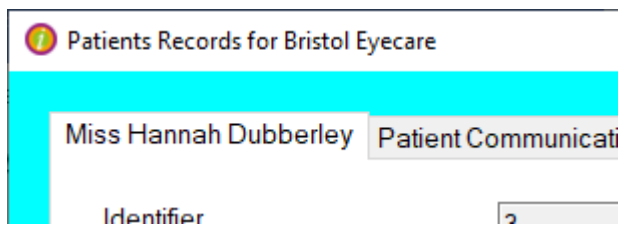
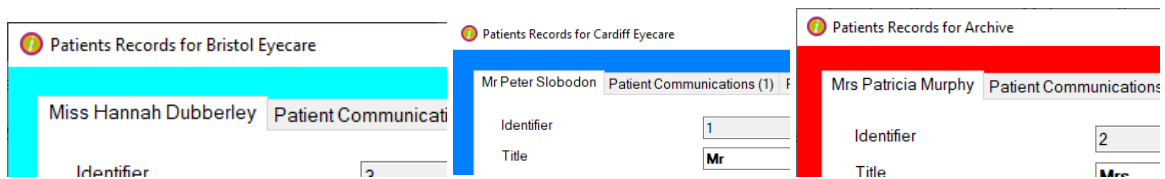


Branch Name

The name of the branch you are logged into will be displayed in the top left-hand corner of i-Clarity.

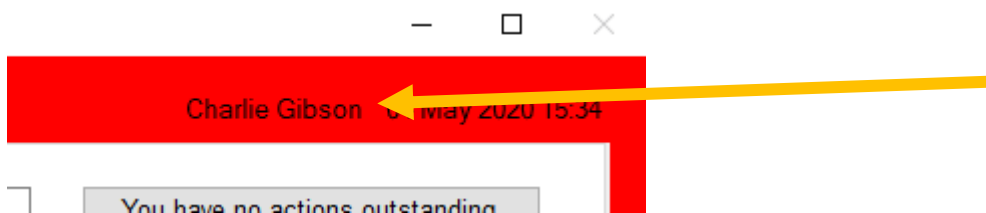


Depending on your set up of i-Clarity you may find that the background colour of i-Clarity also changes depending on the branch you are logged into.



Name of user logged in

The name of the user logged into i-Clarity will be listed in the top right-hand corner of i-Clarity.



Highlighting of the Patient Name

The patient name will be highlighted in red if they have an outstanding balance and owe the practice money, that needs to be paid for through the point of sale module.

Identifier	<input type="text" value="3"/>
Title	<input type="text" value="Miss"/>
Forename	<input type="text" value="Hannah"/>
Surname	<input type="text" value="Dubberley"/>
Salutation	<input type="text" value="Miss Dubberley"/>
Gender	<input type="text"/>

The patient name will be highlight green if the patient has a refund on the system that still needs to be paid back to the patient, or a credit on the system to be used for future purchases.

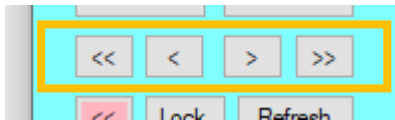
Identifier	<input type="text" value="5"/>
Title	<input type="text" value="Mrs"/>
Forename	<input type="text" value="Patricia"/>
Surname	<input type="text" value="Maylin"/>
Salutation	<input type="text" value="Mrs Mavlin"/>


Age highlighted red


The patient name will be highlighted red in the patient is aged under 16.


Salutation	<input type="text" value="Mr Thomas-Davis"/>
Gender	<input type="text" value="Male"/>
Date of Birth	(Age 9) <input type="text" value="04/Jul/2010"/>
Day Telephone	<input type="text"/>

Scrolling Arrows

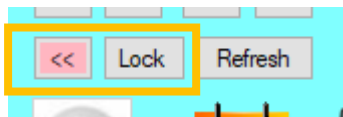



The double grey arrow pointing left , clicking this button will return you to the first blank patient record. You would use this if you wanted to clear the screen of any patient details without locking i-Clarity.


The double grey arrow pointing right , by clicking this button you will navigate to the last patient record that was created.

The single grey arrows  allow you to flick through the i-Clarity patient records in order of ID

Locking



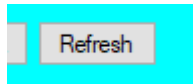
The double pink arrow , clicking this button will return you to the first blank record and then lock i-Clarity. This should be used when you are walking away from your computer and you are happy for someone else to log into the computer and start using it.

The lock button , clicking this will lock i-Clarity whilst keeping the patient record displayed on the screen active. If someone else tries to log into i-Clarity then a warning message will be displayed advising that you are still using the machine. This facility may be used if you are walking away from your screen for a short period of time, but you want to return to the record to continue your work.

Refreshing the patient list

When you first log into i-Clarity a list of the patient records stored within the system will be temporarily downloaded to your computer. This list remains on your computer whilst you are logged into i-Clarity. This means that the patient search looks through the list on your computer rather than communicating with the server, speeding up the patient search.

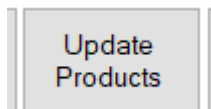
Any new patient records that are added after you have been logged in will not appear in the search list. In order to get these patients to appear on the search list you can click the refresh button to redownload a new patient list.



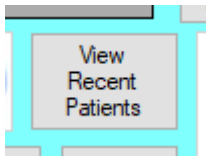
Update Products

Along with the patient search list i-Clarity also downloads a list of products when you log in.

If any amendments are made to the products in i-Clarity during the working day you can either log out and back into i-Clarity to update your product search list or you can click the update products button.

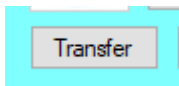


Viewing recent patient records

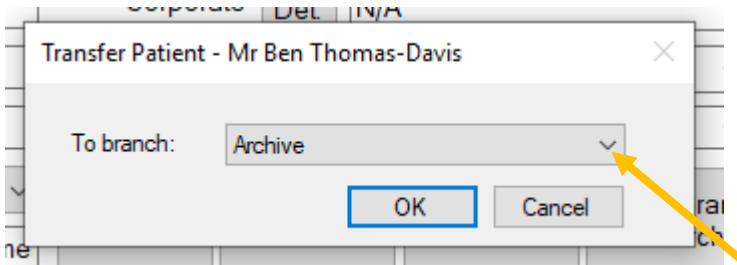


Clicking on the 'View Recent Patients' button will display the last 5 active patient records in the search box.

Transferring patient records between branches



The 'Transfer' button will allow you to transfer the active patient to another branch. Clicking the button will bring up a window box with a drop-down menu.



Select the branch you want to move the patient record to and then click OK.

Merging records



The merge button is used when you have duplicate patient records and would like to reduce this into one record.

- Make one of your duplicate patient records the active patient
- and then click merge.
- This will open the 'Merge Patients' pop up

Merge Patients

Merge this patient:
Cartwright, Geoff (6)

With a patient selected using these criteria:

ID	DOB	ID	Name	Next Due	Address 1	DOB	Canx.
2950		2950	Cartwright, David		18 Ash Tree Close	01-Jan-1900 (119)	
364	Cartwright	364	Cartwright, Philip	28 Apr 2010	5 Purcell Road	02-Oct-1942 (76)	Yes

Selected patient:
[NONE]

Compare Differences Exit

- Using the search facility on this window search for the other duplicate record and then double click on it from the search box.
- Then click compare differences.
- I-Clarity will then show you all the differences between the records where only one value can be carried forward for example address.

Reconcile Patient Records

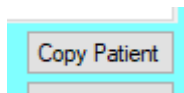
The following conflicts have been found between the two patient records. In each case, please select which patient's data you wish to keep:

Value	Patient 6	Keep	Patient 2950	Keep
Identifier	6	<input type="checkbox"/>	2950	<input type="checkbox"/>
Forename	Geoff	<input type="checkbox"/>	David	<input type="checkbox"/>
DOB	12-Mar-1947	<input type="checkbox"/>	01-Jan-1900	<input type="checkbox"/>
GP	Woodlands Medical Centre	<input type="checkbox"/>	N/A	<input type="checkbox"/>
NHS Reason	Over 60	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Address	27 Wingfield Road, Radyr, Cardiff, South Glamorgan, . CF15 8AA	<input type="checkbox"/>	18 Ash Tree Close, Radyr, CARDIFF, South Glamorgan, . CF15 8ED	<input type="checkbox"/>
Source	(Existing Patient)	<input type="checkbox"/>	N/A	<input type="checkbox"/>
SMS Contact	Yes	<input type="checkbox"/>	Phone Only	<input type="checkbox"/>
ST Scheme	12 months	<input type="checkbox"/>		<input type="checkbox"/>
Specs Col Scheme	Follow Up 6	<input type="checkbox"/>		<input type="checkbox"/>
CLs Stopped	19-Jul-2019	<input type="checkbox"/>		<input type="checkbox"/>

Merge Cancel

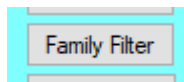
- Go through this list of differences ticking the keep box next to the value you would like to keep.
- Then click Merge.
- A successful message will appear when i-Clarity has finished merging all the data on the patient records.

Copying patient records



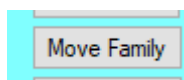
The 'Copy Patient' will copy the surname, contact details and address of the active patient record to a new patient record. You can then enter the title, first name and DOB of the new patient, and amend any other details where necessary. This is a useful button when adding more than one family member to i-Clarity.

Family Search



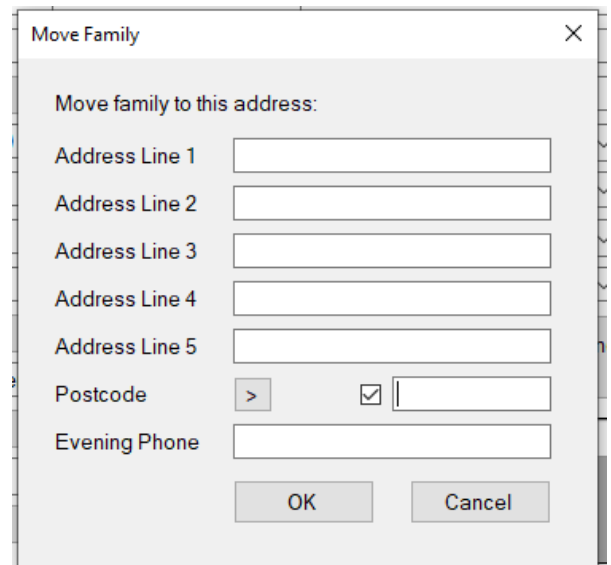
The 'Family Filter' button will look for any other patients that have the same postcode and first line of address to the active patient and will then display those patient records in the search box. This is useful when booking appointments for more than one family member.

Moving Family



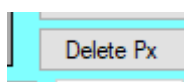
The 'Move Family' button allows you to change the address and phone number on all the patient records of a family, without having to re-enter the address details multiple times.

- Firstly, make one family member the active patient record.
- Then click family filter to bring up all the family names in the search box.
- Click Move Family button.
- Enter the new postcode and then click enter on the keyboard to look up the address.
- Enter the number of the house and the new phone number then click move family.

A dialog box titled 'Move Family' with a close button (X) in the top right corner. The dialog contains the following fields:

- 'Move family to this address:' label
- 'Address Line 1' text input field
- 'Address Line 2' text input field
- 'Address Line 3' text input field
- 'Address Line 4' text input field
- 'Address Line 5' text input field
- 'Postcode' field with a '>' button, a checked checkbox, and a text input field
- 'Evening Phone' text input field
- 'OK' button
- 'Cancel' button

Deleting patient records



The 'Delete Patient' button this will delete the active patient record permanently, however it will only work if there has been absolutely no activity on that record other than creation.