






**Point of Care**

Tel +44 (0)1252 719 800 | Fax +44 (0)1252 714 300  
info@dxs-systems.co.uk | www.dxs-systems.co.uk

# SystemOne

DXS Point of Care Quick Reference Guide

# INDEX

	INTRODUCTION	3
	PROFESSIONAL	5
	PATIENT EDUCATION	7
	MEDICINES	9
	SERVICES	12
	DRAFTS	14
	DXS BEST TRIAGE	16
	PDP	18
	ICONS AND BUTTONS	20
	TRAINING	24



# INTRODUCTION

## What is DXS Point of Care?

DXS Point of Care is a Clinical Decision Support Tool that provides you with an easy way of accessing documents and content in your workflow.

Content is provided by your CCG and supplemented from trusted sources such as NICE, Patient UK, SIGN, Immediate Reference and many others. All content is linked to Read codes and can also be searched by description or browsed by category. Content is updated daily and usage reports are available to your CCG. Content includes:

- Care pathways
- Referral forms
- Patient education
- Medicine reference
- A directory of services including AQPs
- Treatment guidelines
- And more!

***This reference guide will provide you with information on how DXS Point of Care works and how it will benefit you in your practice.***



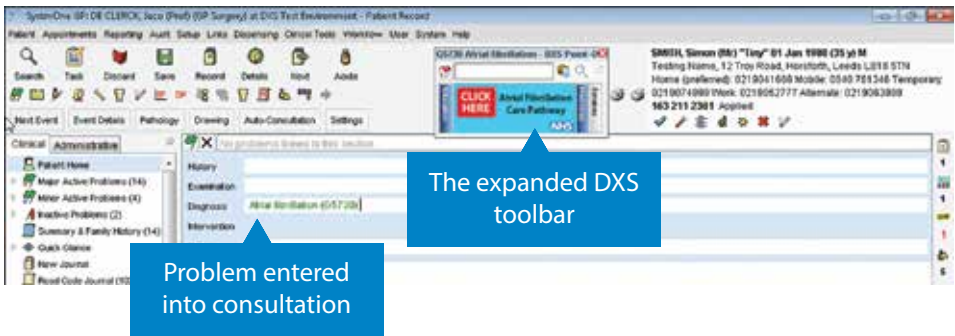
# INTRODUCTION

## How DXS Point of Care functions within SystmOne?

When logging into SystmOne, the DXS Point of Care toolbar will automatically open as indicated below. This toolbar can be positioned anywhere on the screen.



As SystmOne is used (e.g. entering a problem with associated Read code), the DXS toolbar will expand and present links to relevant information in DXS as shown below.



To easily identify that there is information available in the different sections of DXS (Education, Professional, Medicines and Services) for the entered problem and Read code, each of the tabs will be blue with white text (see example below).



The section tabs are blue with white text indicating that content for the problem is available. If no content is available the tab will be gray with black text.

The Professional tab is currently expanded. Education, Medicines and Services tabs can be clicked to expand.

In some instances a banner (such as the AF example on the left), may be used to highlight that important information is available and can be accessed by clicking the banner.



# PROFESSIONAL

## What is the DXS Professional section?

DXS Best Pathway is located under the Professional section of DXS and provides local CCG care pathways, guidelines and referral forms, plus national guidance from NICE and SIGN. All documents are triggered by pertinent diagnosis terms and Read codes when used in the patient record.

## Benefits of using DXS Professional

- Allows you to access information and links to other important areas during the consultation, e.g. pathways, relevant referral forms and treatment guidance with links to other DXS Point of Care sections (Education, Medicines and Services).
- Provides greater flexibility in your practice, allowing you or another practice member to save referral form drafts for modifying and completion later (medical secretaries have full access).
- Allows you to easily identify when there are saved referral form drafts that need editing and completing.
- Provides access to evidence-based research material (Immediate Reference) that can be quickly added to your PDP log for auditing and appraisals (for more details refer to page 19).
- Provides access to NICE, SIGN and local guidelines, which are all automatically updated.
- Enables you to search for CCG specific information with or without an open patient record.

## How does the Professional section work?



Click the CCG button on the expanded toolbar

When using SystmOne, the link for the relevant pathway can be found on the main DXS toolbar.

DXS will launch once the Professional tab is clicked, automatically opening the Professional section of the system on the associated pathway.



# PROFESSIONAL

## DXS Best Pathway

Having clicked the banner illustrated on the previous page, the relevant care pathway opens as seen below.

Links to other relevant documents are indicated by underlining, hand icons and buttons. Clicking these links will open the relevant document.

The screenshot displays a clinical decision support system (DXS) interface for 'PATIENTS WITH AF'. The main content is a flowchart with the following structure:

- Patients with AF** (Root node)
  - Paroxysmal**
    - Decision: *if frequently, or poorly tolerated?*
      - Yes: **Refer Cardiologist** (with a hand icon) → **In the meantime try low-dose  $\beta$ -blocker if not contraindicated**
      - No: **Refer Cardiologist** (with a hand icon) → **In the meantime, consider starting Sotalol or Amiodarone, & Warfarin, if not contraindicated**
  - Persistent**
    - Decision: *? less than 2/7?*
      - No: **Refer Cardiologist** (with a hand icon) → **In the meantime, consider starting Sotalol or Amiodarone, & Warfarin, if not contraindicated**
      - Yes: **Admit for Cardioversion**
  - Permanent (La. known/tx AF)**
    - Decision: *Underlying Cardiac/ Other path. Suspected?*
      - No: **Refer Cardiologist** (with a hand icon) → **Continuation**
      - Yes: **Refer Cardiologist** (with a hand icon) → **Continuation**

Annotations on the screenshot:

- A blue callout box labeled "Links to related documents" points to two green buttons at the top right: "AF with Atrial Fibrillation (AF) Care Pathway" and "AF with Atrial Fibrillation (AF) Patient Leaflet".
- A blue callout box labeled "Link to referral" points to the "Refer Cardiologist" boxes in the flowchart.
- A blue callout box labeled "Links to related documents" points to the "See Also" section at the bottom, which contains links to "Atrial Fibrillation (AF) Guidance" and "Atrial Fibrillation (AF) Patient Leaflet".

Links to related documents



# PATIENT EDUCATION

## What is the DXS Patient Education section?

The Patient Education section of DXS provides you with printable patient articles about diseases, procedures, diet, lifestyle information and travel. It streamlines your ability to provide quality information directly to patients as needed.

## Benefits of using DXS Patient Education

- Quickly and easily search by diagnosis, Read code, title or keywords.
- Annotate relevant illustrations and add notes that can be readily saved to the patient record.
- Flag articles that you approve for yourself or for the entire practice.
- Add your own practice documents and leaflets.
- Add frequently used leaflets to user-specific 'favourites' area for quick access.
- Centrally store leaflets in one location to allow all practice staff to access them easily, placing practice content within your workflow and clinical system.

## How does Patient Education work?

When using SystemOne, the link for relevant education and patient articles can be found on the main DXS toolbar.

Click the Education tab on the expanded toolbar



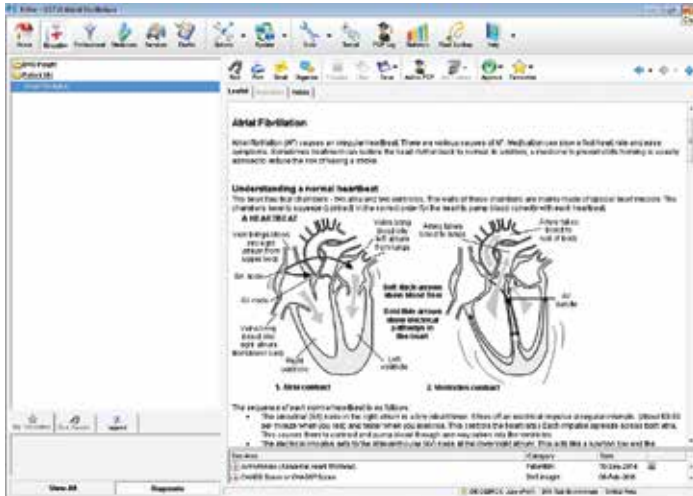
DXS will launch once the Education tab is clicked, automatically opening the 'Patient Education' section of the system.



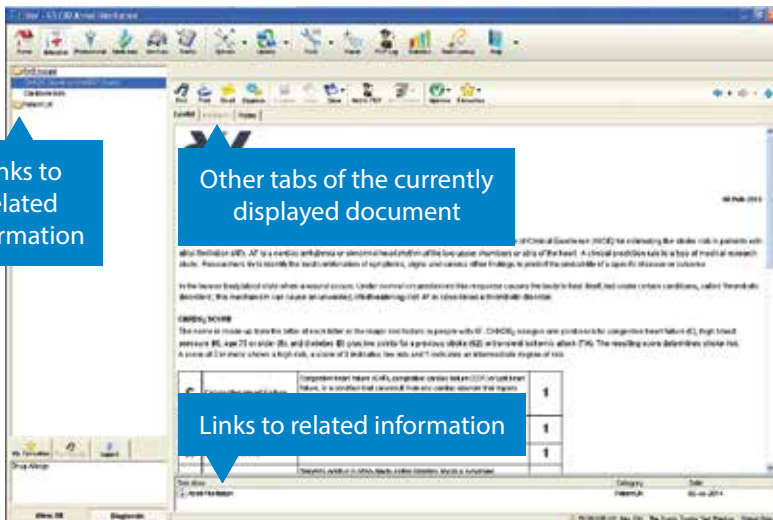


# PATIENT EDUCATION

Having opened the Patient Education section any articles that are linked to the specified Read code or diagnosis that was entered into SystemOne are displayed.



There may also be a list of related articles or suggested articles that may be useful.







# MEDICINES

## What is the DXS Medicines section?

The Medicines section of DXS provides a comprehensive database of all generic and branded medication as well as other products such as needles, stockings, catheters, meters/strips and other appliances. All product information is updated weekly.

If your CCG has purchased DXS Best Traffic Light, you will also find drug alerts and prescribing advice in this section. More details about DXS Best Traffic Light are provided on page 11.

## Benefits of using DXS Medicines

- Quick access to datasheets, leaflets and MHRA safety warnings.
- All drugs are categorised in BNF-style therapy classifications and linked to Read and drug codes/terms.
- Ability to view and print patient information leaflets (packet) and drug information leaflets (Patient UK).
- Easily compare medications through information on drug tariff packs and pricing.
- Where applicable, local medicine guidelines and protocols will be incorporated.

## How does the Medicines section work?



When using SystmOne, the link for relevant medicine can be found on the main DXS toolbar.

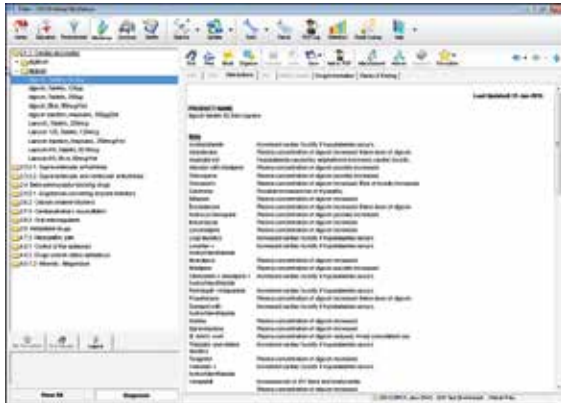
Click the Medicines tab on the expanded toolbar

DXS will launch once the Medicines tab is clicked, automatically opening the 'Medicines' section of the system.





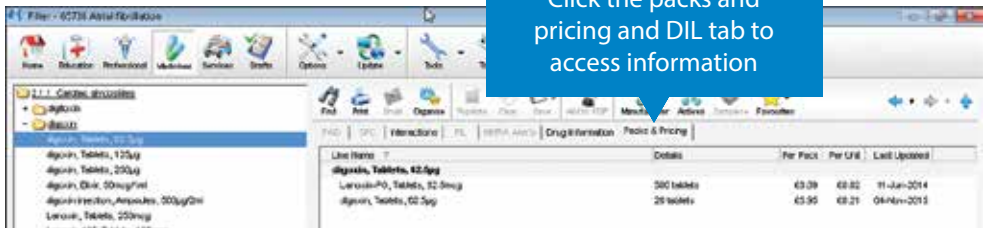
# MEDICINES



Having clicked the Medicine banner in the main DXS toolbar, the Medicines section will open.

A list of all medicines relevant to the entered Read code is displayed.

You can then view available information on this medicine such as SPCs, drug information leaflets (DILs) for patients and packs and pricing.





# MEDICINES

## What is the DXS Best Traffic Light product?

DXS Best Traffic Light provides the latest local CCG guidance for medicines management within your locality to assist the GP at the point of prescribing.

## Benefits of using DXS Best Traffic Light

- Integrated CCG Medicines Management guidance at a glance via the Traffic Light brightly coloured banner.
- One click option for background information on the drug selected for prescribing.
- Reduced CCG/Practice prescribing costs.
- Up to date medication interactions/information/pricing and pack sizing.

## How does DXS Best Traffic Light work?

Prescribers are alerted to CCG guidance via highly visible coloured banners that clearly highlight the local prescribing preferences.



## How can I get DXS Best Traffic Light to display in my Medicines section?

In order to use and experience the benefits of DXS Best Traffic Light, you must request your CCG to purchase the product under GPSoC. Simply send an email to [sales@dxs-systems.co.uk](mailto:sales@dxs-systems.co.uk) for an account manager to raise this with your CCG.



# SERVICES

## What is the DXS Services section?

The Services section of DXS contains information relating to national groups, charities and services.

If your CCG has purchased DXS Directory of Services, you will also find information about locally approved services grouped by locality.

## Benefits of using DXS Services

- Provides concise information about any CCG approved services, local charities and voluntary support groups.
- All information is regularly updated to ensure accuracy.
- Allows you to quickly search for any national or local service or support group.
- Search by name, town/city, Postal code and area of expertise.
- Gives you the ability to print off a clear list of providers and supporting information for your patient.

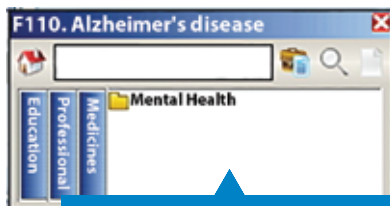
## How does the DXS Services section work?



Click the Services tab on the expanded toolbar

When using SystmOne, the link for relevant services can be found on the main DXS toolbar.

When clicking on the Services tab, it will expand to show the folders for which there are services available. DXS will launch once the folder is clicked.

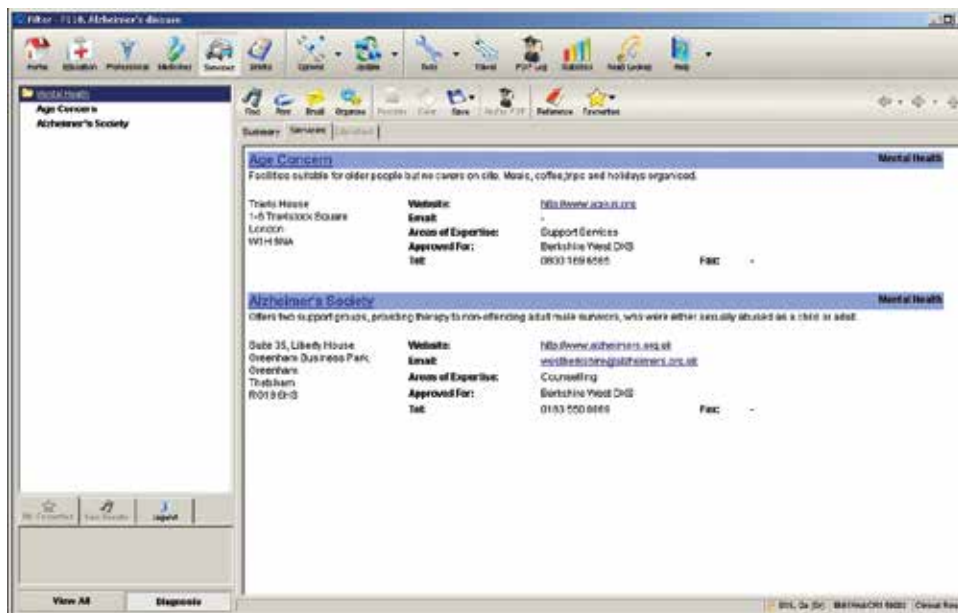


Click on the relevant folder to view services



# SERVICES

Having clicked on the folder the list of services opens as illustrated below.



## How can I get DXS Directory of Services to display in my Services section?

In order to use and experience the benefits of DXS Directory of Services, you can ask your CCG to purchase the product. Please feel free to send an email to [sales@dxs-systems.co.uk](mailto:sales@dxs-systems.co.uk) for an account manager to raise this with your CCG.



# DRAFTS

## What is the DXS Drafts section?

The Drafts section of DXS contains all referral forms waiting to be completed. From here, notes can be added and documents attached so that medical secretaries and administration staff can complete referrals on behalf of clinicians.

If your CCG has purchased DXS Best Triage, you will also be able to submit referral forms to the referral support facility from the Drafts and Professional sections upon completion of the form. More detail about DXS Best Triage is provided on page 16.

## Benefits of using DXS Drafts

- Allows medical secretaries, administration staff and clinicians to contribute to completing a referral form.
- Is adaptable to fit in with your practice's workflow.
- Enables you to complete referral forms and attach them to the patient record.
- Search for referral forms by patient name or sort referral forms by clinician name.
- Track when referral forms are complete.

## How does the Drafts section work?

When completing a referral form, it can be saved for later editing by using the Save Draft function.





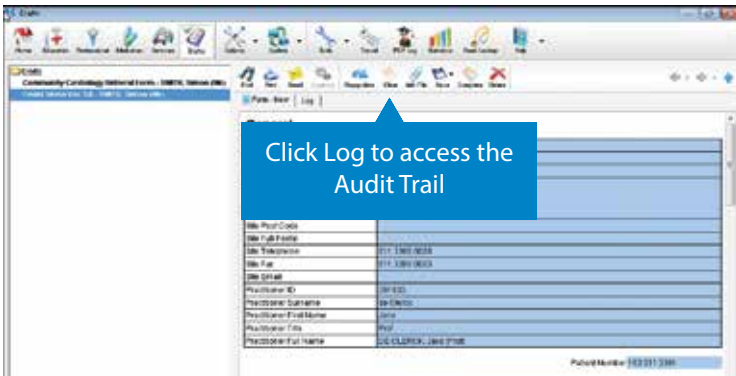
# DRAFTS

Drafts and referrals that have been completed can be found in the Drafts folder structure. Completed referrals can also be found in the patient consultation history together with the relevant Read code.

Click Drafts to access the Drafts folder



The editing can be performed either by the clinician or a medical secretary and the finalised copy saved to the patient record. An audit trail of the edits performed on a form can be found in the Log tab on the document.



## Adding Attachments

If a referral or Point of Care attachment is saved back to the patient record it is shown in Record Attachments and also in New Journal within SystemOne. Users can modify their SystemOne Tree Configuration to more easily view the Record Attachments. More detail can be found in the DXS "How To" guides available from our Training Department.



# DXS BEST TRIAGE

## What is the DXS Best Triage product?

DXS Best Triage securely facilitates the automated exchange of referral forms between a practice and a triage centre.

## Benefits of using DXS Best Triage

- Provide an effective solution to CCG referral workflow and management requirements.
- Notify a referrer during the referral process that a particular referral is recommended for triage.
- On acceptance of a triage recommendation, automatically sends the referral form, together with letter and or notes to the triage centre.
- Provides a management solution for the triage centre, from which triage clinicians can provide advice and guidance back to the referring clinician, approve, redirect or reject referrals.
- Referrals can be sent to the provider or returned to the practice.
- Improve CCG referral efficiencies by systemising the workflow and document management and distribution.
- Improve clinical safety by ensuring that referral letters/notes are complete and include all necessary information and attachments.
- Management reports on referrals provided to CCGs.





# DXS BEST TRIAGE

## How does DXS Best Triage work?

When a user completes a referral form DXS will notify you if that referral form needs to be submitted to Triage. If required you may need to add attachments. Once all supporting documents have been added the referral will be submitted to the referral support service.

The referral is then processed by the triage centre, at which point it is either accepted, rejected or redirected and the practice is notified of the outcome.

Referrals which are submitted to triage can be found in the 'Drafts' section, under one of four sub-folders:

- Pending – Submitted to the Referral Support Service (RSS) and awaiting a response.
- Accepted – The referral is supported by the RSS and has been forwarded to the service provider (at this point, the RSS may have added an advisory note for the practice for future referrals). Once the referral has been accepted, you can complete it, which saves the document to the patient record and moves the document to the 'Completed' folder.
- Rejected – The RSS has rejected the referral request and provided a reason why. When you have dealt with the reason for the rejection, you can complete the referral and save the document to the patient record. In DXS the document is moved to the 'Completed' folder.
- Completed – Both accepted and rejected referral requests are stored here once they have been dealt with by your practice. This acts as a historical record of all completed referrals and can be searched for reference.

## How can I get DXS Best Triage to display in my version of DXS?

In order to use and experience the benefits of DXS Best Triage, you must request your CCG to purchase the product.

Please feel free to send an email to [sales@dxs-systems.co.uk](mailto:sales@dxs-systems.co.uk) for an account manager to raise this with your CCG.



## What is the DXS PDP section?

The PDP section of DXS provides you with an effective tool to record and manage your re-appraisal progress. You can add any relevant content from DXS or other external sources to your personal PDP log in DXS.

## Benefits of using DXS PDP

- Set personal reminders, add reflections and award credits.
- Quickly log any learning from external sources (websites, documents) or within DXS.
- Logging is easy and can be accessed for editing or review at any time.
- Export your full log, or any individual entry, to upload to your specific appraisal website (e.g. Clarity or RCGP).
- Allocate PUNs, DENs, articles and other sources to yourself or make them a practice-wide task, allowing you to share important documents like meeting minutes across your entire practice, saving time and improving efficiency.
- Record, manage and create audit trails for PUNs and DENs with the ability to track PUNs through to completion by implementing the associated DEN.

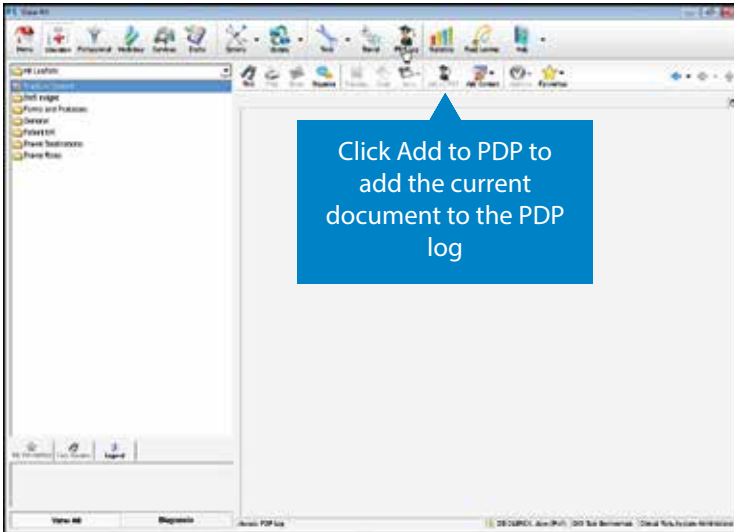
## How does the PDP section work?

When using any part of the DXS system, with or without an open patient record, content can be added to the user's PDP log simply by clicking the 'add to PDP' button.





# PDP



The PDP log can be managed by opening the 'PDP log' section from the main DXS toolbar.



View and manage PUNs and DENs easily, tracking activities through to completion. The toolbar allows you to quickly delegate to other practice members and close activities.

You can view, edit, add or delete entries in your PDP log using the buttons on the toolbar.

PDP logs can be printed or exported in any format, e.g. XLS, PDF, CSV, etc.



# ICONS AND BUTTONS



## Home page

Directs you to the home page where you can search by description or Read code. View what's new, CCG news and CCG alerts



## Patient Education

Access to more than 1 500 articles and illustrations. You can also add your own articles



## Professional

CCG pathways, referral forms, letters and guidance supplemented with information from NICE, SIGN, Immediate Reference, clinical opinion and more



## Medicines

Medicine database with SPCs, PILs, packs, pricing and CCG prescribing guides



## Directory of Services

Opens Directory of Services, linked to Read code and locality



## Drafts

Referral forms saved for editing and completion are stored and accessed here



## Settings

Set preferences for general, printer, header and footer, updating, plug-ins and conduit settings



## Update DXS

Manually update the DXS system with this button



## Travel

Provides a shortcut to global travel health information on travel diseases and travel risk advice per country



# ICONS AND BUTTONS



## Tools

Access the cardiac calculator, populate/import additional tools and populate the icon toolbar with any missing buttons, e.g. PDP, DOS, etc.



## PDP appraisal

Open and manage your PDP appraisal content and points, including PUNs and DENs. You can add your own content here



## Read code lookup

Search Read codes and extract relevant information



## Help

Provides help on DXS Best Pathway

## Patient Education icon bar



## Add your own or practice content

Add your own content to the patient education section



## Approve

Clicking this button will add a tick next to an article, easily identifying useful/relevant information approved by practice members/yourself



## Illustrations

This icon next to an article indicates a relevant illustration is available for this article. These can be viewed, annotated and labelled through the 'illustration' tab found at the top of the page



## Notes

This icon will appear next to an article if notes have been added to the article by yourself or practice member. Notes can be added through the 'notes' tab found at the top of the page



# ICONS AND BUTTONS

## Professional icon bar



### **Add your own or practice content**

Add your own content to the professional section



### **Clear**

Clear the auto-populated referral form



### **Populate**

If you have cleared the auto-populated patient referral form, this button will re-populate the form with the original information

## Medicines icon bar



### **Manufacturer Information**

View information on the selected medication



### **Similar products**

View drugs containing the same active ingredients

## Directory of Services icon bar



### **Similar products**

View drugs containing the same active ingredients



# ICONS AND BUTTONS

## Common to all icon bars



### Search

Look-up any content based on keywords



### Print

Print a document



### Email

Email a document



### Organise view

Customise your content views



### Save

Save the document to the patient record (useful for personal audits of patient advice and treatment) or save the document to your computer



### Add to PDP log

Add any content in the DXS Best Pathway system to your PDP appraisal log (this button is the same icon as found on the main icon bar but serves a different function it will simply add content, not load your PDP)



### Flag content

Bookmark any important content to your favourites inbox with this



### Navigation

Use these buttons to navigate back to pages viewed



# TRAINING

## Your choice of training:

### eLearning

Complete at a time to suit your workload or use as a handy refresher.

### Virtual Classrooms

- For practice managers, clinicians, administration staff and medical secretaries.
- With a live trainer and hands-on practical activities.
- On-site demonstrations (taster days and clinics).

## DXS QuickStart

Our virtual classroom offers maximum flexibility with full interactivity with information conveyed in a number of ways including presentations, demonstrations, whiteboard and hands-on activities.

Attendees are encouraged to participate through asking questions through voice or chat and practice exercises can be provided. Attend the class from any suitable device that has Internet access and is sound enabled – USB headsets can be provided. You will be provided with a link to test the virtual environment when you book the course. If you are experiencing problems, feel free to contact us and we will work with you to arrange an alternative solution.





# TRAINING

## QuickStart Bitesize

Our eLearning offers maximum flexibility with full interactivity and is divided into seven key modules:

- The DXS toolbar
- Patient Education
- Professional
- Medicine
- Services
- PDP tool
- Working with drafts

These modules provide information and complementary practical activities and quizzes that can be undertaken at a time convenient for you.

The modules can be taken individually to focus on key functions of DXS Point of Care and each one has its own end of module assessment.

eLearning is an ideal tool for locums, GPs and practice staff.



[www.dxs-systems.co.uk](http://www.dxs-systems.co.uk)

*If you have any questions about DXS, please feel free to contact us using one of the following options.*

**Telephone:** 0800 028 0004

Support – option 1

Training – option 2

**Email:** [Support-uk@dxs-systems.com](mailto:Support-uk@dxs-systems.com)

**Service desk operating hours:**

07:30 – 19:00 Monday – Friday and Public Holidays

09:00 – 13:00 Saturday

Closed Sunday, Christmas, New Year and Easter Weekend