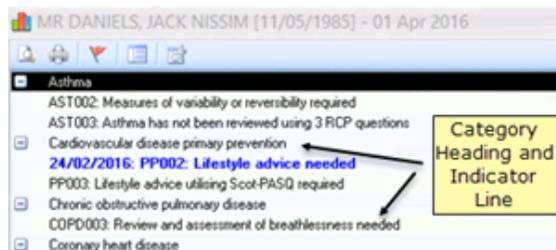


Contract Alert Indicators

1. In **Consultation Manager**, select the patient and open a consultation.
2. After analysing the patient's data the **Alert Indicator** screen displays.
3. The screen shows a list of QOF criteria relevant to the patient which contains:
 - **Category Headings** - QOF categories eg Dementia
 - **Contract Indicators** - QOF indicators eg Dementia review

 **Note** - All the categories are expanded by default to show the indicators within them.

4. To collapse the header click the close  icon and to expand the header click the expand  icon.



Alert Indicator

5. The screen always stays on top of the consultation screen. To close it use the close  icon.
6. To re-invoke the screen choose the Show QOF Indicators  icon from the toolbar.

Navigating the Alert Screen

Patient Details and Date - The top of the alert pane displays the patient's name and QOF date which can be set as the Reference date eg QOF year end, today's date or a future date.

 **Note** - If no date is shown the date is set to today's date.

 MR BAHIA, RAMDAS SINGH [24/03/1949] - 01 Apr 2016

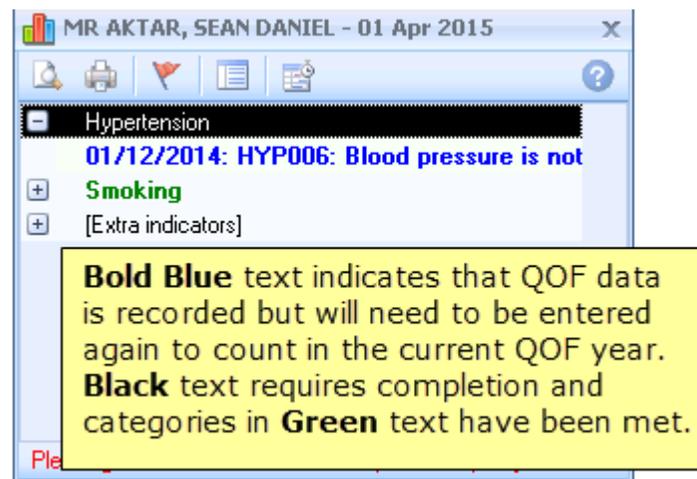
Toolbar - The toolbar is used to access different functions, some of which vary depending on the Category or Indicator selected.

The standard icons are:

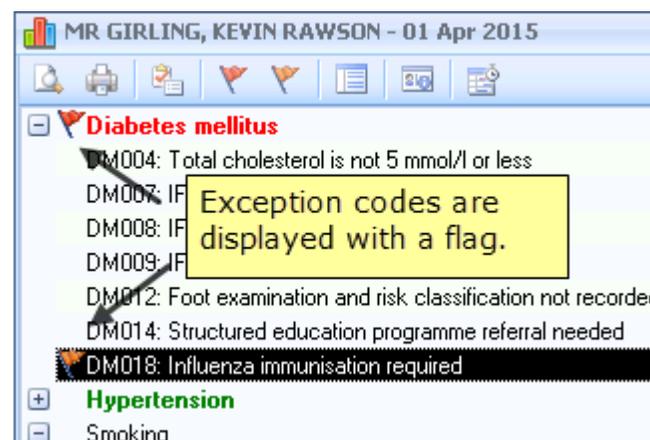
| | |
|--|--|
|  | - Print Preview the Alert indicator details |
|  | - Print the Alert Indicators |
|  | - Enter the Exception code for the category selected |
|  | - Show the Template screen for the category selected |
|  | - Perform a Mail Merge for a patient |
|  | - On-screen help- |

Alert Colour Coding for Contract Indicators

- **Bold Green Text** - Bold green text represents a Category where there are no current outstanding indicators or within a template where an indicator has been completed.
- **Black Text** - Indicators in black text require completion and should be done now.
- **Bold Blue Text** - Indicators in bold blue text mean that you have done recorded the information but you need to do it again as it falls outside the time frame.
- **Light Blue Text** - Light blue text is information that cannot be recorded until specific criteria is met, eg within a set period for the year, or a specific age is reached within the year. These indicators are for information purposes and are not removed if data is recorded when outside the criteria.
- **Red Flag** - Categories with red flags are exceptions in the current QOF year.
- **Orange Flag** - An Orange flag indicates a previous exception code that has expired and you may want to re-exception.
- **Bold Grey Text** - Grey text is shown for information that does not currently apply to the patient eg where a patient is not part of a register, usually you see this when accessing the Add to Register screen.



Alert Indicator Colours



Exception Code