

SystemOne Reminders / Alerts

User Guide



SystemOne Reminders & Alerts

Contents



1. **Reminder vs Alerts**
2. **Where to see Alerts**
3. **Adding Alerts**
4. **Key Alerts**
5. **Risks**
6. **Safeguarding documenting and alerts**
7. **Viewing Safeguarding recordings**
8. **Adding Safeguarding alerts**
9. **Viewing Safeguarding information**
10. **Sensitivities and Allergies**
11. **Adding Sensitivities and Allergies**
12. **Recording medication alerts**
13. **Adding a reminder**
14. **Looking at the reminder node**
15. **Further information**
16. **Data Cleanse – reminders from carenotes**

1. Reminders vs Alerts

Where an Alert is available to be recorded in the system this should be used and NOT be added as a Reminder

Reminders

Reminders are a way to add free text information to a patient record. This information will be visible in the patient home page

- Reminders are **not** reportable
- Reminders **can not** be set for review
- Reminders **can not** be developed

Alerts

Alerts are generated automatically when information is added to the record. Alerts appear under the demographic box and the patient home page

- Alerts are reportable
- Alerts can support other functions such as interaction checking on medication
- Alerts can be developed
- Alerts can highlight information recorded externally to CWP

View on the Patient Home Page

!! Reminders
Key Code 1234 Cancel More
Section 117 Responsibility held by Liverpool Cancel More

▲ Patient Status Alerts
★ Consider Reasonable Adjustments: Please see Reminders or Record Attachments for details More
▲ Dementia "At Risk" Patients: This patient has been identified as "At Risk" of Dementia. Criteria has been taken from the Dementia Identification Scheme enhanced service.
🚫 Hearing Impaired: May need to make reasonable adjustments More
🚫 Patient on Lithium Action More

📁 Sensitivities & Allergies
Adverse reaction to drug: no issues More

2. Where to see Alerts

Alerts recorded on the patient record can be seen as Icons under the patient demographic details

DUMMY, Patient (Mrs) "Pat" 27 Oct 1950 (73 y) F
 1 The Countess Of Chester Health Park, Chester CH2 1BQ
 Mobile (preferred): 01111 111112 Home: 0151 355 9821 Patient, CWP Inpatients

Hearing Impaired
 May need to make reasonable adjustments
 Hearing difficulty (1C12.)
 Last recorded 23 Aug 2022

To see any alerts hover your mouse over the icon

Alerts add will also show on the patient home page

Icon

More
 This can inform you why the alert has been added to the record

— Patient Status Alerts

- Consider Reasonable Adjustments: *Please see Reminders or Record Att*
- Dementia "At Risk" Patients: *This patient has been identified as "At Risk*
- Hearing Impaired: *May need to make reasonable adjustments* [More](#)
- Patient on Lithium [Action](#) [More](#)

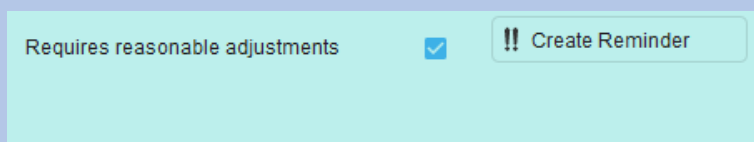
Name of Alert

Action
 Some alerts linked actions will take you to a form that is needed to be completed

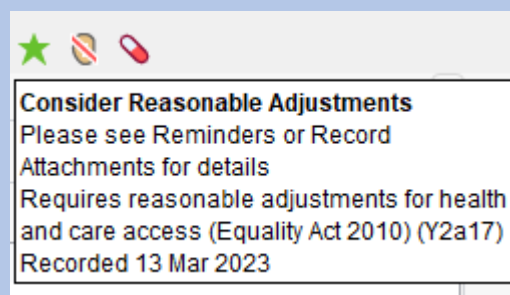
3. Adding Alerts

Alerts will be added to the patient record as you enter information in to the system via questionnaires or templates where the appropriate codes are applied.

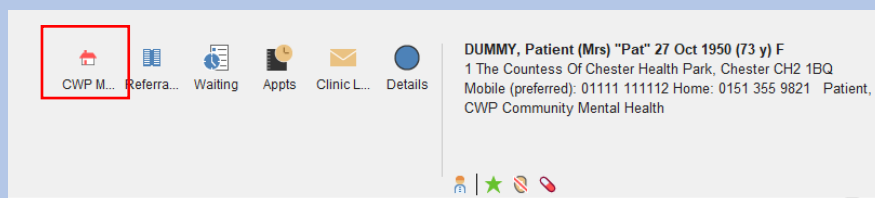
For Example adding the tick to the requires reasonable adjustment will apply the alert



The alert will be applied to the record and will appear on the home page and under the demographic box



Reasonable adjustments can be found on the CWP Disability template that will be found on the CWP Pathway for your unit



4. Key Alerts

Many types of alerts can be added to the system, the guidance will focus of the following key areas

Risk

Safeguarding

Allergies /
Sensitivities

Drug Alerts

5. Risks

Risks are required to be documented within the risk section of the patient record

Viewing the Risk node

Access the risk node from the clinical tree

Risk Summary

Risk Screening

Category	Sub-Category	Last Review Date	Review Due	Historical
Risk Identified	risk to Self / Self neglect	10 Aug 2022 09:26		<input type="checkbox"/>
Risk Identified	Risk to Others	10 Aug 2022 09:26		<input type="checkbox"/>
Risk Identified	Risk of Harm from Others	10 Aug 2022 09:26		<input type="checkbox"/>
Risk Identified	Risk of Vulnerability	10 Aug 2022 09:26		<input type="checkbox"/>

Linked Events

Tue 23 Aug 2022 09:38 - 5:00 (Clinical Support Access Role)
JB
CWP My Safety Plan - questionnaire started

Use the link below to find the full guide for recording risk on SystmOne

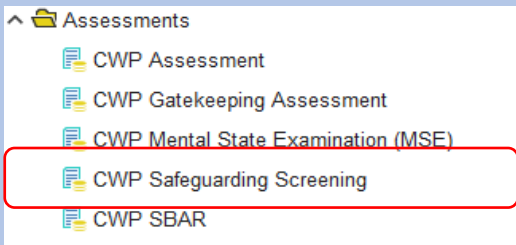


[Recording Risk on SystmOne](#)

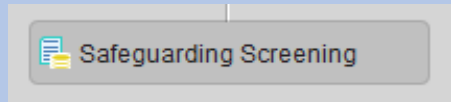
6. Safeguarding Documenting and Alerts

All safeguarding issues should be recorded on the safeguarding screening located on the clinical tree and CWP My Pathway

Clinical Tree

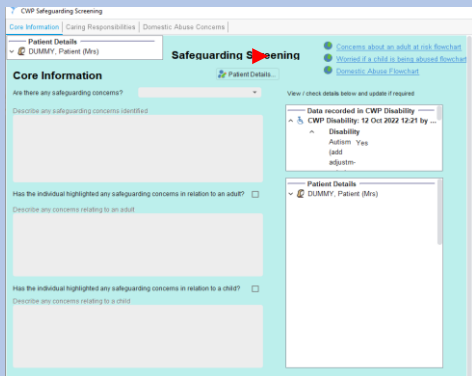


CWP My Pathway



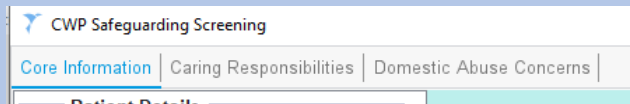
Safeguarding screening

Any safeguarding issues can be documented on this form, and highlighted. Utilising the further tabs there is area's to document any caring responsibilities along with domestic abuse. Also if the person is subject to MAPPA or MARAC



Safeguarding screening

Tabs to navigate safeguarding form



7. Viewing safeguarding Screening recordings

Safeguarding screening information recorded on the templates will be viewable in the tabbed journal along with other clinical entries. Though all safeguarding screening information can be viewed together from the clinical tree

SystemOne Mental Health: MORT, David (Admin/Clinical Support Access Role) at CWP Clinical Support Services - Patient Record

Access node from clinical tree

Documentation from all safeguarding screening forms completed

Date	Done By	Data
06 Nov 2023 15:45	DM	Domestic Abuse Concerns Is the client subject of MAPPA?: Subject of multi-agency public protection arrangements (XaQGw)
13 Nov 2021 15:12	EW	Caring Responsibilities Does the service user reside with or have caring responsibilities for a child(ren)? Yes Does the service user reside with or have caring responsibility for an adult with care and support needs? Yes
13 Nov 2021 09:28	EW	Caring Responsibilities Does the service user reside with or have caring responsibilities for a child(ren)? Yes
12 Nov 2021 15:17	EW	Core Information Are there any safeguarding concerns?: Safeguarding Concern -Yes (Y1d4b) Describe any safeguarding concerns identified: test Has the individual highlighted any safeguarding concerns in relation to an adult?: Yes Has the individual highlighted any safeguarding concerns in relation to a child?: Yes Describe any concerns relating to a child: test Describe any concerns relating to an adult: test
12 Nov 2021 13:48	DM	Core Information Are there any safeguarding concerns?: Safeguarding Concern -Yes (Y1d4b) Describe any safeguarding concerns identified: test safeguarding note Has the individual highlighted any safeguarding concerns in relation to an adult?: Yes Has the individual highlighted any safeguarding concerns in relation to a child?: Yes Describe any concerns relating to a child: in relation to a child Describe any concerns relating to an adult: in relation to an adult
		Caring Responsibilities Does the service user reside with or have caring responsibilities for a child(ren)? Yes

Adding Safeguarding Alerts

Any safeguarding information that is required to be highlighted as an alert can be added on the safeguarding information section of the record

Risks (4)

Reminders (2)

Safeguarding Information (1)


Progress Notes (76)

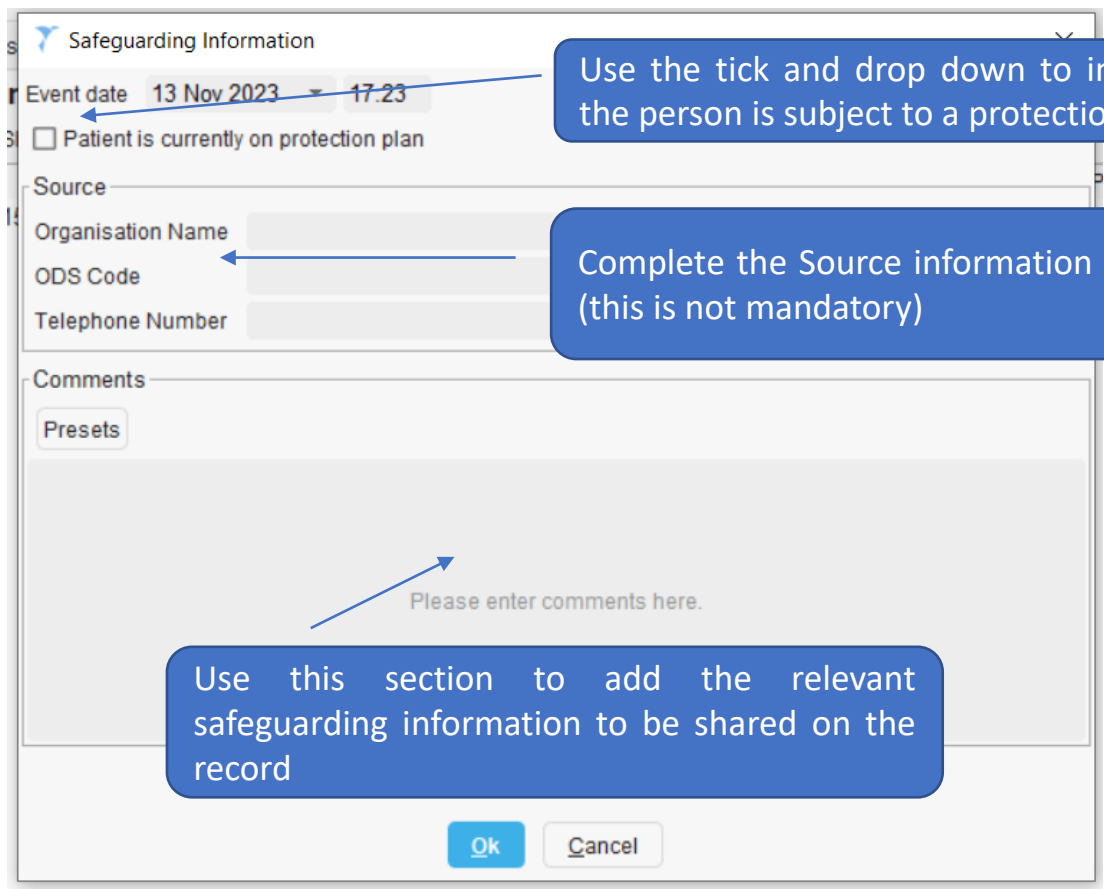
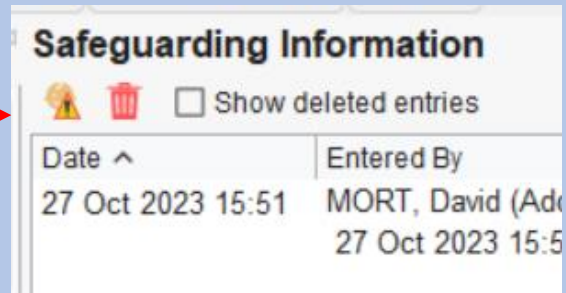
Communications & Letters (26)

Record Attachments (11)

This is located on the clinical tree. The number in the Bracket (1) indicates how many entries have been made

8. Adding safeguarding Alerts cont..

To add information to the safeguarding information use the icon  from the toolbar



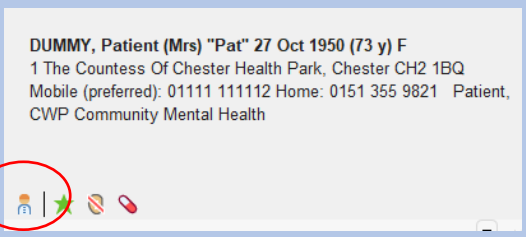
A screenshot of the 'Safeguarding Information' form. The 'Event date' is set to '13 Nov 2023' at '17.23'. There is a checkbox for 'Patient is currently on protection plan'. The 'Source' section includes fields for 'Organisation Name', 'ODS Code', and 'Telephone Number'. A 'Comments' section has a 'Presets' button and a text area with the placeholder 'Please enter comments here.'. At the bottom are 'Ok' and 'Cancel' buttons.

Use the tick and drop down to indicate if the person is subject to a protection plan

Complete the Source information if known (this is not mandatory)

Use this section to add the relevant safeguarding information to be shared on the record

Once saved the safeguarding alert will appear under the demographic box to indicate there is safeguarding information available on the record



9. Viewing safeguarding information

Safeguarding information recorded in the node will only be visible in the node and can not be viewed via the tabbed journal

Select the node

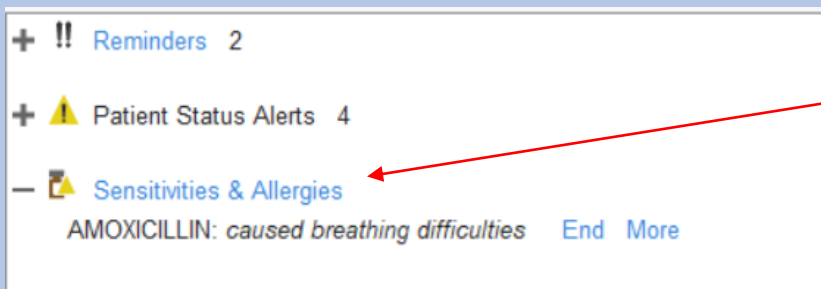
The screenshot displays a clinical software interface with a patient record for 'DUMMY, Patient (Mrs) "Pat" 27 Oct 1950 (73 y) F'. The interface includes a top navigation bar with various icons and a left sidebar with a list of nodes. The 'Safeguarding Information' node is selected and highlighted in red. The main content area shows a table of safeguarding information recordings.

Date	Entered By	Entered At	Source Organisation	ODS Code	Source Telepho...	On Protection PL...	Reason	Comments
27 Oct 2023 15:51	MORT, David @ CWP Clinical Support	CWP Clinical Support Services (Added 27 Oct 2023 15:51)				<input type="checkbox"/>		safeguarding issues recorded

Safeguarding information recordings

10. Sensitivities and Allergies

Sensitivities and allergies should be recorded in the node on SystemOne. An alert will show on the home page with any sensitivities or allergies recorded.



Any recording will show under the sensitivities and allergies heading with the associated notes

The sensitivities and allergies will also support interaction checking when using the prescribing functionality within the system

Viewing the Sensitivities & Allergies


A screenshot of the SystemOne interface. The left sidebar shows the 'Sensitivities & Allergies (1)' node selected. The main content area displays the 'Sensitivities & Allergies' page for a patient. The page is divided into two sections: 'Current Sensitivities & Allergies' and 'Historical Recordings'. The 'Current Sensitivities & Allergies' section shows a single entry for 'AMOXICILLIN' with the note 'caused breathing difficulties'. The 'Historical Recordings' section shows a single entry for 'No known allergies (1151)'. A blue callout box points to the 'Sensitivities & Allergies (1)' node in the sidebar. A blue callout box points to the 'Current Sensitivities & Allergies' section. A purple callout box points to the 'Historical Recordings' section.

Select the node

Current sensitivities & allergies


Historic recordings



11. Adding Sensitivities and Allergies

Sensitivities and Allergies can be added by using the  icon on the toolbar located in the node or the record allergy or sensitivity button found on the CWP My Pathway

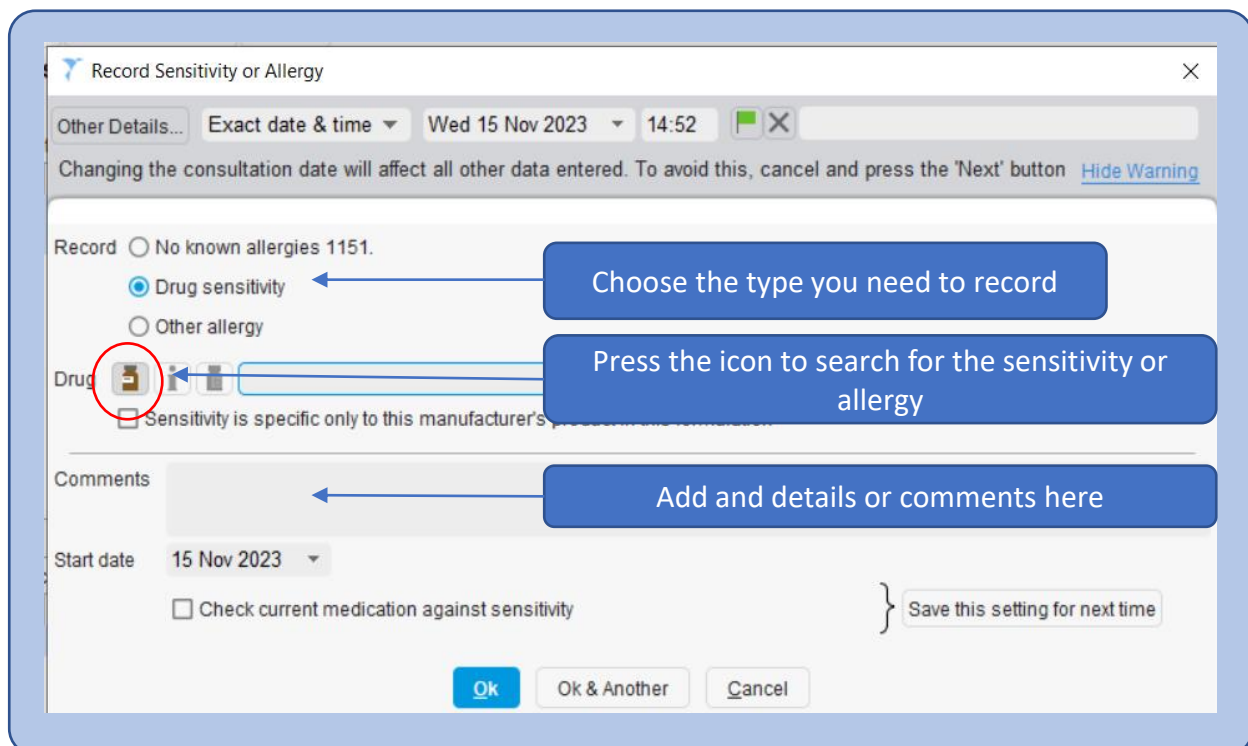
Sensitivities & Allergies



 Record Allergy or Sensitivity

When selecting the type of allergy or sensitivity to record the options may change for Drug sensitivity  icon and for other allergies  icon

Adding a Drug Sensitivity



The screenshot shows the 'Record Sensitivity or Allergy' dialog box. The window title is 'Record Sensitivity or Allergy'. The 'Other Details...' section shows 'Exact date & time' set to 'Wed 15 Nov 2023' at '14:52'. A warning message states: 'Changing the consultation date will affect all other data entered. To avoid this, cancel and press the 'Next' button [Hide Warning](#)'. The 'Record' section has three radio buttons: 'No known allergies 1151.', 'Drug sensitivity' (selected), and 'Other allergy'. The 'Drug' section has three icons: a pill bottle (selected), a person, and a tablet. A checkbox 'Sensitivity is specific only to this manufacturer's' is present. The 'Comments' section has a text area. The 'Start date' is '15 Nov 2023'. A checkbox 'Check current medication against sensitivity' is present, with a 'Save this setting for next time' button next to it. At the bottom are 'Ok', 'Ok & Another', and 'Cancel' buttons. Annotations with arrows point to: 'Drug sensitivity' (labeled 'Choose the type you need to record'), the pill bottle icon (labeled 'Press the icon to search for the sensitivity or allergy'), the comments text area (labeled 'Add and details or comments here'), and the 'Save this setting for next time' button.

Adding a drug sensitivity cont..

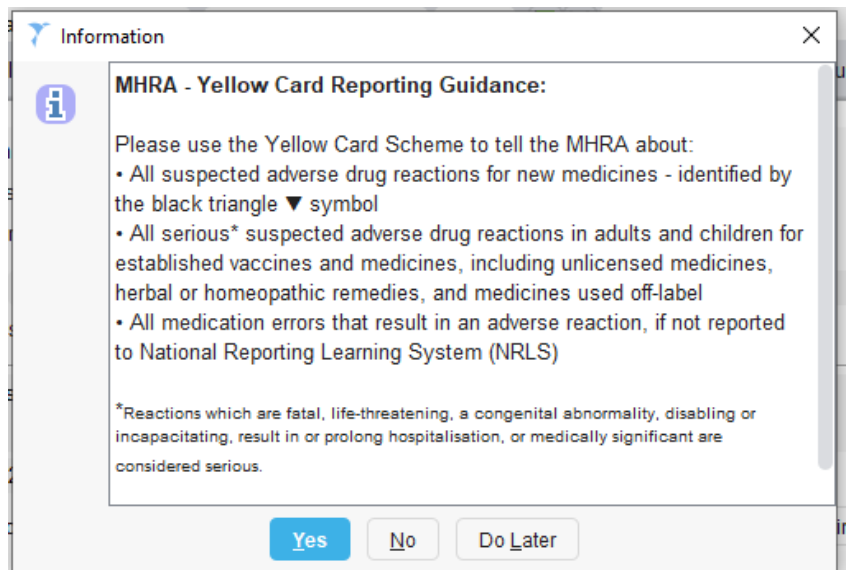
Use the drug or appliance browser to select the medication you seeing to record

The screenshot shows the 'Select Drug or Appliance' window. At the top, there is a search bar with the text 'flucloxacillin' entered. A blue callout box points to the search bar with the text 'Type to search, once completed press "Search"'. Below the search bar, there are search results for 'FLUCLOXIN'. A blue callout box points to the first result, 'Flucloxacillin 250mg capsules', with the text 'Select the drug product'. At the bottom of the window, there is an 'Ok' button. A blue callout box points to the 'Ok' button with the text 'Once selected press "OK"'. The window also shows various filters on the left side, such as 'Brands', 'Discontinued / Withdrawn', and 'Non-prescribable / unlicensed'.

The screenshot shows the 'Record Sensitivity or Allergy' window. At the top, there is a date and time selector set to 'Mon 27 Nov 2023' and '12:26'. Below this, there is a warning message: 'Changing the consultation date will affect all other data entered. To avoid this, cancel and press the 'Next' button'. The main section has three radio buttons: 'No known allergies 1151.', 'Drug sensitivity', and 'Other allergy'. The 'Drug sensitivity' option is selected. A blue callout box points to the 'Drug sensitivity' option with the text 'Drug will appear here'. Below the radio buttons, the drug name 'FLUCLOXACILLIN' is displayed. A checkbox below the drug name is labeled 'Sensitivity is specific only to this manufacturer's product in this formulation'. There is a 'Comments' field with the text 'skin rash'. A blue callout box points to the 'Comments' field with the text 'Add any additional comments here'. At the bottom, there is a 'Start date' selector set to '27 Nov 2023' and a checkbox labeled 'Check current medication against sensitivity'. A blue callout box points to the 'Ok' button with the text 'Press "OK" once complete'. The window also has 'Ok', 'Ok & Another', and 'Cancel' buttons at the bottom.

Adding a drug sensitivity cont..

When adding a drug sensitivity you can send a “Yellow Card” to the MHRA through the system if you wish. To do so select yes and complete the form and this will be sent automatically.



Information

MHRA - Yellow Card Reporting Guidance:


Please use the Yellow Card Scheme to tell the MHRA about:

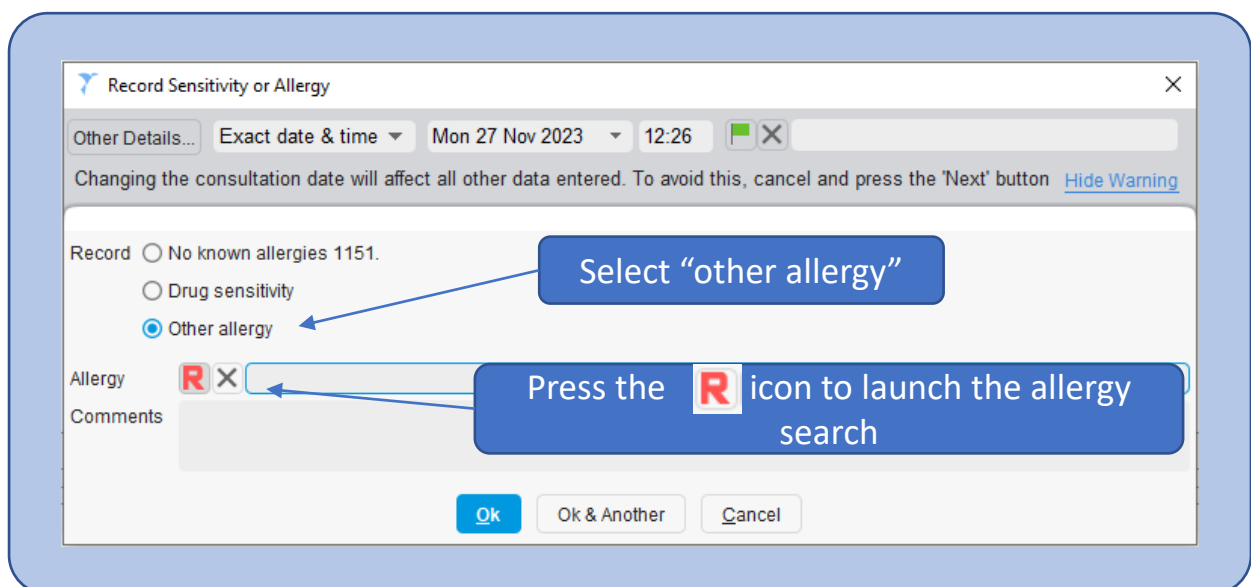
- All suspected adverse drug reactions for new medicines - identified by the black triangle ▼ symbol
- All serious* suspected adverse drug reactions in adults and children for established vaccines and medicines, including unlicensed medicines, herbal or homeopathic remedies, and medicines used off-label
- All medication errors that result in an adverse reaction, if not reported to National Reporting Learning System (NRLS)

*Reactions which are fatal, life-threatening, a congenital abnormality, disabling or incapacitating, result in or prolong hospitalisation, or medically significant are considered serious.

Yes No Do Later

Adding an Allergy

Adding an allergy follow the same process pressing the  icon to launch the recorder and follow the steps below.





Record Sensitivity or Allergy

Other Details... Exact date & time Mon 27 Nov 2023 12:26

Changing the consultation date will affect all other data entered. To avoid this, cancel and press the 'Next' button [Hide Warning](#)


Record No known allergies 1151.
 Drug sensitivity
 Other allergy

Allergy  

Comments

Ok Ok & Another Cancel

Select “other allergy”

Press the  icon to launch the allergy search

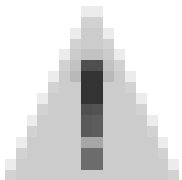
Adding an allergy cont..

The screenshot shows the Read Code Browser interface with the search term 'egg'. The results table is as follows:

CTV3 Description	CTV3 Code	Flags	SNOMED Code
Egg allergy	Xa1nm	⚠	91930004
Egg protein allergy	SN581	⚠	213020009
Egg white-induced anaphylaxis	X70vp	⚠	241935008

Annotations in the image include:

- Type your search description**: Points to the search input field containing 'egg'.
- Select the appropriate allergy from the list**: Points to the 'Egg allergy' row in the results table.
- Once selected press "OK"**: Points to the 'OK' button at the bottom of the dialog.



Note: Allergies recorded with a grey triangle are not included with the automatic interaction checking but will appear in the dialog box for prescribers

The screenshot shows the 'Record Sensitivity or Allergy' dialog box with the following details:

- Date and Time**: Mon 27 Nov 2023, 12:26
- Record**: Other allergy
- Allergy**: **R X** Egg allergy
- Comments**: Skin becomes blotchy

Annotations in the image include:

- Allergy appears here**: Points to the 'Egg allergy' text in the Allergy field.
- Add details here**: Points to the 'Skin becomes blotchy' text in the Comments field.
- Once complete press "OK"**: Points to the 'OK' button at the bottom.

12. Recording Medication Alerts

To add an a medication alert for Lithium, Valproate, Clozapine or High Dose Antipsychotic (HDAT) can be found on the medication form located with in the physical health pathway

Located on the relevant CWP My Pathway, both inpatient and community units have access to the physical health pathways and the medication forms

▲ Physical Health Inpatient

To record or view physical health information recorded (Cardio Metabolic, Nursing Assessments and Doctors Clerking)

▲ Physical Health Community

Record Physical Health Assessments



[Guide to accessing Physical health on SystemOne](#)

Where examination reveals antipsychotics - Consider ECG

Lithium	<input type="text"/>	If the patient is on Lithium, please complete the associated form <input type="text" value="Lithium Prescribing and Monit."/>
Valproate	<input type="text"/>	If the patient is on Valproate, female and aged between 10 and 55, please complete the associated form <input type="text" value="Valproate Risk"/>
Clozapine	<input type="text"/>	If the patient is on Clozapine, please complete the associated form <input type="text" value="Clozapine Side Effect"/>
High Dose Antipsychotic Therapy (HDAT)	<input type="text"/>	If the patient is on High Dose Antipsychotic Therapy (HDAT), please complete the associated form <input type="text" value="HDAT"/>

[HDAT Calculator](#) HDAT calculator used

Each selection has the appropriate on or stopped option to highlight for the patient from the drop down

Once the record is saved the alert will appear on the record on the patient home page and under the demographics box

Learning Disabilities [more](#)

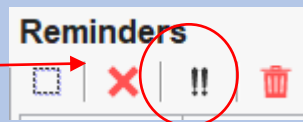
Patient on Lithium [Action](#) [More](#)

Patient on Lithium
On lithium (XE1Sz) 125 mg
Recorded 05 Jan 2022

13. Adding a Reminder

Reminders are short clear information that needs to be highlighted and shared with others using the record. These will be visible on the patient home page as well as the reminder node. Reminders will also be visible on the ward view for inpatients and appointment ledger when booking appointments

To add a reminder use the icon in the reminder toolbar



Priority

The visibility of the reminder – default is “Normal” and will be visible to all CWP Units

Note: Reminders of all priorities will be visible on the Reminders view for all organisations that care for the patient, provided there is a share set up between the caring organisations.

Priority

Low Priority Low priority reminders are only automatically shown when YOU retrieve the patient record

Normal Priority Normal priority reminders are automatically shown to all users at this organisation

High Priority High priority reminders are automatically shown to all users at any organisation using SystemOne if the patient has consented to share their data. These will not be visible in the patient's Summary Care Record.

Expiry

Notes

Presets

Ok

Expiry

Expiry date will end the reminder on that date and does not need to be added

Notes

The contents of the information to be shared

Reminders should be:

- Appropriate
- Accurate
- Short
- Clear
- Relevant to current situation



[How to add and view Reminders](#)

14. Looking at the Reminder Node

Access the reminder node from the clinical tree

Date	Details	Severity	Expires	Will Show on Retrieve
26 Jul 2021	Has access to weapons (father has a gun licence)	Normal		<input checked="" type="checkbox"/>
22 Sep 2023	Following an incident on the Ward whereby Sean made repeated attempts to encourage a Female Patient to "cause a riot"; displaying destructive behaviours; causing environmental damage and displaying sustained assaultive behaviours towards Staff occasioning actual assault; requiring MVA and IM Medication.	Normal		<input checked="" type="checkbox"/>
22 Sep 2023	Do not disclose sisters number to Sean-Sean can call many times a day.	Normal		<input checked="" type="checkbox"/>
22 Sep 2023	Please ensure that Sean as access to his own toileting facilities and please encourage good personal hygiene in particular good hand hygiene.	Normal		<input checked="" type="checkbox"/>
22 Sep 2023	Youngest son under special guardianship order Sean's sister, cares for Sean's youngest son, under special guardianship order. Sean is not permitted to have the address or phone number and is only permitted to contact her via email. there are no plans to agree contact visits.	Normal		<input checked="" type="checkbox"/>

Viewing cancelled / expired reminders

Include cancelled / expired reminders

Tick the include cancelled / expired reminders

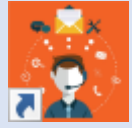
Cancelled / expired reminders will be visible and show who cancelled the and the date it was cancelled

Date	Details	Severity	Expires	Will Show on Retrieve
01 Sep 2016	Other - See Risk Assessment Details: risk of fire setting Review Date: 10 Sep 2026 00:00 Authorised By: Chris Responsibility Of: Chris Authorised By: Staff Unknown Comment: Renewed 29/05/2020 in Data Quality review: significant risk history -----01 Jun 2020 11:16, Adrienne Whilst on Bollin Ward Sean set fire to his clothing whilst wearing this however then removed this and left it burning on her bedding requiring staff to extinguish this -----10 Sep 2016 15:31, Chris Cancelled by MORT, Dave on 22 Sep 2023 13:05	Normal		<input type="checkbox"/>
23 Jan 2018	Risk to Children - Identified in comments Details: youngest son under special guardianship order Review Date: 18 Feb 2025 00:00 Authorised By: Mag Responsibility Of: Leigh Authorised By: Staff Unknown Comment: Sean's sister, cares for Sean's youngest son, under special guardianship order. Sean is not permitted to have the address or phone number and is only permitted to contact her via email. there are no plans to agree contact visits. -----23 Jan 2018 18:16, Mag Cancelled by MORT, Dave on 22 Sep 2023 13:05	Normal		<input type="checkbox"/>
09 Nov 2019	Other - See Risk Assessment Details: Do not disclose sister number to Sean Review Date: 09 Dec 2022 00:00 Authorised By: Lauren Responsibility Of: Lauren Authorised By: Staff Unknown Comment: Do not disclose sisters number to Sean- Sean can call many times a day. -----09 Nov 2019 15:31, Lauren	Normal		<input type="checkbox"/>

Further support with SystemOne

ICT Self Service Portal

Access this by clicking on the icon on your desktop.
From here you can access the below:



Knowledge base



View SystemOne user guides and videos on various topics.

Log an incident



Something not working as it should in SystemOne? You can raise incidents here.

Development requests



You can request changes to SystemOne (Note: this must be discussed and approved by a senior sponsor)

Smartcard information



For information about how to unlock your Smartcard and other FAQs.



For further information on SystemOne and for details about training and further support available, please visit the [SystemOne Sharepoint page](#)

Reminders – Data Cleanse

Reasons for Data Cleanse

Alerts from in Carenotes have been migrated to the reminder node in SystmOne, from the migration it has also included additional information such as categories, authorised by and responsibilities that are no longer applicable in SystmOne. This information uses substantial real estate on the patient record and can reduce the clarity of the reminder with the pertinent information being missed.



[PDF and video guide on how to view the reminder node](#)

The Reminder node is the area in SystmOne where ALL information related to reminders can be located – Reminders will also be visible in the appointment ledger, ward view and medication chart
The Reminder node can be accessed via the clinical tree.



Date	Details	Severity	Expires	Will Show on Retrieve
	Authorised By: Chris Responsibility Of: Chris Authorised By: Staff Unknown Comment: Renewed 29/05/2020 in Data Quality review: significant risk history			
23 Jan 2018	Risk to Children - Identified in comments Details: youngest son under special guardianship order Review Date: 18 Feb 2025 00:00 Authorised By: Mag Responsibility Of: Leigh Authorised By: Staff Unknown Comment: Sean's sister, cares for Sean's youngest son, under special guardianship order. Sean is not permitted to have the address or phone number and is only permitted to contact her via email. there are no direct visits. -23 Jan 2018 18:16, Mag	Normal		<input checked="" type="checkbox"/>
09 Nov 2019	Other - See Risk Assessment Details: Do not disclose sister number to Sean Review Date: 09 Dec 2022 00:00 Authorised By: Lauren Responsibility Of: Lauren Authorised By: Staff Unknown Comment: Do not disclose sisters number to Sean- Sean can call many times a day. -09 Nov 2019 15:31, Lauren	Normal		<input checked="" type="checkbox"/>
06 Feb 2020	Safety issue - Identified in comments Details: VRE Vancomycin-Resistant Enterococcus Positive Review Date: 06 Feb 2030 00:00 Authorised By: Emma Responsibility Of: Emma Authorised By: Staff Unknown Comment: Please ensure that Sean as access to his own toileting facilities and please encourage good personal hygiene in particular good hand hygiene. -06 Feb 2020 14:19, Emma	Normal		<input checked="" type="checkbox"/>
28 Sep 2020	Other - See Risk Assessment Details: Sean is identified as a risk of harm to others and risk of organising action in collaboration with others to subvert security and safety. Review Date: 28 Sep 2025 00:00 Authorised Rv: Sean	Normal		<input checked="" type="checkbox"/>

Active reminders need to be reviewed to ensure that current and accurate information is displayed in the patient record.

Reminders should be:

- Appropriate**
- Accurate**
- Short**
- Clear**
- Relevant to current situation**

Reviewing Reminders

For each reminder on the patient record complete the review – Ensure to include ended reminders where appropriate for the review

Is the reminder still appropriate?

Yes

No

Does the reminder have carenotes migrated information i.e.


Review date:
responsibility of:
Authorised By:

No

The reminder is appropriate clear with no Carenotes data


**NO FURTHER ACTION
REQUIRED**

If the reminder is no longer appropriate. Right click and select Cancel


 Cancel

Confirm reminder is to be cancelled and removed from the active section

Yes

Create new reminder with the appropriate with the appropriate details recorded 

Once the new reminder is created – the reminder that has been reviewed can now be cancelled. Right click and select Cancel

 Cancel

Confirm reminder is to be cancelled and removed from the active section

**Use the link below
for further guides of
how to record the
reminders**



[PDF and Video guide on how to view reminder node](#)