



Contents


| | |
|--------------------------|---|
| Recording an Alert | 1 |
| Viewing Alerts | 2 |
| Removing an Alert | 3 |


An Alert is recorded on the Client's record to bring important information to the attention of a Clinician viewing the record.

Recording an Alert

- Click **Menu**
- Click **Quick Menu**
- Click **Client's View**
- Search for Client

Clinical Portal – Client's View displays

On the grey banner bar locate the **Alert**  icon

- Click 

Current Alerts screen displays

- Click **Add Alerts** (located at the bottom)

Alert Type: Choose option

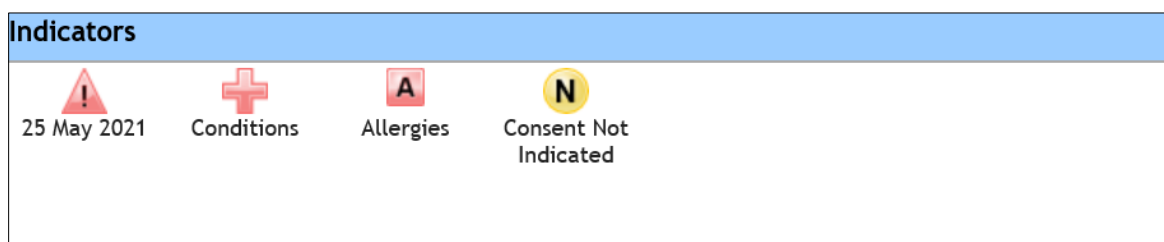
Alert Date: As required

Comment: As required

This is a significant Alert: ☒

- Click **Save**





The Alert icon changes to red, this also displays in the **Indicator's Pane** on the Client's View





Viewing Alerts

If the client has an alert it will display in the Indicators section in the Clinical Portal

| Indicators | | | |
|---|---|---|---|
|  |  |  |  |
| 15 Jul 2013 | Conditions | Allergies | Consent Not Indicated |



- Click the **Alert** icon to view the alert
- Click **Close** to close the dialogue box




Removing an Alert

If an Alert has been added to a Client's record by mistake or the Alert information is no longer valid, it may be removed.

- Click **Menu**
- Click **Quick Menu**
- Click **Client's View**
- Search for Client

Clinical Portal – Client's View displays

On the grey banner bar locate the **Alert**  icon

- Click 

Current Alerts screen displays

Remove: ☒

| Alert Type | Alert Date | Date Entered | Entered By | Comment | Remove |
|------------------|-------------|--------------|-------------|---------------|-------------------------------------|
| Home Visit Risks | 1 Aug 2023 | 1 Aug 2023 | Lily Rahman | Access unsafe | <input type="checkbox"/> |
| Vulnerable Adult | 20 Jul 2023 | 1 Aug 2023 | Lily Rahman | Lives Alone | <input checked="" type="checkbox"/> |

- Click **Remove Selected**

End Date: As required


Comment: Enter the reason you are removing the alert

- Click **Save**

Alert Summary

| Alert Type | Alert Date | Entered By | Significant Alert |
|------------------|-------------|-------------|--------------------------|
| Vulnerable Adult | 20 Jul 2023 | Lily Rahman | <input type="checkbox"/> |

Removal Details

End Date: 

Comment:

Alerts



The Alert has been removed and the icon has returned to grey. The Removed Alert can still be viewed.

- Click the **Show History** button (bottom centre)
- Clicking **Details** will show the details of who removed the Alert and any comments

| Alert Type | Alert Date | Entered By | Comment | End Date | |
|------------------|-------------|-------------|-------------|-------------|-------------------------|
| Vulnerable Adult | 07 Jul 2023 | Lily Rahman | lives alone | 14 Jul 2023 | Details |
| Home Visit Risks | 14 Jul 2023 | Lily Rahman | Pet snakes | 14 Jul 2023 | Details |