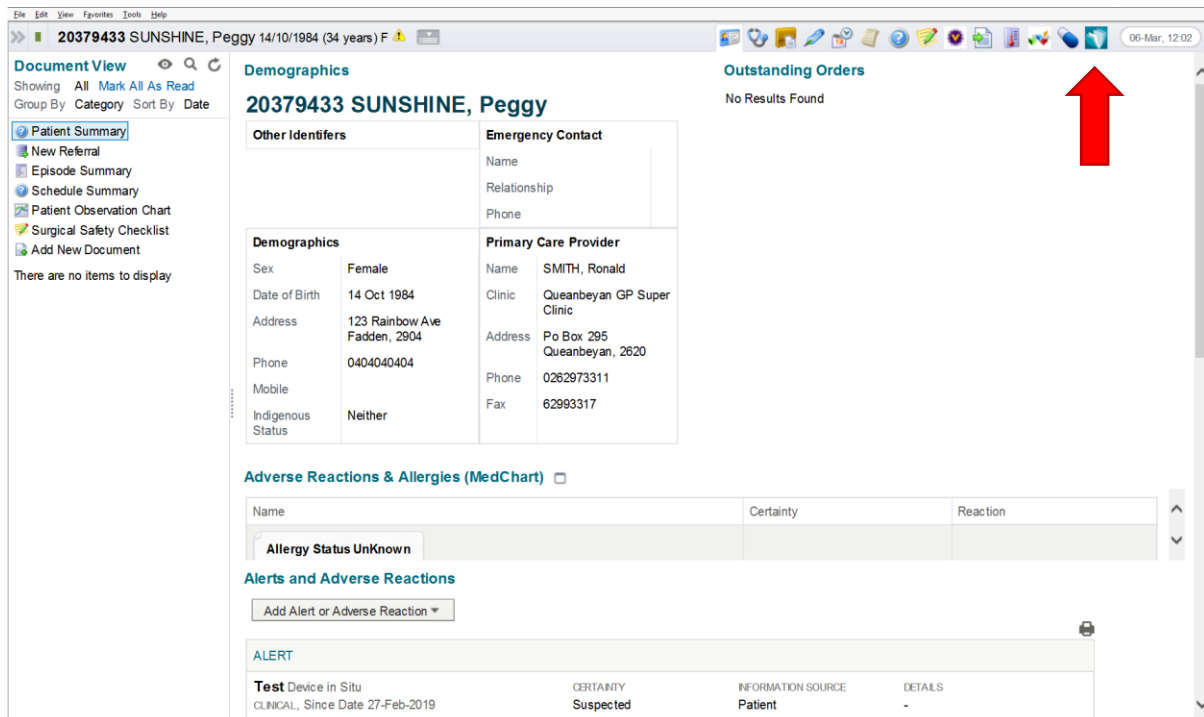
Click the CPF link from the navigation menu in Clinical Portal



(<http://clinicalportal.act.gov.au/concerto/Login.htm>)

2.3 Access Via Clinical Portal (click-through)

You can also access CPF via Clinical Portal. When doing this for the first time you will need to enter your password into the CPF network credentials. To do this click on the cog in the top left of the screen. Scroll down to the CPF Network Credentials and select the 'Update Password' link. Enter your ACTGOV password in the text box that appears in the CPF Network Credentials section and select the 'Update Preferences' button at the bottom of the screen. Alternatively, open your patient's record and then select the CPF  icon at the top right of the page.



20379433 SUNSHINE, Peggy 14/10/1984 (34 years) F

Document View
Showing All Mark All As Read
Group By Category Sort By Date

Patient Summary
New Referral
Episode Summary
Schedule Summary
Patient Observation Chart
Surgical Safety Checklist
Add New Document
There are no items to display

Demographics
20379433 SUNSHINE, Peggy

Other Identifiers		Emergency Contact	
		Name	
		Relationship	
		Phone	

Demographics		Primary Care Provider	
Sex	Female	Name	SMITH, Ronald
Date of Birth	14 Oct 1984	Clinic	Queanbeyan GP Super Clinic
Address	123 Rainbow Ave Fadden, 2904	Address	Po Box 295 Queanbeyan, 2620
Phone	0404040404	Phone	0262973311
Mobile		Fax	62993317
Indigenous Status	Neither		

Outstanding Orders
No Results Found

Adverse Reactions & Allergies (MedChart)

Name	Certainty	Reaction
Allergy Status UnKnown		

Alerts and Adverse Reactions
Add Alert or Adverse Reaction

ALERT

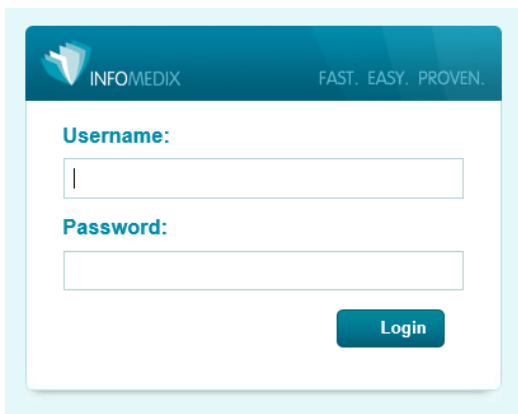
Test	CERTAINTY	INFORMATION SOURCE	DETAILS
Device in Situ CLINICAL, Since Date 27-Feb-2019	Suspected	Patient	-

2.4 Via Citrix

Click the CPF icon in a Citrix session on your PC. **Note:** If you are based outside of Canberra Health Services, this will be your primary means of accessing CPF.



3 Logging On

The image shows the INFOMEDIX login screen. At the top, there is a teal header with the INFOMEDIX logo on the left and the tagline 'FAST. EASY. PROVEN.' on the right. Below the header, there are two input fields: 'Username:' and 'Password:'. The 'Username:' field contains a single character 'I'. Below the input fields is a teal 'Login' button.

Once you reach CPF, you will see the CPF login screen. Enter your **ACT Government username and password** to access the CPF main screen. If you enter the incorrect login details, the login screen will show a pink 'Login Failed' banner above your username. User IDs are NOT case sensitive. Passwords are always case sensitive.

DO NOT SHARE YOUR CLINICAL PORTAL/CPF LOGIN.

Your login acts as your signature for any information you have entered against a patient e-Form.

Once you have logged in, CPF will display the default **Advanced Search** screen as indicated below.

3.1 Setting a Login Display Screen

The screenshot shows the 'Advanced Search' interface. The left sidebar contains a 'Clinical User' profile with a 'Logout' link, a search input field, and buttons for 'Advanced Search' and 'Patient List'. Below these are expandable menu items: 'Search', 'My Details', and 'Support'. The main content area features two tabs: 'Patient Search' (selected) and 'Episode Search'. The 'Patient Search' section is divided into 'Patient details' and 'Treating clinician (inpatients)'. The 'Patient details' section includes fields for URNO, Domain (dropdown), Family Name, Given Name(s), DOB (dd/mm/yyyy) with three input boxes, Sex (dropdown), GP Name, GP Practice, Preferred Language, and Home Phone/Mobile. The 'Treating clinician (inpatients)' section includes fields for Family Name and Given Name(s). At the bottom are 'Clear' and 'Search' buttons.

The CPF application will return to the **Patient List** after you log out and log back in, if you have added patient records to your list.

4 Navigation

4.1 Menu

The CPF application always displays the same menu down the left-hand side of the screen. You can navigate around the application using these menu items at any time.

Each group of menu items can be expanded and collapsed depending on your user profile and privileges. **Note:** Depending on your privileges, you may not have access to all items listed below. To expand a menu item click on the heading to expand the menu. There is also a 'Quick' URN function in the top left of the page.

Example: Click on **Search** and the Search Menu is expanded.



Clinical User Logout

-Enter UR-

Advanced Search
Patient List

Search ▲

Advanced
Ward List
Clinic List
Unit List
Clinician List

My Details ▼

Support ▼

Advanced Search

Patient Search Episode Search

Patient details

URNO :

Domain : - All -

Family Name :

Given Name(s) :

DOB (dd/mm/yyyy) : / /

Sex : - All -

GP Name :

GP Practice :

Preferred Language :

Home Phone/Mobile :

Treating clinician (inpatients)

Family Name :

Given Name(s) :

4.1.1 Menu Items

The following is a complete list of menu items.

Menu Item	Function
User	
Logged in User's name	The user name of the person currently logged into the CPF application.
Logout	Log out of the CPF application (use this rather than the red cross in the top right-hand corner to log out of CPF application).
Quick Search Bar	Search for a patient by UR number (URN).
Advanced Search	Navigate to the advanced search function: Patient Search and Episode Search.
Patient List	Navigate to your patient list or the patient list for the inpatients, emergency or outpatient clinics.
Search	
Advanced (Patient Search)	Search for a patient by URN or demographic details. For an inpatient search, supply doctor's name.
Advanced (Episode Search)	Search for a patient by episode details.
Ward List	Displays a list of wards with patients currently admitted. You can select the ward required from the list and then the patient.
Clinic List	Display a list of clinics with bookings. You can select the clinic required from the list and then the patient.
Unit List	Display a list of units with patients admitted. You can select the unit required from the list and then the patient.
Clinician List	Displays a list of doctors with patients admitted. You can select the doctor required from the list and then the patient.
My Bookmarks	Display a list of the documents you have previously bookmarked.
Support	
Report Problem	Enables you to report a problem with the application via email to a service nominated by the organisation (i.e. the customer IT department).
Feedback	Enables you to send feedback to a service nominated by the organisation (i.e. the customers system administrator).
Help	Displays the CPF User Guide.

4.1.2 Key board Shortcuts

The following keyboard shortcuts are supported by CPF.

Action	Keyboard shortcut
Return to the cover section of patient record	Enter
Display document in a separate window	Shift + left-click on a document link in the main patient folder area
Previous Document	<
Next Document	> or 0 (numeral)
Type first letter of required item in drop down boxes	Displays only options starting with the letter/ s entered i.e. 'e' for 'ED
More information of document	'i' on the document view
Bookmark a document	B
Signs a result (if you have the correct authorisation)	S
One click Zoom	L
Normal mode	N
F5	Refresh
Switch between windows	Alt + Tab
Scroll through drop-down menu options	Keyboard arrows
Common actions such as 'Search' or 'Update'	Enter
Zoom In	Ctrl + +
Zoom Out	Ctrl + -
Zoom Reset	Ctrl + 0 (numeral)
Toggle Full Screen	F11

5 Overview of each CPF Tab

The patient's demographic details will display. Any 'Alerts' or 'Advanced Care Plans' that have been recorded for the patient will be displayed under the patient summary. The CPF application receives up to date information on patient details directly from ACTPAS.

Note: The *Date of Death* is only displayed when a message containing the patient's date of death has been received from ACTPAS.

The screenshot displays the Clinical Patient Folder (CPF) interface for patient SUNSHINE, PEGGY. The patient's demographic details are shown in a card, and the 'Patient Summary' section provides a detailed overview of the patient's medical history and document counts.

Patient Summary Card:

- Patient:** SUNSHINE, PEGGY
- URNO:** 20379433 (ACT), Sex: F, DOB: 14-Oct-1984
- Address:** 123 RAINBOW AVE, FADDEN, ACT, 2904
- GP Name:** DR RONALD SMITH
- GP Practice:** QUEANBEYAN GP SUPER CLINIC
- Preferred Language:** Albanian
- Home Phone/Mobile:** 0404040404

Patient Summary Table:

Section	Number of documents	Number of episodes
Summary	1	0
Emergency	0	0
Admission	144	3
Clinics	14	8
Ambulatory	13	0
Diagnostic	12	0
(Documents)	(12)	(0)
Legal	0	0
Correspondence	0	0
Archive	0	0
Total	184	11

Links:

- [Clinical Portal](#)
- [Clinical Record Service Intranet Page](#)
- [Forms Register](#)

5.1 Alerts

The Alert Screen will automatically load when you open a patient record. If you need to navigate to the Alert Screen, you can also find a link to the alerts located under the Patient Summary section of the CPF. To view alerts that have been entered/scanned for a patient click on the document from the list of documents on the cover section of the patient folder.

The screenshot shows the CPF interface for a patient named SUNSHINE, PEGGY. The patient's details are listed on the left, including URNO, address, GP name, and preferred language. A red box highlights the 'Alerts' section on the right, which displays a table of current alerts for ACT. A red arrow points to a link in the 'Advanced Care Plan - Competent Person Alerts' section at the bottom left.

Type	Description	Identification date	End date
Clinical	DEVICE IN SITU Test	27-Feb-2019	

Description	Date
Advanced Care Plan - Competent Person Alerts	05-Feb-19

5.2 Patient Summary

The summary view will display an overview of 'Electronic Alerts', 'Episodes', 'Section Summary' and links to other web pages.

The Patient Summary may contain any/all the following:

Alerts

If a patient has active alerts, the Alert screen will be displayed in place of the document overview portion in the Patient Summary when you open a patient record.

Electronic alerts can only be entered via the Patient Summary page in the Clinical Portal. If a patient has no alerts in the Clinical Portal, none will be displayed in CPF.

Note: Contact Health Information Services for more information on how alerts are managed in your organisation.

Episodes

This section shows the total number of patient episodes. Clicking on this link will display a list of all episodes for that patient.

Section Summary

The section summary displays the number of documents in each section of the patient folder.

Links

Useful links to other web pages may be listed here. Clicking on the link will display the web page either in a separate window or within the viewing area.

5.3 Menu Tabs

CPF is designed using tabs which provide access patient documents in a structure that may be Episodic (*Emergency, Admission and Clinical*) or Non-Episodic (*Ambulatory, Diagnostic, Legal, Correspondence and Archive*).

Episodic sections are organised based on the episode of care associated with the available documents.

Non-Episodic sections are organised chronologically based on the date of the document, or if a date isn't indicated, the date the document was scanned into CPF.

5.3.1 Summary Tab

The Summary Tab contains an overview of the patient's documents and episodes.

Patient Summary

11 episodes

Section	Number of documents	Number of episodes
Summary	1	0
Emergency	0	0
Admission	144	3
Clinics	14	8
Ambulatory	13	0
Diagnostic	12	0
(Documents)	(12)	(0)
Legal	0	0
Correspondence	0	0
Archive	0	0
Total	184	11

Links:
[Clinical Portal](#)
[Clinical Record Service Intranet Page](#)
[Forms Register](#)

5.3.2 Emergency Tab

The 'Emergency' tab contains the details of the patient's presentation to the Emergency Department of CHS.

The screenshot shows a patient folder interface for SUNSHINE, PEGGY. The patient's information is displayed at the top: SUNSHINE, PEGGY, URNO: 20379433 (ACT), Sex: F, DOB: 14-Oct-1984. Below this, the 'Patient' section is set to 'Emergency Episodes' and the 'Filter' is set to 'ALL'. A 'Show all Documents' link is available. The main content area displays a table of emergency episodes:

Episode ID (Campus)	Start date ~ End date
6596942 (ACTCC)	20-Dec-18 ~ 20-Dec-18
6596941 (ACTCC)	07-Jun-16
6596940 (ACTCC)	04-Oct-14 ~ 05-Oct-14
6596939 (ACTCC)	17-Mar-13 ~ 17-Mar-13
6596938 (ACTCC)	21-Feb-10 ~ 21-Feb-10

On the right side of the interface, there is a vertical menu of tabs: Summary, Emergency, Admission, Clinics, Ambulatory, Diagnostic, Legal, Correspond, and Archive. The 'Emergency' tab is highlighted with a red box, and a red arrow points to it from the right. At the bottom of the page, there is a pagination control showing 'Items 1-5 (of 5)' and '1 ... of 1'.

5.3.3 Admission Tab

The 'Admission' tab shows sequential admissions as an inpatient to a CHS hospital (including Canberra Hospital and University of Canberra Hospital).

SUNSHINE, PEGGY
URNO: 20379433 (ACT), Sex: F, DOB: 14-Oct-1984

Patient : Admission Episodes
Filter : ALL
[Show all Documents](#)

Ward (Unit Code)	Start date ~ End date
L6A Endocrinol... (ENT)	07-Jun-16 ~ 15-Jun-16
EMU Emergency ... (EME)	17-Mar-13 ~ 17-Mar-13
L6A Endocrinol... (NEU)	14-Sep-05 ~ 16-Sep-05
L6A Endocrinol... (NEU)	01-Sep-05 ~ 14-Sep-05
14B Oncology (OPH)	24-Oct-02 ~ 31-Oct-02

Items 1-5 (of 5)

1 ... of 1

Navigation: Previous, Next, First, Last

Right-hand navigation menu: Summary, Emergency, **Admission**, Clinics, Ambulatory, Diagnostic, Legal, Correspond, Archive

5.3.4 Clinic Tab

The 'Clinic' tab contains details of all CHS Outpatient appointments (including University of Canberra Hospital clinic visits).

SUNSHINE, PEGGY
URNO: 20379433 (ACT), Sex: F, DOB: 14-Oct-1984

Patient : Clinics Episodes
Filter : ALL
[Show all Documents](#)

Clinic (Clinician)	Start date ~ End date
Child He... (BROWNRI...)	19-Feb-19
Ear, Nos... (TOOKE, ...)	14-Jun-18
Ambulato... (CHADWIC...)	13-May-18
Ophthalm... (ESSEX, ...)	04-Apr-18
[P] Ophthalm... (ESSEX, ...)	02-Jan-18
Walk In... (CARLTON...)	21-Feb-16
Renal Co... (SINGER,...)	21-Sep-15
Frac... (ASHMAN, B...)	16-Jul-15
Urology (HAXHIMOLLA...)	15-Jul-15

Items 1-9 (of 9)

1 ... of 1

5.3.5 Ambulatory Tab

The 'Ambulatory' tab contains Community based services documents, and documents from ARIA (Oncology Information System) and CHARM (Medical Oncology System).

This section is Non-Episodic. Documents will be listed according to document scan date with the most recent document at the top of the list view. To sort the list, you can click on the different headings to change the sort order e.g. clicking on **Description** will sort the list alphabetically by document name.

For more information on filtering see [Section 8 Filtering](#).

SUNSHINE, PEGGY
URNO: 20379433 (ACT), Sex: F, DOB: 14-Oct-1984

Patient : Ambulatory

Filter : ALL

Page	Description	Date
54	Referral Information	06-Mar-19
53	Physiotherapy Assessment...	27-Feb-19
52	Physiotherapy Assessment...	27-Feb-19
51	Patient Progress eNote	27-Feb-19
50	Patient Progress eNote	27-Feb-19
49	Advice or Information Sheet	27-Feb-19
48	Patient Progress eNote	27-Feb-19
47	Patient Progress eNote	27-Feb-19
46	Referral Information	27-Feb-19
45	Care Plan	27-Feb-19
44	Care Plan	27-Feb-19
43	Physiotherapy Assessment...	27-Feb-19
42	Physiotherapy Assessment...	27-Feb-19
41	Patient Progress eNote	27-Feb-19
40	Patient Progress eNote	27-Feb-19
39	Advice or Information Sheet	27-Feb-19
38	Patient Progress eNote	27-Feb-19
37	Patient Progress eNote	27-Feb-19
36	Short Term Admission Form	27-Feb-19
35	Short Term Admission Form	27-Feb-19

Items 1-20 (of 54)

1 2 3 ... of 3

5.3.6 Diagnostic Tab

The 'Diagnostic' tab is primarily for Pathology and Medical Imaging reports but may also include other diagnostic reports.

Note: The exception to this is Cardiology diagnostic tests which can be found under the Admission Tab or Clinics Tab within the relevant episode of care.

The screenshot shows a clinical patient folder for 'SUNSHINE, PEGGY' (URNO: 20379433 (ACT), Sex: F, DOB: 14-Oct-1984). The interface includes a left-hand navigation menu with options like 'Search', 'My Details', and 'Support'. The main content area displays a table of test results under the 'Patient : Diagnostic' filter. A red arrow points to the 'Diagnostic' tab in the right-hand navigation pane.

Test Type	Date	Time
Non TCH Test Result	20-Feb-19	
Rad Unauthorised Thro...	05-Jul-13	
Non TCH Test Result	31-Oct-11	
Non TCH Test Result	08-Feb-10	
Non TCH Test Result	15-Jun-06	
Non TCH Test Result	21-Feb-05	
Non TCH Test Result	15-Dec-01	
Rad Final Abdomen and...	25-Dec-00	
Non TCH Test Result	02-Feb-99	
Non TCH Test Result	01-Jan-99	
Non TCH Test Result	24-Oct-86	
Non TCH Test Result	01-May-85	

5.3.7 Legal Tab

The 'Legal' tab contains any legal correspondence such as medico-legal letters.

The screenshot displays a patient folder for 'SUNSHINE, PEGGY' with URNO: 20379433 (ACT), Sex: F, and DOB: 14-Oct-1984. The interface includes a left sidebar with navigation options: 'Logout', 'Clinical User', '-Enter UR-', 'Advanced Search Patient List', 'Search', 'My Details', and 'Support'. The main content area shows a list of documents under the 'Patient : Legal' filter. The list has columns for 'Page', 'Description', and 'Date'. The documents listed are:

Page	Description	Date
10	Statement from Senior Avai...	27-Feb-19
9	Statement from Senior Avai...	27-Feb-19
8	Deceased Person Checklist	27-Feb-19
7	Deceased Person Checklist	27-Feb-19
	Unauthorised	
	Unauthorised	
4	Power of Attorney (includin...	27-Feb-19
3	Power of Attorney (includin...	27-Feb-19
2	Statement from Senior Avai...	27-Feb-19
1	Statement from Senior Avai...	27-Feb-19

At the bottom of the list, it says 'Items 1-10 (of 10)'. A red arrow points to the 'Legal' tab in the right-hand navigation pane, which is highlighted with a red box. Other tabs in the pane include Summary, Emergency, Admission, Clinics, Ambulatory, Diagnostic, Correspond, and Archive.

5.3.8 Correspondence Tab

The 'Correspondence' tab includes letters, correspondence, referral information as well as administrative documentation.

The screenshot displays a patient folder interface for SUNSHINE, PEGGY. The patient's information includes URNO: 20379433 (ACT), Sex: F, and DOB: 14-Oct-1984. The main content area shows a list of correspondence items with columns for Page, Description, and Date. The 'Correspond' tab in the right-hand sidebar is highlighted with a red box and a red arrow pointing to it.

Logout
Clinical User

-Enter UR-
Advanced Search
Patient List

Search
My Details
Support

SUNSHINE, PEGGY
URNO: 20379433 (ACT), Sex: F, DOB: 14-Oct-1984

Patient : Correspondence

Filter : ALL

Page	Description	Date
6	Treatment Plan and Locatio...	27-Feb-19
5	Treatment Plan and Locatio...	27-Feb-19
4	Health Problem List	27-Feb-19
3	Health Problem List	27-Feb-19
2	Consent	27-Feb-19
1	Consent	27-Feb-19

Summary
Emergency
Admission
Clinics
Ambulatory
Diagnostic
Legal
Correspond
Archive

Items 1-6 (of 6)

1 ... of 1

5.3.9 Archive Tab

The 'Archive' tab includes documents relating to referrals that were closed prior to **1 January 2017** as well as any back-scanned inactive clinical record documentation.

The screenshot displays a clinical patient folder interface for a patient named SUNSHINE, PEGGY. The patient's details include URNO: 20379433 (ACT), Sex: F, and DOB: 14-Oct-1984. The 'Patient' tab is set to 'Archive'. The main content area shows a table of backscanned physio records:

Page	Description	Date
2	Backscanned Physio Record	07-Feb-05
1	Backscanned Physio Record	07-Feb-05

The sidebar on the right contains several tabs: Summary, Emergency, Admission, Clinics, Ambulatory, Diagnostic, Legal, Correspond, and Archive. The 'Archive' tab is highlighted with a red box and a red arrow pointing to it from the right. The bottom of the interface shows pagination controls for 'Items 1-2 (of 2)' and a page indicator '1 ... of 1'.

6 Navigating CPF

6.1 Scrolling through documents

You can scroll through documents in the following ways:

- Click on each document link (see example below)
- Use the mouse to click on the arrow buttons (see example below)
- Click on the arrow icons above the list of documents

As you scroll through each document in the list, or use the above-mentioned keyboard shortcuts, the first page of each document image will be displayed on the right-hand side of the screen in the document viewing area.

The screenshot displays the CPF interface for patient SUNSHINE, PEGGY. The patient information includes URNO: 20379433 (ACT), Sex: F, and DOB: 14-Oct-1984. The patient is categorized as Ambulatory. A search bar contains the text '-Enter UR-'. Below the search bar are links for 'Advanced Search' and 'Patient List'. A sidebar on the left contains navigation options: 'Search', 'Advanced Ward List', 'Clinic List', 'Unit List', 'Clinician List', 'My Details', and 'Support'. The main area shows a list of documents with columns for Page, Description, and Date. A red box highlights the up and down arrow buttons above the list, with a red arrow pointing to the down arrow. The list includes documents such as 'Physiotherapy Assessment...', 'Patient Progress eNote', 'Advice or Information Sheet', 'Referral Information', 'Care Plan', and 'Short Term Admission Form'. A navigation bar at the bottom shows 'Items 1-20 (of 53)' and page numbers 1, 2, 3.

Page	Description	Date
53	Physiotherapy Assessment...	27-Feb-19
52	Physiotherapy Assessment...	27-Feb-19
51	Patient Progress eNote	27-Feb-19
50	Patient Progress eNote	27-Feb-19
49	Advice or Information Sheet	27-Feb-19
48	Patient Progress eNote	27-Feb-19
47	Patient Progress eNote	27-Feb-19
46	Referral Information	27-Feb-19
45	Care Plan	27-Feb-19
44	Care Plan	27-Feb-19
43	Physiotherapy Assessment...	27-Feb-19
42	Physiotherapy Assessment...	27-Feb-19
41	Patient Progress eNote	27-Feb-19
40	Patient Progress eNote	27-Feb-19
39	Advice or Information Sheet	27-Feb-19
38	Patient Progress eNote	27-Feb-19
37	Patient Progress eNote	27-Feb-19
36	Short Term Admission Form	27-Feb-19
35	Short Term Admission Form	27-Feb-19
34	Off Campus Visit Risk Asse...	27-Feb-19

6.2 Visited links

Visited links (links that you have previously clicked on) will be displayed in purple.

The screenshot displays a clinical patient folder for SUNSHINE, PEGGY. The patient's information includes URNO: 20379433 (ACT), Sex: F, and DOB: 14-Oct-1984. The patient is categorized as Ambulatory. The interface features a navigation menu on the left with options like 'Logout', 'Clinical User', 'Advanced Search Patient List', 'Search', 'Advanced Ward List', 'Clinic List', 'Unit List', 'Clinician List', 'My Details', and 'Support'. The main area shows a list of documents with columns for Page, Description, and Date. A red arrow points to the document 'Patient Progress eNote' on page 51, dated 27-Feb-19, which is highlighted in purple to indicate it is a visited link. Other documents include 'Physiotherapy Assessment...', 'Advice or Information Sheet', 'Patient Progress eNote', 'Referral Information', 'Care Plan', and 'Short Term Admission Form'. The right sidebar contains buttons for 'Summary', 'Emergency', 'Admission', 'Clinics', 'Ambulatory', 'Diagnostic', 'Legal', 'Correspond', and 'Archive'. The bottom of the list shows 'Items 1-20 (of 53)' and a pagination control with buttons for '1', '2', '3', and '... of 3'.

Page	Description	Date
53	Physiotherapy Assessment...	27-Feb-19
52	Physiotherapy Assessment...	27-Feb-19
51	Patient Progress eNote	27-Feb-19
50	Patient Progress eNote	27-Feb-19
49	Advice or Information Sheet	27-Feb-19
48	Patient Progress eNote	27-Feb-19
47	Patient Progress eNote	27-Feb-19
46	Referral Information	27-Feb-19
45	Care Plan	27-Feb-19
44	Care Plan	27-Feb-19
43	Physiotherapy Assessment...	27-Feb-19
42	Physiotherapy Assessment...	27-Feb-19
41	Patient Progress eNote	27-Feb-19
40	Patient Progress eNote	27-Feb-19
39	Advice or Information Sheet	27-Feb-19
38	Patient Progress eNote	27-Feb-19
37	Patient Progress eNote	27-Feb-19
36	Short Term Admission Form	27-Feb-19
35	Short Term Admission Form	27-Feb-19
34	Off Campus Visit Risk Asse...	27-Feb-19

7 Viewing documents

There are multiple ways to view documents in the CPF application:

- Open in a new window
- Open using the document viewing area
- Print an eForm

7.1 Opening a Documents in a New Window

Press the **Shift** key while clicking the **left mouse button** on a document link in the patient folder area. The document will be displayed in a new window.

You may have any number of separate documents displayed at the same time. All document types can be opened in a new window in this way.

7.2 Opening a Document Within CPF

When you click on a document link CPF will automatically open that document in the document viewer. Documents may be image files or PDF documents.

The screenshot displays the CPF application interface. On the left, the 'Clinical User' sidebar shows a search bar and a list of document links. The main area shows a patient folder for 'SUNSHINE, PEGGY' with a list of documents. The document viewer on the right displays a 'Physiotherapy Assessment' form for Peggy Sunshine, dated 15/10/19. The form includes sections for 'CURRENT HISTORY', 'PAST HISTORY', 'BEHAVIOUR OF SYMPTOMS', 'SPECIAL QUESTIONS', and 'Comments'. The form is filled with handwritten notes and includes a diagram of the human body with pain points marked.

Physiotherapy Assessment

Date: 15/10/19 Compensable Injury? Yes No Consent Obtained? Yes No

CURRENT HISTORY:
Snow-bonded accident ALA + meniscus graft 2016.
HS graft, 21/9/16, TCH
1.5/12 - sudden @ in H/E.
2016 @ + camp, settled now.
@ significant Swin's pain.
Surgeon on 23/11/16

PAST HISTORY: (inc. previous physiotherapy treatment)
@ knee - long brns
2x hamstring
4-7 days
shd recn 8/10/19

BEHAVIOUR OF SYMPTOMS
 Worse Same Improving
Aggravates: @ specific A/E @
@ pattern
Attaches to @ @
Cough/Sneeze: @ Irritability: @

24 HOUR PATTERN
AM:
Day:
PM: @ sore @ cutting
Night:

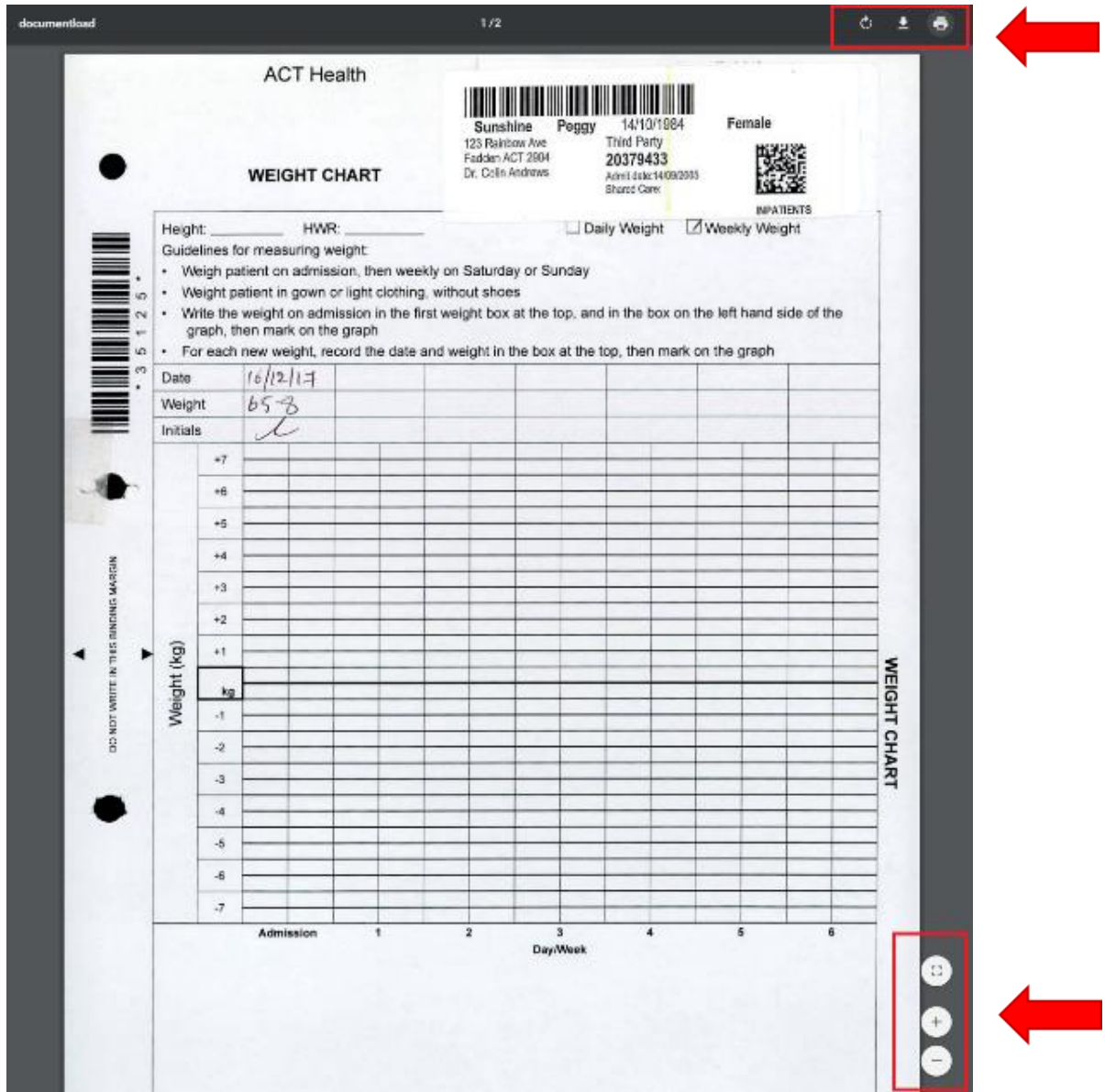
SPECIAL QUESTIONS
Nauseas: @ Yes No
SI: @ Yes No
SE: @ Yes No
Ds: @ Yes No
Hot Swollen Joints: @ Yes No
Weight: @ kg Tor: @

Comments:
Yellow Flags Present: Yes No
Splinting/Supports:
ROM 90° brns.
X rays/investigations:

Steroids: Yes No

7.3 Viewing a PDF

When you are viewing a PDF document, CPF will automatically open the document in a PDF viewer within the document viewing area. Most PDF viewers allow zoom and rotate functions and may also offer a thumbnail view.



7.4 Viewing eForms

eForms are displayed in the document viewing area. If you have appropriate permissions you may be able to open, close, add, update or print the eForm.

7.5 Viewing images

When you click on a JPEG image e.g. any scanned document, the Document Viewer will be displayed in the image viewing area, with the Document Viewer tool bar displayed at the bottom of the viewing area.

The viewer is minimised when the document is viewed and can be expanded to display the functions offered by the viewer.

7.6 Image Controls

7.6.1 Enlarge the Image

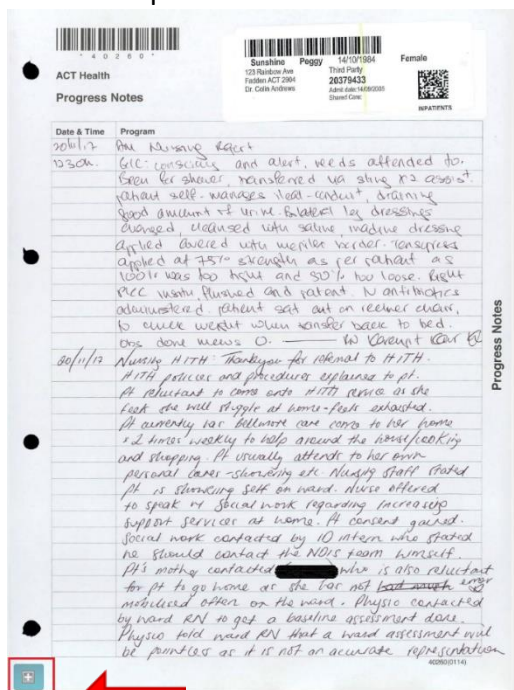
To quickly enlarge an image:

- **Left Click on the image**, it will be displayed in full screen mode
- To return the document to normal size click on it again

Note: To scroll through enlarged documents, use the < and > keys on your keyboard

7.6.2 Expand Document Viewer Toolbar

To expand the document viewer toolbar **left click** on the document viewer icon at the bottom left of the opened document.



When you click on the document viewer toolbar, it expands to look like:



7.6.3 Zoom

There are two ways to zoom in and out on an image:

1. **Left click** on the image and the document viewer will zoom in on the image filling the whole screen with the width of the image. **Left click** on the image again to zoom out.
2. Use the zoom in and out icons on the image view toolbar.



Note: When the maximum zoom is reached for the document, the relevant zoom button will appear shaded, indicating that it can no longer be used.

Zoom in limit reached (**zoom in** button no longer available)



Zoom out limit reached (**zoom out** button no longer available)



7.6.4 Rotate

To rotate an image, use the icon in the document viewer tool bar



8 Filtering document types

The Filter / Search functionality can be used in three ways. It can be used to:

1. **Filter** documents.
2. Display a **Chronological View** of the patient record.
3. Select **Document Type** to view across the patient record.

8.1 Filter

The filter functionality is used to conduct pre-defined searches for a set of documents across the entire patient record. The document set for each filter is based on key words being associated with specific document types and is set up by the health service.

When selected all documents that belong to the selected filter will be displayed.

Filter choices or key words can only be added by the software vendor as they are part of the system configuration.

8.2 Selecting a Filter

Select the required filter from the **Filter / Search** drop down box. You can save time scrolling through the filter list by entering the first letter of their preferred filter to navigate to that section of the filter list.

Select the filter you want to apply and a list of all documents in the patient record associated with that filter will be displayed.

The screenshot displays a clinical patient folder interface for a patient named SUNSHINE, PEGGY. The interface includes a patient summary, a filter/search dropdown menu, and a table of document types and their episode counts.

Patient Summary:

SUNSHINE, PEGGY
URNO: 20379433 (ACT), Sex: F, DOB: 14-Oct-1984

Filter / Search:

- Paediatric
- Pain
- Palliative Care
- Parkinsons
- Pathology
- Patient Progress
- Physiotherapy
- Plastics
- Podiatry
- Postnatal
- Pre-Admission
- Pregnancy
- Prosthetics
- Psychiatry
- Psychology
- Radiation Oncology
- Referral
- Rehabilitation
- Renal
- Respiratory
- Social Work
- Speech Pathology
- Summary
- Surgery
- Surgical
- Transfusion
- Urology
- Vascular
- Chronological View
- Select Document

Table of Document Types and Episode Counts:

Section	Number of episodes
Summary	0
Emergency	5
Admission	5
Clinics	8
Ambulatory	0
Diagnostic (Documents)	0
Legal	0
Correspondence	0
Archive	0
Total	18

8.3 Chronological View

The 'Chronological view' displays a list of the most recent documents, eForms or charts that have been added to the CPF patient record.

This function is useful when you are interested in viewing the last progress note added to the CPF patient record.

Document dates may vary based on the document you are viewing. The date used to display documents in chronological order is:

- **eForms and charts:** Most recent modification date
- **Scanned Documents:** Document date, if document date not recorded then scanned date will be used

To display the Chronological View:

- Select **Chronological View** from the **Filter / Search** drop down box.

The screenshot shows a clinical patient folder interface for a patient named SUNSHINE, PEGGY. The interface includes a sidebar with navigation options like 'Advanced Search', 'Patient List', and 'My Details'. The main content area displays patient details, a 'Patient Summary' section, and a 'Filter / Search' dropdown menu. The dropdown menu is open, showing a list of categories such as 'Pain', 'Palliative Care', 'Parkinsons', etc. The 'Chronological View' option is highlighted with a red arrow. Below the dropdown menu is a table showing the number of episodes for various sections.

Section	Number of episodes
Summary	0
Emergency	5
Admission	5
Clinics	8
Ambulatory	0
Diagnostic (Documents)	0
Legal	0
Correspondence	0
Archive	0
Total	18

The **patient summary** view will change to display all documents in the patient records in reverse chronological order with the most recently dated document at the top of the list.

The **Origin** column will display either the name of the Non-Episodic tab that the document resides in, or the episode number.

SUNSHINE, PEGGY
 URNO: 20379433 (ACT), Sex: F, DOB: 14-Oct-1984

Patient : Chronological View

▲ ▼ Action ▼

Filter : ALL

Page	Description	Date	Origin
8	Correspondence	20-Feb-19	Ambulatory
12	Specialist Letters this ad...	20-Feb-19	Ambulatory
3	Specialist Letters this ad...	20-Feb-19	Ambulatory
4	Non TCH Test Result	20-Feb-19	Diagnostic
5	Specialist Letters this ad...	20-Feb-19	Ambulatory
1	Referral Information	20-Feb-19	Ambulatory
7	Correspondence	20-Feb-19	Ambulatory
11	Specialist Letters this ad...	20-Feb-19	Ambulatory
9	Correspondence	20-Feb-19	Ambulatory
13	Specialist Letters this ad...	20-Feb-19	Ambulatory
2	Specialist Letters this ad...	20-Feb-19	Ambulatory
4	Specialist Letters this ad...	20-Feb-19	Ambulatory
6	Correspondence	20-Feb-19	Ambulatory
10	Specialist Letters this ad...	20-Feb-19	Ambulatory
1	Advanced Care Plan - C...	05-Feb-19	Cover
1	Patient Progress	14-Jun-18	30407725
3	Patient Progress	14-Jun-18	30407725
5	Referral Information	14-Jun-18	30407725
2	Patient Progress	14-Jun-18	30407725
4	Patient Progress	14-Jun-18	30407725

Items 1-20 (of 184)

◀ 1 2 3 4 5 ... of 10 ▶▶

Non-episodic documents related to ambulatory care or diagnostic reports.

URN admissions numbers related to an episode of care.

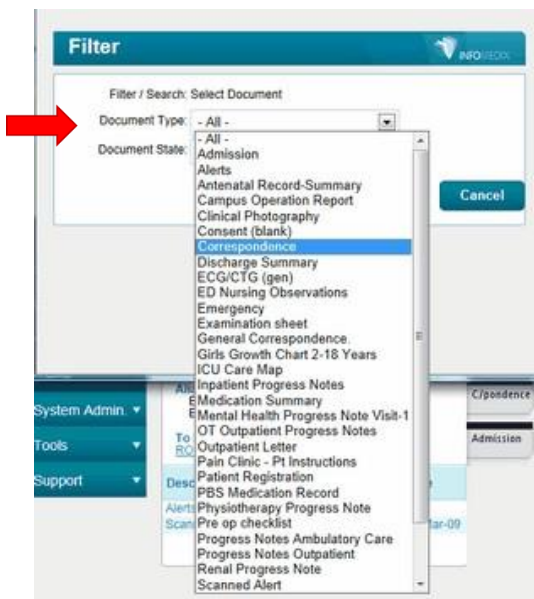
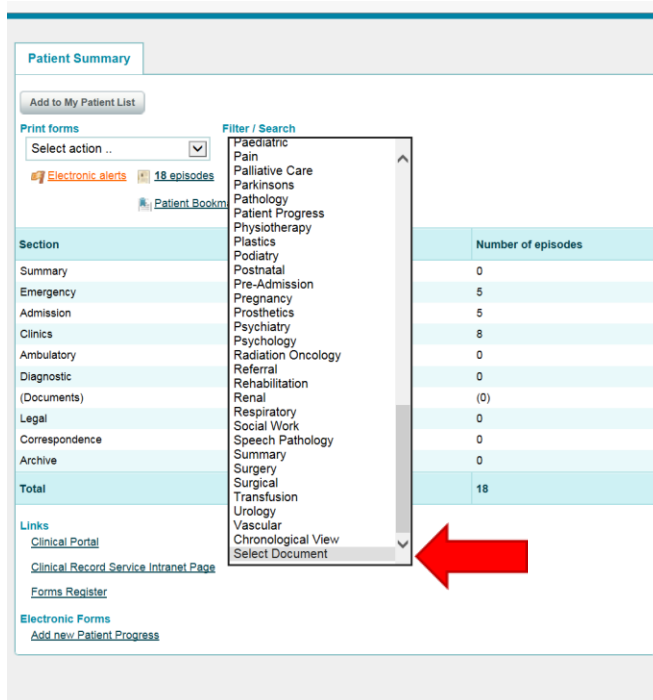
8.4 Select Document

The **Select Document** functionality allows you to view all documents of a single specific document type.

When a document type is selected all documents of that type will be displayed. Only one Document Type can be selected and displayed at a time.

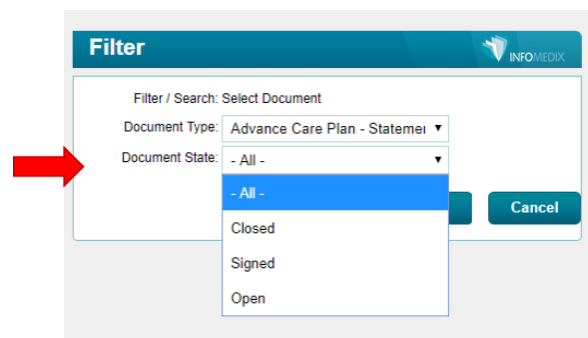
To select a document type to view:

1. Select the **Select Document** option from the **Filter / Search** drop down box.



2. From the **pop-up filter box**, you can select the required document for the **Document Type** drop down box.

3. Select the required state from the **Document State** drop down box, e.g. all, open, closed or signed.



4. Click on **Filter Documents**.

A list of all documents matching the selected **Document Type** in the patient record is displayed; filter details are displayed above the list of documents.

Page	Description	Date	Origin
3	Patient Progress	14-Mar-19	6596942

Author	Date	Time
User Clinical -	14/3/2019	18:05:41
User Clinical -	14/3/2019	18:00:40

8.5 Episode Filter

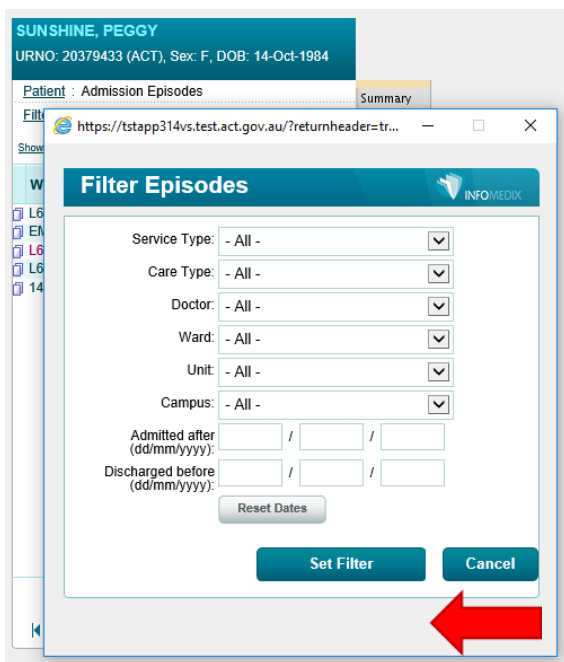
You can also filter the list of patient documents by episode of care in tabs where documents are stored in episodic format e.g. the Emergency, Admissions, and Clinics tabs.

To access the **Episode Filter** from any episodic tab:

The screenshot shows a patient record for SUNSHINE, PEGGY (URNO: 20379433 (ACT), Sex: F, DOB: 14-Oct-1984). The 'Admission Episodes' tab is active, displaying a table of admission episodes. A red arrow points to the 'Filter' link above the table.

Ward (Unit Code)	Start date ~ End date
L6A Endocrinol... (ENT)	07-Jun-16 ~ 15-Jun-16
EMU Emergency ... (EME)	17-Mar-13 ~ 17-Mar-13
L6A Endocrinol... (NEU)	14-Sep-05 ~ 16-Sep-05
L6A Endocrinol... (NEU)	01-Sep-05 ~ 14-Sep-05
14B Oncology (OPH)	24-Oct-02 ~ 31-Oct-02

1. Click on the **Filter** link above the patient summary.



2. Select the filters that you would like to apply from the drop-down lists.

3. Click on **Set Filter** to apply your selected filters to the patient documents.

9 Searching for Patient Records

9.1 Advanced Patient Search

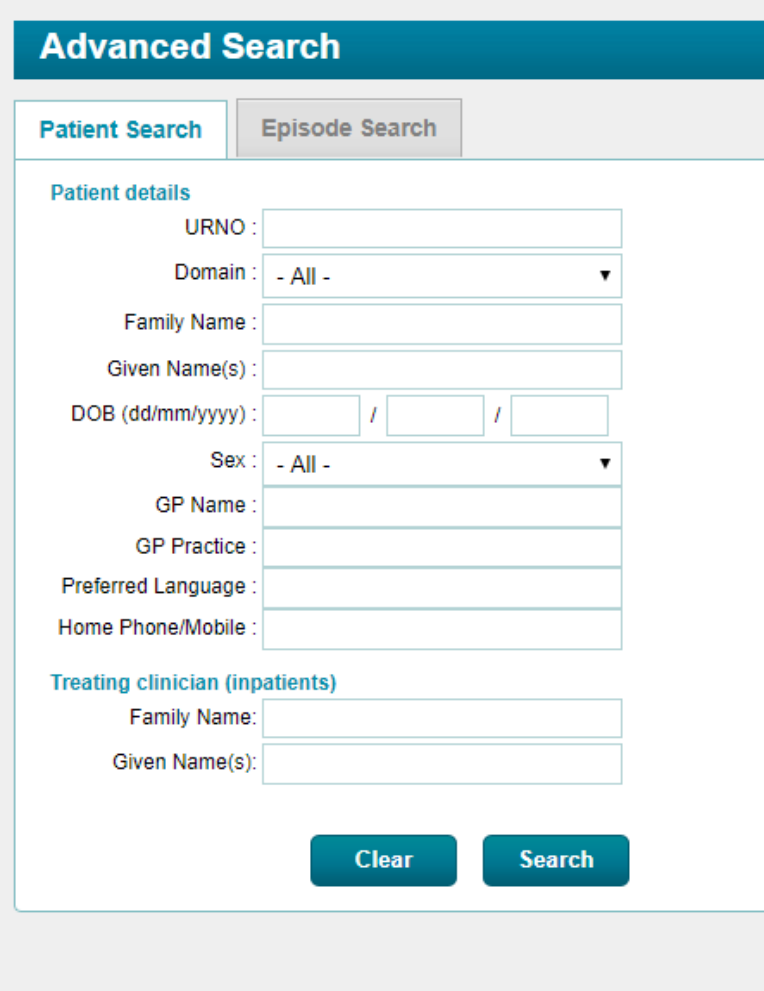
There are two types of **Advanced Search** functions:

- Patient Search
- Episode Search

The **Advanced Search** function allows you to search for a patient using several different criteria. This is useful if you are unsure of the patients URN.

To complete an Advanced Patient Search:

1. Click on the **Advanced** menu item in the **Search** list. The **Advanced Search** screen will be displayed with the **Patient Search** tab open.
2. To search for a patient, enter full or partial details into any of the fields and click on **Search**.



The screenshot displays the 'Advanced Search' interface. At the top, there is a teal header with the text 'Advanced Search'. Below this, there are two tabs: 'Patient Search' (which is active and highlighted in teal) and 'Episode Search' (which is greyed out). The main content area is divided into two sections. The first section, 'Patient details', contains several input fields: 'URNO' (text box), 'Domain' (dropdown menu with '- All -' selected), 'Family Name' (text box), 'Given Name(s)' (text box), 'DOB (dd/mm/yyyy)' (three separate text boxes for day, month, and year), 'Sex' (dropdown menu with '- All -' selected), 'GP Name' (text box), 'GP Practice' (text box), 'Preferred Language' (text box), and 'Home Phone/Mobile' (text box). The second section, 'Treating clinician (inpatients)', contains two text boxes: 'Family Name' and 'Given Name(s)'. At the bottom of the form, there are two buttons: 'Clear' and 'Search', both in teal.

9.2 Partial Date of Birth Search

The **Date of Birth (DOB) Partial Search** functionality allows you to search for a patient using any part of their birth date, this is most useful when used in combination with other search criteria.

To complete a DOB Partial Search:

From the **Advanced Search** screen enter any of the following searches and click **Search**.

- Search on the DOB day only
- Search on the DOB month only
- Search on the DOB year only

Search on any combination of the day, month, and/or year.

To begin a new search, click **Clear** and enter new search criteria.

The screenshot displays the 'Advanced Search' interface. At the top, there are two tabs: 'Patient Search' (active) and 'Episode Search'. Below the tabs, the 'Patient details' section contains several input fields: URNO, Domain (dropdown menu), Family Name, Given Name(s), and DOB (dd/mm/yyyy) which is highlighted with a red box. The DOB field is split into three separate input boxes for day, month, and year, separated by slashes. Below the DOB field are fields for Sex (dropdown menu), GP Name, GP Practice, Preferred Language, and Home Phone/Mobile. The 'Treating clinician (inpatients)' section includes fields for Family Name and Given Name(s). At the bottom of the form are two buttons: 'Clear' and 'Search'.

Results for the search will then be displayed, **select the required patient** by clicking on their details.

The screenshot displays the 'Patient Search Results' page in the INFO MEDIX system. The interface includes a sidebar on the left with navigation options: 'Clinical User', 'Advanced Search Patient List', 'Search', 'Advanced Ward List', 'Clinic List', 'Unit List', 'Clinician List', 'My Details', and 'Support'. The main content area shows a search results table with the following data:

<input type="checkbox"/>	URNO	Domain	Family	Given	Sex	DOB	Address
<input type="checkbox"/>	20107276	ACT	Handley	Peggy	F	23-Dec-1984	8/26 Loftus Street, Bowral, NSW, 2576
<input type="checkbox"/>	20379433	ACT	SUNSHINE	PEGGY	F	14-Oct-1984	123 RAINBOW AVE, FADDEN, ACT, 2904

At the bottom of the table, there is a pagination control showing '1 ... of 1' and 'Items 1-2 (of 2)'. The INFO MEDIX logo is visible in the top right corner of the interface.

9.3 Wildcard Search

The **Wildcard** search functionality allows users to search on partial patient details in either the Patient Search or Episode Search window. The asterisk (*) character is used as a wild card. At least 2 characters must be entered before the asterisk in a wildcard search. Wildcards cannot be used when searching by URN.

1. To complete a wildcard search, **enter at least two characters with an asterisk** ('Ja*' for example) in the Family Name field and click on Search.

A list of all patients with family names beginning with 'Ja' will be displayed as below.

2. **Select the required patient** by clicking on their details.

URNO	Domain	Family	Given	Sex	DOB	Address
	ACT	Ja Kim	Anne	F	01 Jun 1978	98 Quayside Vista Canberra ACT 2601
359140	ACT	Ja Rosz	Michael	M	20 Aug 1968	1111 Terrible ave Scullin ACT 2617
20293018	ACT	Jaa Jaa	Peter	M	15 Dec 2004	4 Treescape Street Evatt ACT 2614
20124660	ACT	Jaaber Hamed	Paulina	F	03 Jan 1954	29 Whingey Cres Tallebudgera QLD 4277
20222644	ACT	Jaaber Hamed	Matthew	M	26 Jun 1978	41 Full Moon Ave Yarralumla ACT 2601
20165455	ACT	Jaaber-Hameb	Marc	M	10 Feb 1999	98 Quayside Vista Canberra ACT 2601
457725	ACT	Jaacks	Jackie	F	29 Jan 2004	1111 Terrible ave Scullin ACT 2617
	ACT	Jaader Hamed	Geraldine	F	3 May 1942	4 Treescape Street Evatt ACT 2614
11016454	ACT	Jaafar	Victor	M	22 Sep 1994	29 Whingey Cres Tallebudgera QLD 4277
19161049	ACT	JAAFAR	Kevin	M	01 Jun 1978	41 Full Moon Ave Yarralumla ACT 2601
762727	ACT	Jaafar	Allan	M	20 Aug 1968	98 Quayside Vista Canberra ACT 2601
20164945	ACT	Jaafar	Christopher	M	15 Dec 2004	1111 Terrible ave Scullin ACT 2617
20360846	ACT	Jaafarino	Emily	F	03 Jan 1954	4 Treescape Street Evatt ACT 2614
11310549	ACT	Jaajaa	Archibald	M	26 Jun 1978	29 Whingey Cres Tallebudgera QLD 4277
11328720	ACT	Jaajaa	Andrew	M	10 Feb 1999	41 Full Moon Ave Yarralumla ACT 2601
	ACT	Jaajaa	Troy	M	29 Jan 2004	98 Quayside Vista Canberra ACT 2601
628798	ACT	Jaajaa	John	F	3 May 1942	1111 Terrible ave Scullin ACT 2617
649008	ACT	Jaajaa	Manolo	F	22 Sep 1994	4 Treescape Street Evatt ACT 2614
1934237	ACT	JAAJAA	Carlos	F	01 Jun 1978	29 Whingey Cres Tallebudgera QLD 4277
11293192	ACT	Jaaniste	Toomas	M	20 Aug 1968	41 Full Moon Ave Yarralumla ACT 2601

10 Printing patient labels and forms

Note: For community care clinicians, please be aware of which patient labels to use to ensure the documents are scanned to the correct section of the patient folder.

Community areas should always use ACTPAS for their label printing.

Printing outpatient clinic labels from CPF can reduce label wastage by allowing you to specify the number of labels required for each patient attending the clinic instead of having to print a whole page of labels for each patient.

If your account has the appropriate authorisation, you can print patient labels and forms that contain patient details for each clinic.

10.1 Print from a Clinic List

1. **Left Click** on the **Clinic List** link on the left and select the clinic you would like to print for.


Clinic list for patient bookings

Filtered by: (none)


[Print Forms](#) [Patient Labels](#)

<input type="checkbox"/>	Domain	Campus	Clinic Code	Clinic Description
<input type="checkbox"/>	ACT	ACTCC	ANAES	Anaesthetist Roster
<input type="checkbox"/>	ACT	ACTCC	MALOHZ	Aboriginal Liaison
<input type="checkbox"/>	ACT	ACTCC	MRENCO	Renal Cooma
<input type="checkbox"/>	ACT	ACTCC	MTBTHF	Thoracic Medicine - TBT
<input type="checkbox"/>	ACT	ACTCC	RCNUBC	Ambulatory Nurse
<input type="checkbox"/>	ACT	ACTCC	RWICBC	Walk-in Centre
<input type="checkbox"/>	ACT	ACTCC	RWICGC	Walk-in Centre
<input type="checkbox"/>	ACT	ACTCC	RWICTC	Walk-In Centre
<input type="checkbox"/>	ACT	ACTCC	SENTHD	Ear, Nose and Throat
<input type="checkbox"/>	ACT	ACTCC	SFRAHG	Fracture
<input type="checkbox"/>	ACT	ACTCC	SOPHHO	Ophthalmology
<input type="checkbox"/>	ACT	ACTCC	SUROHD	Urology
<input type="checkbox"/>	ACT	ACTCC	THEATRE01	Theatre 01
<input type="checkbox"/>	ACT	ACTCC	WMACBC	Child Health
<input type="checkbox"/>	ACT	ACTCC	WMACBW	Child Health

2. **A list of patients will be displayed**, you can select the date of the clinic you would like to print for by clicking on it. Select the 'Checkbox' to select all patients.

Clinic: SOPHHO (ACT) - Ophthalmology (OPH) - ACTCC 

Clinic list for patient bookings

Add to My Patient List [Print Forms](#) [Print Labels](#) 

◀ 04-Apr-2018 18-Mar-2019 20-Mar-2019 04-Apr-2019 ▶

<input type="checkbox"/>	URNO	Domain	Family	Given	Sex	DOB	Booking Time	Booking Dur	Clinician Id	Treating Clinician	Attendance
--------------------------	------	--------	--------	-------	-----	-----	--------------	-------------	--------------	--------------------	------------

3. Click on **Print Forms** or **Print Labels** and the forms printing screen will be displayed.
Note: documents with labels that were printed from an Outpatient clinic for a specific date will automatically be electronically filed into the correct/matching clinic visit when scanned into CPF.

Clinic labels can only be used for the one clinic and should not be re-used when the patient re-presents to the next clinic. E.g. fracture clinic labels for 1/6/19 cannot be used for fracture clinic appointments on any other date.

10.2 Print from a Patient Record

You can print forms or labels from the patient record. **Navigate to the patient** you would like to print forms or labels for and **select either Print Forms or Record Management**.

SUNSHINE, PEGGY
URNO: 20379433 (ACT), Sex: F, DOB: 14-Oct-1984

Patient Summary

Add to My Patient List

Print forms
Select action ..

Record Management
Select action ..

Filter / Search
Select action ..

Section	Number of documents	Number of episodes
Summary	2	0
Emergency	19	5
Admission	155	5
Clinics	14	9
Ambulatory	54	0
Diagnostic	13	0
(Documents)	(13)	(0)
Legal	10	0
Correspondence	6	0
Archive	2	0
Total	275	19

Links

- [Clinical Portal](#)
- [Clinical Record Service Intranet Page](#)
- [Forms Register](#)

Electronic Forms

- [Add new Patient Progress](#)

Patient Summary

Add to My Patient List

Print forms
Select action ..

Filter / Search
Select action ..

Record Management
Select action ..
Patient Labels
Patient labels
Episode labels

Section	Number of documents	Number of episodes
Summary	2	0
Emergency	19	5

10.3 Clinician List

The **Clinician List** displays a list of clinicians who are the treating clinician for patients that are currently admitted. Clinicians with no admitted patients will not appear in the list.

To access a Clinician List:

Clinician list for admitted patients


Filtered by: (none)

Domain	Clinician ID	Treating Clinician (Family Name, Given Name)
ACT	D4533	ABASS, MOTHAFAR
ACT	D0303	ABDELHADY, MOHAMED
ACT	D4554	ABHAYARATNA Walter CAR,
ACT	D4003	ADAIR, STEVEN
ACT	D4332	ADESANYA, ADESINA
ACT	D567	ADHAM Omar OBS,
ACT	5331	AHUJA, ROJI RANI
ACT	F5505	ALASADY, MUAYAD
ACT	D7003	ALBEKAA, SAFI
ACT	F5521	ASHMAN Bryan ORT,
ACT	403	BARKER, ANTHONY
ACT	D4400	BHAT Purnima GAS,
ACT	D0211	CARLISLE, HAZEL
ACT	390	CROAKER, GEOFFREY DAVID
ACT	D4533	DRUMMOND, CATHERINE
ACT	D4589	EVANS, DAVID
ACT	D9002	FARSHID, AHMAD
ACT	145	HALL, MICHAEL
ACT	CD304	HOLLIS, GREGORY
ACT	D4533	HUGHES, ANDREW
ACT	3442	JAVED, SABA
ACT	D49987	KATSOGIANNIS, CHRISTOS
ACT	D084	KEATING, CAMERON
ACT	706	NAING, HTUN HTUN
ACT	D4009	PATI, NALINI
ACT	D4533	SABIR Azra REG,
ACT	D49832	SHARAFI, ALI
ACT	D4902	SPELDEWINDE, GEOFFREY
ACT	6854	TSAI, TED
ACT	CD505	YIP, DESMOND
ACT	D4533	YOUNG, SAMUEL


1. Select **Clinician List** from the menu on the left hand side of the screen.

2. A list of clinicians with admitted patients will be displayed, **click on the clinician** whose patients you would like to view.

3. A list of patients being treated by the selected clinicians will be displayed as below.

Clinician: D4332 (ACT) - ADESANYA, ADESINA 

Clinician list for admitted patients

No. of results: 20 

<input type="checkbox"/>	URNO	Domain	Family	Given	Sex	DOB	Type	Adm. Date	Unit	Ward	Bed	Treating Clinician
<input type="checkbox"/>	20379551	ACT	FRANKLIN	DAISIE	F	01-Aug-1988	I	28-Feb-2019	PSY	ICU	RM 00 BD 01 ICU	ADESANYA, ADESINA
<input type="checkbox"/>	20379582	ACT	SHARMA	KELLY	F	18-Jan-1982	I	08-Mar-2019	PSY	COT	RM 00 BD 14 COT	ADESANYA, ADESINA
<input type="checkbox"/>	20379587	ACT	LI	PENNY	F	18-Jan-1983	I	08-Mar-2019	PSY	MAJ	RM 00 BD 12 MAJ	ADESANYA, ADESINA
<input type="checkbox"/>	20379588	ACT	GRACE	AMANDA	F	18-Jan-1982	I	08-Mar-2019	PSY	COT	RM 00 BD 17 COT	ADESANYA, ADESINA

Items 1-4 (of 4)


1 ... of 1

4. **Left Click** on the patient name to display the patient record or click **Print** to print the entire list of patients.

11 Bookmarks

Bookmarks in the CPF application are designed to allow you to flag a patient record for ease of retrieval/ faster access later.

Important notes about bookmarks:

- Your bookmarks can only be viewed by you, they cannot be shared with another user.
- Bookmarks are shown in the patient using the following bookmark icon .
- Bookmarks can also be used to create a partial export of a patient record for users with export functionality.
- You cannot bookmark documents if they do not have access to view the complete document.

11.1 Viewing Bookmarks

Remember, your bookmarks can only be viewed by you, they cannot be shared with another user.

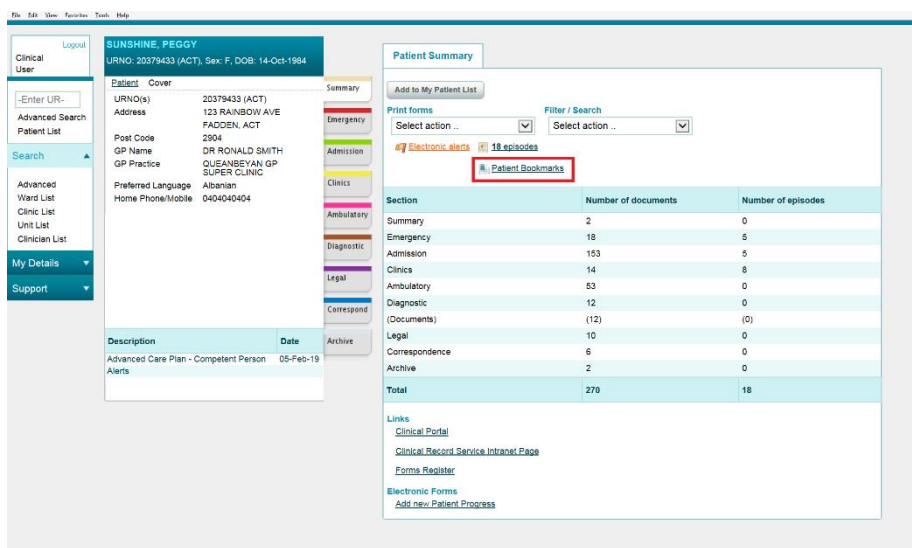
After you have bookmarked documents you can view them in the following ways:

- From the **Cover Section** of the Patient Summary
- From the **My Bookmarks** link, available under My Details in the side menu.

11.2 From the Cover Section

To access your bookmarks from the Cover Section, navigate to the patient record in which you wish to view Bookmarks. Please see section 9: Searching for Patient Records for more information.

From the Patient Summary Tab click on **Patient Bookmarks**.



The screenshot displays the 'Patient Summary' interface for a patient named SUNSHINE, PEGGY. The interface is divided into several sections:

- Left Sidebar:** Contains navigation options such as 'Clinical User', 'Advanced Search', 'Patient List', 'Search', 'Advanced Ward List', 'Clinic List', 'Unit List', 'Clinician List', 'My Details', and 'Support'.
- Patient Information:** Shows details for SUNSHINE, PEGGY, including URNO: 20379433 (ACT), Sex: F, DOB: 14-Oct-1984, and address: 123 RAINBOW AVE, F402EN, ACT 2904.
- Summary Section:** A vertical list of document categories with counts: Emergency (18), Admission (5), Clinics (8), Ambulatory (0), Diagnostic (0), Legal (0), Correspond (0), and Archive (0). The 'Patient Bookmarks' link is highlighted with a red box.
- Table:** A table showing the distribution of documents and episodes across different sections.
- Links:** A list of links including 'Clinical Portal', 'Clinical Record Service Intranet Page', 'Forms Register', 'Electronic Forms', and 'Add new Patient Progress'.

Section	Number of documents	Number of episodes
Summary	2	0
Emergency	18	5
Admission	153	5
Clinics	14	8
Ambulatory	53	0
Diagnostic (Documents)	12	0
Legal	10	0
Correspondence	6	0
Archive	2	0
Total	270	18

A list of documents bookmarked for the selected patient by the logged in user will be displayed.

SUNSHINE, PEGGY
 URNO: 20379433 (ACT), Sex: F, DOB: 14-Oct-1984

Physiotherapy Assessment

Description	Date	Origin
Physiotherapy Assessment Form	27-Feb-19	Ambulatory

Physiotherapy Assessment Form Details:

Date: 15/10/16, Compensable Injury? Yes/No, Consent Obtained? Yes/No

CURRENT HISTORY: 3rd-4th fingers accident PCR + maxillofacial surgery 20/10, HSGraft, 2/19/16, TCH, 1.5/52 - Swaden P in III, 20/160 + camp, significant swelling post-surgery on 28/10/16


PAST HISTORY: (inc. previous physiotherapy treatment) Stroke - big brain at 4-10, stroke near 8/10/16

BEHAVIOUR OF SYMPTOMS: Worse/Same/Improving, Aggravates, Eases, Cough/Sneezes, Intubity

24 HOUR PATTERN: AM, Day, PM, Night

SPECIAL QUESTIONS: Muscles, SC, CE, DS, Hx Sacroiliac Joints, Weight, Comments, Yellow Flags Present, Splinting/Supports, X ray/investigations

Medical & Surgical History: Medication (Celebrex, Celestone, Celebre)

When viewing the patient record a bookmark icon  will appear next to bookmarked documents.

SUNSHINE, PEGGY
 URNO: 20379433 (ACT), Sex: F, DOB: 14-Oct-1984

Patient : Admission Episodes : 51685199

Filter : ALL
 LGA Endocrinol... (NEU) : 14/09/2005 ~ 16/09/2005

Page	Description	Date
1	Identification Sheet	14-Sep-05
2	Identification Sheet	14-Sep-05
3	Weight Graph or Chart	14-Sep-05
4	Weight Graph or Chart	14-Sep-05
14	Patient Progress	14-Sep-05
15	Patient Progress	14-Sep-05
16	Patient Progress	14-Sep-05
17	Patient Progress	14-Sep-05
18	Patient Progress	14-Sep-05
19	Patient Progress	14-Sep-05
20	Patient Progress	14-Sep-05
21	Patient Progress	14-Sep-05
22	Patient Progress	14-Sep-05
23	Patient Progress	14-Sep-05
24	Patient Progress	14-Sep-05
25	Patient Progress	14-Sep-05
26	Patient Progress	14-Sep-05
27	Patient Progress	14-Sep-05
28	Patient Progress	14-Sep-05
29	Patient Progress	14-Sep-05

Items 1-20 (of 40)

11.2.1 From My Bookmarks (view all patients)

Logout
Clinical User

-Enter UR-

Advanced Search
Patient List

Search

My Details

My Profile
My Bookmarks

Support

Advanced Search

Patient Search Episode Search

Patient details

URNO :

Domain : - All -

Family Name :

Given Name(s) :

DOB (dd/mm/yyyy) : / /

Sex : - All -

GP Name :

GP Practice :

Preferred Language :

Home Phone/Mobile :

Treating clinician (inpatients)

Family Name :

Given Name(s) :

Clear Search

1. **Select My Bookmarks** from the My Details menu.

Logout

Clinical User

-Enter UR-

Advanced Search
Patient List

Search ▼

My Details ▲

My Profile
My Bookmarks

Support ▼

My Bookmarks

Action

Description	Date	Origin
SUNSHINE, PEGGY (20379433 - ACT)		
Weight Graph or Chart	14-Sep-05	51685199
Identification Sheet	14-Sep-05	51685199
Physiotherapy Assessment Form	27-Feb-19	Ambulatory

Items 1 - 3 (of 3)

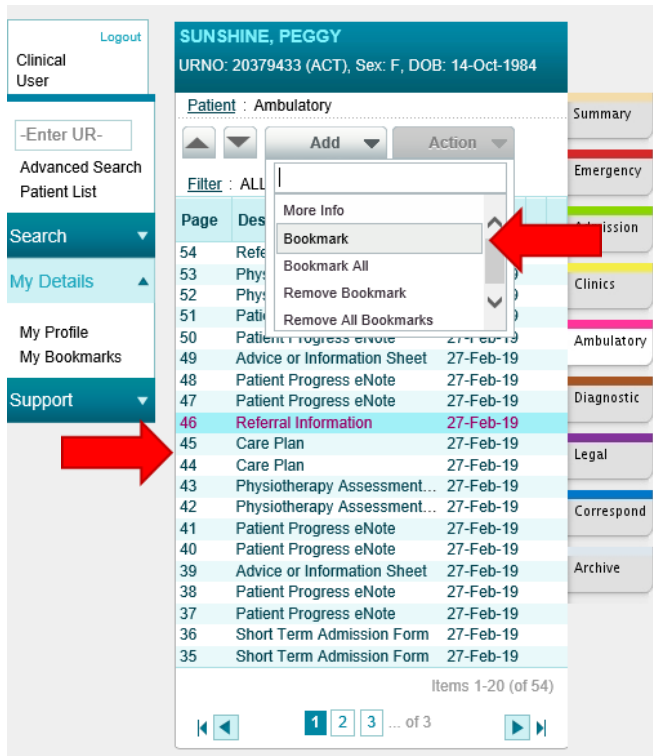
◀ ▶ 1 ... of 1 ▶ ▶▶

2. A list of all document that you have bookmarked, organised by patient name, will be displayed.

3. **Click on document title** to open the document in the document viewer.

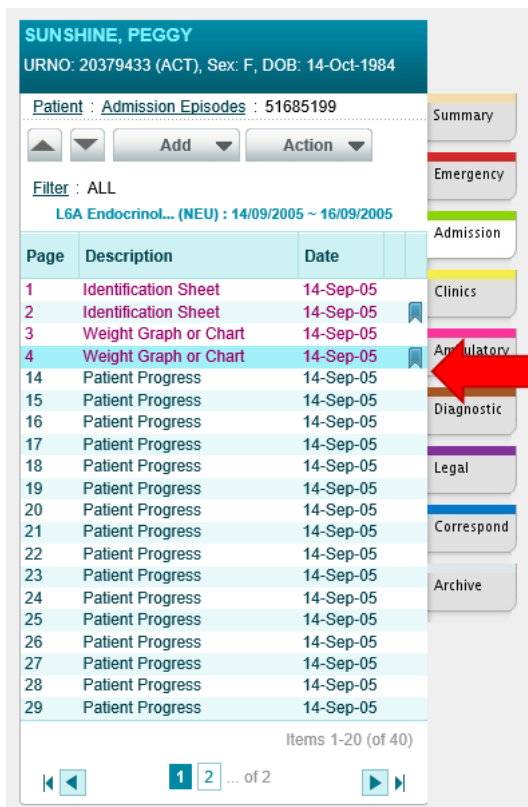
11.3 Adding a Bookmark

Bookmarks can be added to single document or to all documents in a section.



To add a bookmark to a single document:

1. Navigate to the document you wish to bookmark, click on the **Action** button and select **Bookmark** from the drop-down list.



2. The **Bookmark icon** will now appear next to the selected document.

11.4 Bookmark All

1. **Navigate to the list of documents** you would like to bookmark from within the patient record, e.g. all document related to an episode of care.
2. Click on the **Action** button and select **Bookmark All**.

The screenshot shows the patient record for SUNSHINE, PEGGY (URN: 20379433). The 'Admission Episodes' section is active, showing a list of 24 documents. The 'Action' dropdown menu is open, and 'Bookmark All' is highlighted with a red arrow. The list of documents includes:

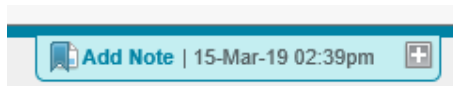
Page	Description	Date
14	ED Notes Alert	01-Sep-05
15	ED Notes Alert	01-Sep-05
1	Identification Sheet	01-Sep-05
2	Identification Sheet	01-Sep-05
5	General Conditions of Admi...	01-Sep-05
6	General Conditions of Admi...	01-Sep-05
3	Inpatient Election Form A	01-Sep-05
4	Inpatient Election Form A	01-Sep-05
16	ED Continuation Sheet	01-Sep-05
17	ED Continuation Sheet	01-Sep-05
18	ED Continuation Sheet	01-Sep-05
19	ED Continuation Sheet	01-Sep-05
20	ED Continuation Sheet	01-Sep-05
21	ED Continuation Sheet	01-Sep-05
22	ED Continuation Sheet	01-Sep-05
23	ED Continuation Sheet	01-Sep-05
13	Ambulance Case Slips	01-Sep-05
11	ED Direct Admission Form	01-Sep-05
12	ED Direct Admission Form	01-Sep-05
24	ED Triage & Observations...	01-Sep-05

The screenshot shows the same patient record for SUNSHINE, PEGGY. The 'Action' dropdown menu is now closed, and the 'Bookmark All' action has been applied to the document list. The list of documents is the same as in the previous screenshot, but the 'Action' button is now disabled. The 'Bookmark All' action has been applied to the document list.

All documents that the logged in user has access to view will be Bookmarked, as shown to the left.

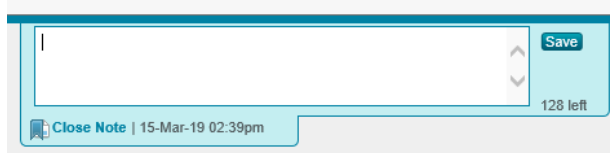
*Note: **Bookmark All** may bookmark documents on subsequent pages where applicable.*

11.5 Bookmark Notes



You are able to add notes to any of your bookmarks by clicking on the **Add Note** link at the top of a

bookmarked document.



Add your note and click **Save**.

A screenshot of a patient record page for 'SUNSHINE, PEGGY'. It shows patient information (URNO: 20379433 (ACT), Sex: F, DOB: 14-Oct-1984) and a list of admission episodes. The first episode is 'L6A Endocrinol... (NEU) : 01/09/2005 ~ 14/09/2005'. Below this is a table of bookmarked documents. A red arrow points to the bookmark icon in the first row of the table.

Page	Description	Date	
14	ED Notes Alert	01-Sep-05	
15	ED Notes Alert	01-Sep-05	
1	Identification Sheet	01-Sep-05	
2	Identification Sheet	01-Sep-05	

After you have saved your note, the bookmark icon will change to

11.5.1 Important Information About Bookmark Notes

Bookmark Notes are not intended to capture information that should be included in the patient record. **Please do not save any information that belongs in the patient record in a bookmark note.**

- Bookmark Notes are only displayed to the user who created the note. **You are the only one who can see your bookmark** notes. No other users, including system administrators or the Health Information Service will be able to access or view your bookmark notes.
- Bookmark Notes cannot be printed or exported.
- The date displayed on a Bookmark Notes is the date of the most recent note, earlier dates are not saved.
- If you delete a bookmark all attached notes will also be deleted.
- Bookmarks and Bookmark Notes are specific to the patient they are created for. If the document is moved to another patient record via the maintain section, the

Bookmark and Note will be lost.

- Bookmarks and any associated bookmark notes are retained when documents are modified, merged or restricted

11.6 Removing a bookmark

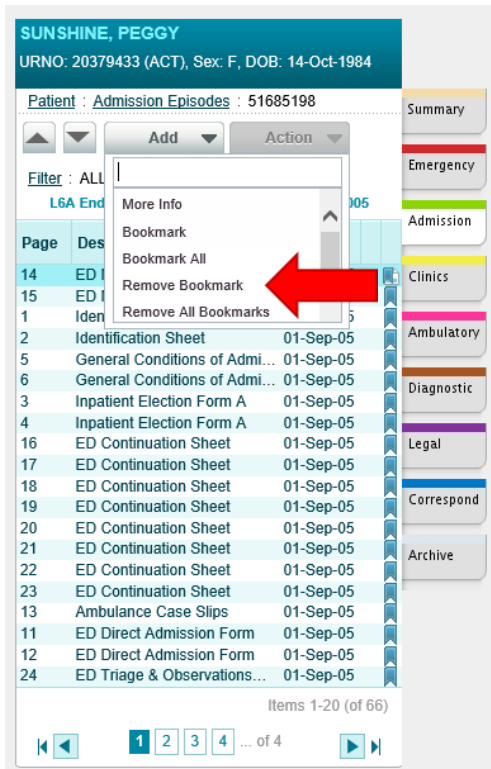
Bookmarks can only be removed by the user who added them. Bookmarks can be removed from a single document or an entire list of documents.

They can be removed in the following ways:

- From **individual document**
- From the **Cover Section** of the Patient Summary
- From the **My Bookmarks** list
- From a **list of documents**

11.6.1 From a Document List

1. **Highlight the document** you wish to remove a bookmark from.
2. Click on the **Action** button.
3. Select **Remove Bookmark** or **Remove All Bookmark** from the drop-down list.

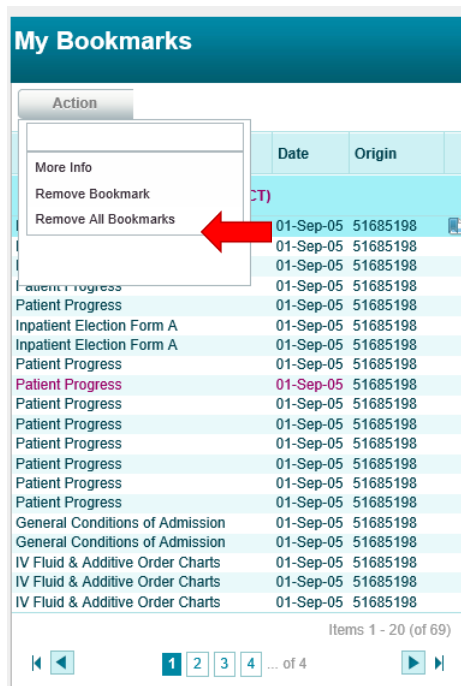
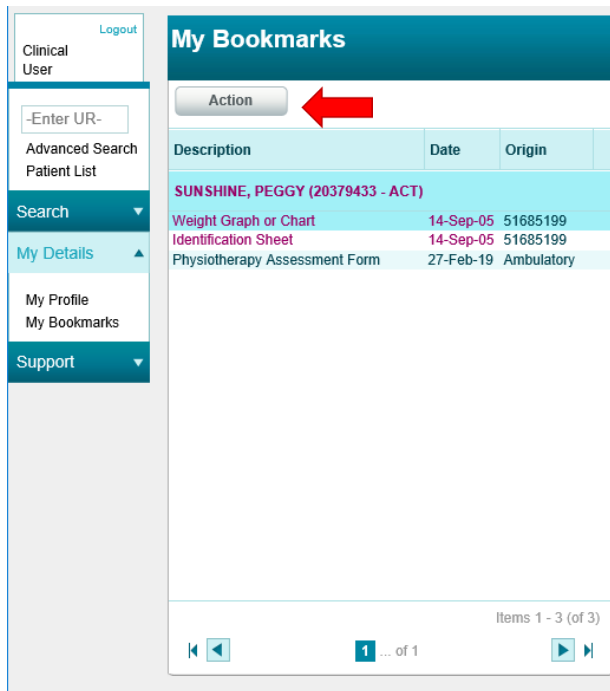


4. The Bookmark icon will no longer appear next to the select document/s.

11.6.2 From My Bookmarks

From the **My Bookmarks** list you can remove individual bookmarks, or all bookmarks that you have added.

1. **Navigate to My Bookmarks.** See Section [10.1 Viewing Bookmarks](#) for more information.
2. A list of all bookmarks associated with your profile will be displayed.



3. **Highlight the bookmark** that you would like to remove. **Or skip to Step 4** if you would like to remove all bookmarks.

4. Select **Action** and click on **Remove Bookmark** or **Remove All Bookmarks**.

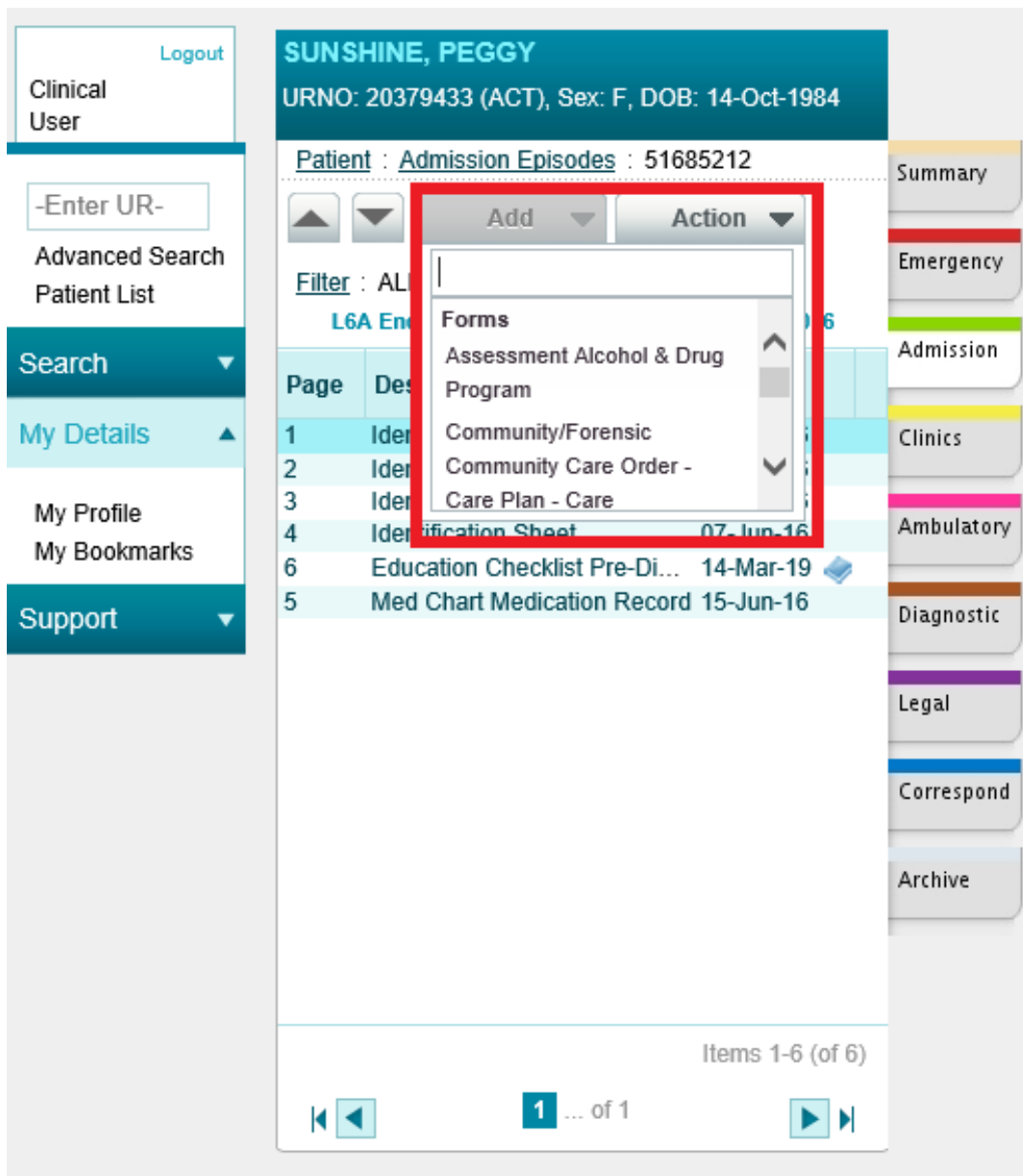
5. The selected bookmarks will be removed from your My Bookmarks list.

12 Electronic Forms (eForms)

Depending on your user permissions, the CPF application allows you to access Electronic Forms (eForms) and enter clinical information directly into the application.

12.1 eForm Selector Tool

To add an eForm to a patient record, navigate to the section you would like to add the form then click on the **Add** button.



The screenshot displays the CPF application interface for patient SUNSHINE, PEGGY (URNO: 20379433 (ACT), Sex: F, DOB: 14-Oct-1984). The patient's admission episodes are listed in a table with columns for Page, Description, and Date. The 'Add' button is highlighted with a red box, and a dropdown menu is open, showing a list of forms. The forms listed are:

- Assessment Alcohol & Drug Program
- Community/Forensic
- Community Care Order -
- Care Plan - Care

The interface also includes a sidebar with navigation options like 'Clinical User', 'Advanced Search Patient List', 'My Details', 'My Profile', 'My Bookmarks', and 'Support'. A right-hand panel contains various clinical categories such as 'Summary', 'Emergency', 'Admission', 'Clinics', 'Ambulatory', 'Diagnostic', 'Legal', 'Correspond', and 'Archive'.

In the dropdown box that appears, start typing the name or part of the name of the form required. When the name of the form is displayed click on it and it will be opened in the viewing panel.

12.2 Adding an eForm

1. Navigate to the section (and episode if applicable) you would like to add an eForm to.
2. Click on **Add** and **select the required eForm** from the list.

The screenshot shows the Clinical Patient Folder (CPF) interface for a patient named SUNSHINE, PEGGY. The patient's details are displayed at the top, including their URNO (20379433) and sex (F). Below this, there is a table of eForms with columns for Page, Description, and Date. A dropdown menu is open, showing a list of eForm options to be added. The options are: Assessment Alcohol & Drug Program, Community/Forensic, Community Care Order - Care Plan - Care, Identification Sheet, Education Checklist Pre-Di..., and Med Chart Medication Record. The patient's details and a list of existing eForms are visible in the background.

3. Enter information into the relevant fields, click on **Save**.

The screenshot shows the 'Diabetes Group Education Checklist Step 1' form. The form contains fields for 'Date and time' (21/2/2019, 2:24:57 pm) and 'Please indicate the relevant Health Centre attended:' (radio buttons for CHC, PCHC, TCHC, BHC). Below this is the 'Aim:' section with a list of checkboxes for various educational topics. At the bottom, there is a 'Resources provided:' section with checkboxes for various resources. A red arrow points to the 'Save' button.

The form will now appear in the list for forms for that section/episode.

SUNSHINE, PEGGY
 URNO: 20379433 (ACT), Sex: F, DOB: 14-Oct-1984

Patient : Admission Episodes : 51685212

Filter : ALL
 LGA Endocrinol... (ENT) : 07/06/2016 ~ 15/06/2016

Page	Description	Date
1	Identification Sheet	07-Jun-16
2	Identification Sheet	07-Jun-16
3	Identification Sheet	07-Jun-16
4	Identification Sheet	07-Jun-16
6	Education Checklist Pre-Di...	14-Mar-19
7	Education Checklist Pre-Di...	15-Mar-19
5	Med Chart Medication Record	15-Jun-16

Items 1-7 (of 7)

1 ... of 1

Education Checklist Pre-Diabetes Group

Please indicate the relevant Health Centre attended: Date & Time:

Aim:
 To provide information in a group setting to assist individuals with a recent diagnosis or pre-diabetes to self manage the condition. Pre-diabetes includes impaired fasting glucose (IFG) and impaired glucose tolerance (IGT)

Learning Outcomes:
 By the end of this session participants should have an increased knowledge of dietary and lifestyle management of Pre-Diabetes to manage their condition and to prevent or delay progression to Type 2 Diabetes.

- Discussed diagnosis - based on fasting/random levels or oral glucose tolerance test
- Discussed the basic pathophysiology of Pre-Diabetes and Type 2 diabetes
- Informed of risk factors for developing Type 2 diabetes
- Informed of risk factors for heart disease
- Discussed concept of insulin resistance and reasons for developing insulin resistance
- Discussed signs and symptoms of hyperglycemia and importance of following up symptoms
- Informed of why a healthy eating plan is important

- Helps slow/prevent progression to diabetes
- Provides adequate nutrition for a healthy lifestyle
- Helps control blood fats

[Edit](#)

This document is Open: [Close](#)

12.3 To edit an existing form

1. **Select** the form you would like to edit from the list of documents for the section/episode.
2. When the form is displayed select **Edit**.

SUNSHINE, PEGGY
 URNO: 20379433 (ACT), Sex: F, DOB: 14-Oct-1984

Patient : Admission Episodes : 51685212

Filter : ALL
 LGA Endocrinol... (ENT) : 07/06/2016 ~ 15/06/2016

Page	Description	Date
1	Identification Sheet	07-Jun-16
2	Identification Sheet	07-Jun-16
3	Identification Sheet	07-Jun-16
4	Identification Sheet	07-Jun-16
6	Education Checklist Pre-Di...	14-Mar-19
7	Education Checklist Pre-Di...	15-Mar-19
5	Med Chart Medication Record	15-Jun-16

Items 1-7 (of 7)

1 of 1

Education Checklist Pre-Diabetes Group

Please indicate the relevant Health Centre attended: Date & Time:

Aim:
 To provide information in a group setting to assist individuals with a recent diagnosis or pre-diabetes to self manage the condition. Pre-diabetes includes impaired fasting glucose (IFG) and impaired glucose tolerance (IGT)

Learning Outcomes:
 By the end of this session participants should have an increased knowledge of dietary and lifestyle management of Pre-Diabetes to manage their condition and to prevent or delay progression to Type 2 Diabetes.

- Discussed diagnosis - based on fasting/random levels or oral glucose tolerance test
- Discussed the basic pathophysiology of Pre-Diabetes and Type 2 diabetes
- Informed of risk factors for developing Type 2 diabetes
- Informed of risk factors for heart disease
- Discussed concept of insulin resistance and reasons for developing insulin resistance
- Discussed signs and symptoms of hyperglycemia and importance of following up symptoms
- Informed of why a healthy eating plan is important

- Helps slow/prevent progression to diabetes
- Provides adequate nutrition for a healthy lifestyle
- Helps control blood fats

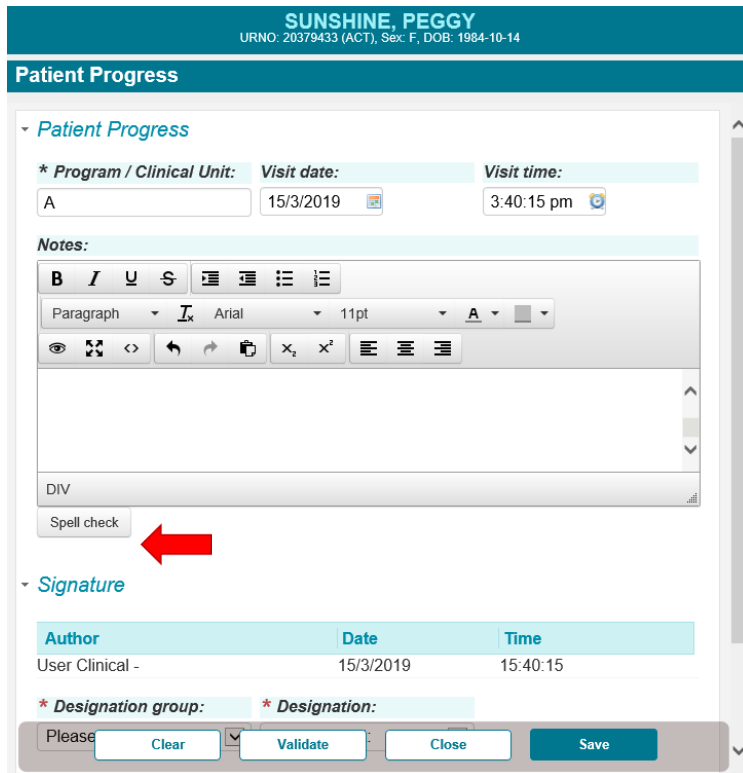
[Edit](#)

This document is Open: [Close](#)

3. Edit the form, click **Save** to save the changes.

12.4 eForm Formatting and Spell Check

Formatting options are available for eForms with free text options such as Patient Progress Notes. In addition to formatting you are able to spell check your entry using the spell check icon at the bottom of the text box.



The screenshot shows the 'Patient Progress' form for 'SUNSHINE, PEGGY'. The form includes fields for 'Program / Clinical Unit' (A), 'Visit date' (15/3/2019), and 'Visit time' (3:40:15 pm). Below these is a 'Notes' section with a rich text editor toolbar and a text area containing 'DIV'. A 'Spell check' button is located at the bottom of the text area, with a red arrow pointing to it. Below the notes is a 'Signature' section with a table for 'Author', 'Date', and 'Time'. The table contains the following data:

Author	Date	Time
User Clinical -	15/3/2019	15:40:15

At the bottom of the form, there are buttons for 'Clear', 'Validate', 'Close', and 'Save'.

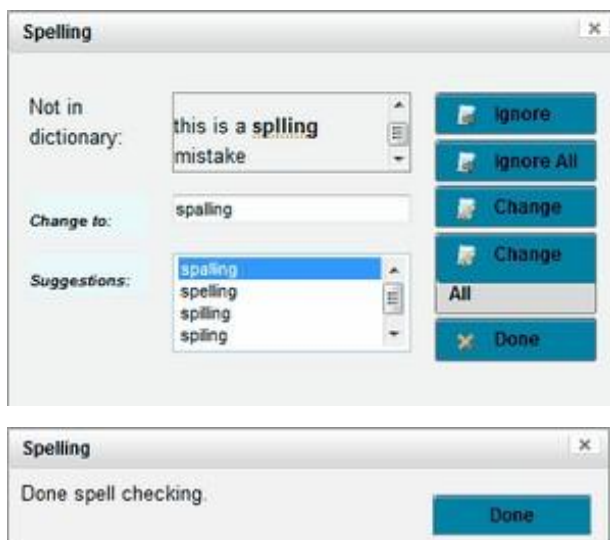
1. To use the spell check function, click on the **Spell Check** button.

2. The screen to the left will be displayed if a spelling mistake is found.

3. Select the correct spelling and click on **Change** or the appropriate option. The spell checker will continue through the document alerting the user to other spelling mistakes.

4. When the spell check is complete the following message will be displayed. Click on **Done**.

Note: When the user corrects the spelling of a word in the spell checker window, the original spelling will continue to be displayed in the spell check window even though it has been changed in the document.



The first screenshot shows the 'Spelling' dialog box with the text 'this is a spilling mistake'. The 'Change to:' field contains 'spelling'. The 'Suggestions:' list includes 'spelling', 'spelling', 'spilling', and 'spiling'. The 'Change' button is highlighted. The second screenshot shows the 'Spelling' dialog box with the message 'Done spell checking.' and a 'Done' button.

13 Growth Charts

The CPF application has a Growth Chart function that allows you to collate age, length, weight and head circumference details over a period of time and allows you to plot the results against standardised graphs.

When creating a Growth Chart, please consider the following points:

- Growth Chart data must be added to the data table in chronological order
- If an incorrect value is added, the you can select the edit last row option to edit the previous entry
- All other entries cannot be edited
- When printing a Growth Chart the table view, chart view and patient details are displayed

The CPF application has the following Growth Charts:

- Boys in Utero Growth Chart 24-42 Weeks
- Boys Growth Chart 2-18 Years
- Girls in Utero Growth Chart 24-42 Weeks
- Girls Growth Chart 2-18 Years
- Girls/ Boys WHO charts Birth to 2-year-old length for age
- Girls/Boys WHO charts Birth to 2-year-old weight for age
- Girls/Boys WHO charts Birth to 2-year-old head circumference for age
- Girls/Boys 2-20yrs CDC charts weight and height for age
- Girls/Boys 2-20yrs CDC charts BMI for age

13.1 Creating a Growth Chart

1. From the **Diagnostic Tab** in the patient record click on the **Add** dropdown box. See *5.4 Menu Tabs for more information*.
2. Under **Charts** select the type of Growth Chart you wish to create.

Note: The following warning message will be displayed if the selected chart already exists in the patient record.



- Click **OK** to continue creating a new chart or **Cancel** and locate the existing chart. To search for the existing chart use the **Filter**. See *Section 8: Filtering Document Types for more information*.
- The growth chart Data Table will be displayed in the document viewing area. Click on the **Add** button.

SUNSHINE, PEGGY
 URNO: 20379433 (ACT), Sex: F, DOB: 14-Oct-1984

Patient : Diagnostic

Filter : ALL

Test Type	Date	Time
Non TCH Test Result	20-Feb-19	
Rad Unauthorised Thro...	05-Jul-13	
Non TCH Test Result	31-Oct-11	
Non TCH Test Result	08-Feb-10	
Non TCH Test Result	15-Jun-06	
Non TCH Test Result	21-Feb-05	
Non TCH Test Result	15-Dec-01	
Rad Final Abdomen and...	25-Dec-00	
Non TCH Test Result	02-Feb-99	
Non TCH Test Result	01-Jan-99	
Non TCH Test Result	24-Oct-86	
Non TCH Test Result	01-May-85	

Items 1-12 (of 12)

1 ... of 1

Girls Growth Chart; 2-20 Years (electronic)

Data table

Add

Date	Age (years/months)	Height (cm)	Weight (kg)	Head Circ. (cm)	Height Vel. (cm/yr)	BMI (kg/m2)
No data has been recorded yet.						

- Enter the relevant details, then click **Save**.

Girls Growth Chart; 2-20 Years (electronic)

Data table

Add Edit last

Date	Age (years/months)	Height (cm)	Weight (kg)	Head Circ. (cm)	Height Vel. (cm/yr)	BMI (kg/m2)
15-03-2019	2 / 0					

Cancel Save

13.2 Parental Height

When completing a Growth Chart for 2-20 Years, you will be given the option of adding parental height. **This option appears when the chart is first saved.**

1. After saving the Growth Chart, details can be added by clicking **Add**.

SUNSHINE, PEGGY
URNO: 20379433 (ACT), Sex: F, DOB: 14-Oct-1984

Parental Height

Female Height (cm):

Male Height (cm):

Add

Add Edit last

Date	Age (years/months)	Height (cm)	Weight (kg)	Head Circ. (cm)	Height Vel. (cm/yr)	BMI (kg/m2)
15-03-2019	19 yr / 0	170.0	86.0			

2. After entering the required parental height data and click **Save**.

Parental Height

Female Height (cm):

Male Height (cm):

Cancel Save

Add Edit last

Date	Age (years/months)	Height (cm)	Weight (kg)	Head Circ. (cm)	Height Vel. (cm/yr)	BMI (kg/m2)
15-03-2019	19 yr / 0	170.0	86.0			

3. This information can be changed at any time by clicking on **Edit**, making the required changes and clicking **Save**.

Note: This option is available for Growth Chart 2-20 years only and is configurable so may not appear for all users. Please see your system administrator for further information.

13.3 Add to an existing Growth Chart

Click on the Growth Chart you wish to add to, the growth chart *data table* will be displayed in the document viewing area. Click on the **Add** button, and enter the relevant details, then click **Save**. See [12.1 Creating a Growth Chart](#) for more information.

The screenshot shows the 'Girls Growth Chart; 2-20 Years (electronic)' interface. On the left, there is a patient summary for SUNSHINE, PEGGY (URN: 20379433) with a list of test results. The main area has three tabs: 'Data table', 'Charts', and 'Comments'. The 'Data table' tab is active, showing a table with columns: Date, Age (years/months), Height (cm), Weight (kg), Head Circ. (cm), Height Vel. (cm/yr), and BMI (kg/m2). A red arrow points to an 'Add' button located below the table. Above the table, there is a 'Parental Height' section with input fields for 'Female Height (cm)' and 'Male Height (cm)', and an 'Add' button.

Date	Age (years/months)	Height (cm)	Weight (kg)	Head Circ. (cm)	Height Vel. (cm/yr)	BMI (kg/m2)
15-03-2019	19 yr / 0	170.0	86.0			

13.4 View a Growth Chart

Click on the growth chart you wish to view. Click on the **Charts** tab and click on the **Change view** drop down menu and select the type of chart you wish to view.

The screenshot shows the 'Girls Growth Chart; 2-20 Years (electronic)' interface. The 'Charts' tab is active. A dropdown menu is open, showing options: 'Change view', 'BMI for Age', 'Head Circ. for Age', 'Height Vel. for Age', 'Height for Age', and 'Weight for Age'. A red arrow points to the 'Change view' option.

The selected chart view will be displayed.

Girls Growth Chart; 2-20 Years (electronic)

Data table
Charts
Comments

Select a chart view:
BMI for Age

2 to 20 years: Girls NAME _____
Body mass index-for-age percentiles RECORD # _____

Date	Age	Weight	Stature	BMI*	Comments

*To Calculate BMI: Weight (kg) ÷ Stature (cm) = Stature (cm) x 10,000
or Weight (lb) ÷ Stature (in) = Stature (in) x 703

Published May 30, 2000 (modified 10/16/00).
SOURCE: Developed by the National Center for Health Statistics in collaboration with
the National Center for Chronic Disease Prevention and Health Promotion (2000).
<http://www.cdc.gov/growthcharts>

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13.5 Growth Chart Help

You can go directly to the **Help Guide** from a growth chart by clicking on the help icon.

Girls Growth Chart; 2-20 Years (electronic)

Data table

Add Edit last

Date	Age (years/months)	Height (cm)	Weight (kg)	Head Circ. (cm)	Height Vel. (cm/yr)	BMI (kg/m2)
15-03-2019	2 / 0					

Cancel Save

14 Record has been modified

CPF is a web-based application, for this reason it is possible that the information being viewed on a page is out of date. If you attempt to make a change to a patient record that has been changed by someone else since you opened the page, the system will display a warning and refresh the current page with the updated information.

Note: Any change you have made will not be applied to the application and will need to be re-applied.