Copy and Paste Prescription Information to Rio

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Overview

Once a prescription has been issued in CLEO, the prescription information must be added to the Client's record in Rio as a Progress Note.

Progress Notes are used to document activities between Clinicians and their Clients or Client's representatives. The Progress Note can be added from the Case Record in the Client's Clinical Portal – Client's View screen.

Copy prescription information from CLEO

To copy the prescription information,

- **Search** the patient/script ID/case ID that requires copying.

- **Highlight** the row that requires copying

- Select the "**Copy Prescription Information**" button.

The information will then be copied to the local machine clipboard. The user can then paste this information where it is required, i.e., another clinical system.

Paste Prescription information into Rio as a Progress Note

Adding a New Progress Note

- Access the **Clinical Portal – Client's View** screen for the Client

- Locate the **Navigation** Pane (right of the screen)

- Click the **Case Record** folder

- Click **Progress Notes**

- Click the **Add New Note** (bottom centre)

The following fields will auto complete from the service and role information on the user's smartcard.

Originator: the name of the person creating the note, this can be updated if required but only the named person can validate the note.

Date: (mandatory) The date/time of the note will automatically display as 'now'. The date/time may need to be amended as it **must** reflect the date and time of the interaction with the Client.

Specialty: (mandatory) will default to speciality of the user creating the note.

Note Type: (mandatory) will default to the usual type of note but can be amended as appropriate.

- Select the Note Type of **EPS – Prescribing**

Validating a Progress Note

If your role gives you Validation Rights then you will see the option to Validate the note, this is also a mandatory field.

Validation Status	Validated ˅

Progress Notes can be saved without validating, allowing staff to edit the note. Once the note is validated and saved it cannot be changed.

Pasting the Prescription Information

- Right Click in the **Note area**
- Select **Paste**
- Click **Save Changes**

For more information on recording Progress Notes in Rio see the Progress Note User Guide

Rio23ProgressNotes.pdf.