

What are Special Patient Notes in Adastra Web Access?

Special Patient Notes (SPN) in Adastra Web Access are notes that can be attached to a new or existing patient to alert or highlight any specific care requirements, long term care plans or any other item of useful information for the patient. They will show up in the main Adastra v3 system when the patient contacts the service.

How to access Adastra Web Access

Use your internet browser to go to the following site:

<https://shropdoc.advhc.net/awa/>

It may be worth saving this link to your desktop.

Enter surgery Username and Password in below fields (please contact Huma Abdullah, Sebastian Littlefair or the Team Leader on 01743 454900 if you have forgotten your log in details or are locked out).

Login

Username:

Password:

Computer Misuse Act 1990 - Unauthorised access to this system is an offence

To add a new flagging note or edit a current note - click on **Note Edit**

Welcome Test Surgery

- Note Edit
- Change Password
- Log Off

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The next screen shows the list of all your patients currently flagged. Patients in red have passed their review date

Note Search Criteria

Forename

Surname

Postcode

Phone

NHS Number

Date Of Birth Age Range

Provider Group Test Surgery

[Main Page](#)

[Add New Note](#)

Show hidden notes (includes hidden patients)

[Search](#)

Access	Forename	Surname	Address	NHS Number	Date Of Birth	Review Date	Edit Date	Provider	Template name
Access	Helen	Tester	Stiperstones Inn Stiperstones, Snailbeach, Shrewsbury Shropshire SY5 0LZ		02/02/2004	29/08/2012	29/08/12 16:33	Test, Doctor	Basic Note, pre-determined management plan
Access	George	Test	Glendale Seifton Craven Arms Shropshire SY7 9BY		01/01/2001	28/05/2013	28/11/12 22:32	Test, Doctor	Basic Note, pre-determined management plan
Access	Base	Test	Shropshire Doctors Co Operative Ltd 3 Longbow Close Shrewsbury Shropshire SY1 2GZ		08/08/1988	29/07/2013	29/01/13 16:46	Test, Doctor	Palliative care, pre-determined management plan

FLAGGING A NEW PATIENT

To flag a new patient click on **Add New Note** then enter the demographics in the search criteria
***TIP – only use one demographic such as date of birth**

Enter details about the patient and then check to see if they are already on the database, otherwise if you are sure the patient is not in the database yet, select 'Add Patient'. (Only the first 400 matches are returned).

Search Criteria

Date of Birth

NHS Number

Forename

Surname

Postcode

Phone

Provider Group Test Surgery

[Main Page](#)

[Notes List](#)

[Add Patient](#)

Show hidden patients

[Search](#)

[Search - Entire Database](#)

Select the patient and ensure all compulsory fields (marked with an asterisk) are filled in.

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Fill in the patient demographics and the information of the flagging note. Scroll down and change review date if appropriate

A 30 minute timeout applies to this screen. You will be prompted to renew your session 5 minutes before the end in order to continue working with this record. If you do not renew your session you will be logged out and any unsaved changes will be lost.

Patient Demographics

Gender:

Forename:

Surname:

DOB:

Provider Group:
(F) 01743 468211

Details:

Provider:

NHS Number:

Home Address

Address Lookup:

Address:

Postcode:

Contact Details

Home Phone:

Mobile Phone:

Other Phone:

Note Settings

Review Date:

Service:

User can change selection

Initially selected

Mark this note as hidden

Mark this patient as hidden

Exclude this patient from the patient experience questionnaire?

Can share with an external agency (when attached to a case)

Can share with an external agency

Note Questions

Template:

Basic Note, pre-determined management plan

Is the patient aware of the creation of this note Yes No

[Return to top of Note Questions](#)

Note Attachments

Filename:

Description:

Notes

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It is crucial you tick **both** the ‘Can share with an external agency (when attached to a case)’ and ‘Can share with an external agency’ tick boxes so that providers such as 111 can see the notes.


Contact Details

Home Phone:

Mobile Phone:

Other Phone:

Note Settings

Review Date: * 

Service: ▼

- User can change selection
- Initially selected
- Mark this note as hidden
- Mark this patient as hidden
- Exclude this patient from the patient experience questionnaire?
- Can share with an external agency (when attached to a case)
- Can share with an external agency

Before completing the flag **you have to select** whether the patient is aware of this note or not. If you are unsure ask the person who added the flagging note or select ‘No’.

Never select ‘Yes’ if you are unsure.

Note Questions

Template:

Basic Note, pre-determined management plan

Is the patient aware of the creation of this note

Yes

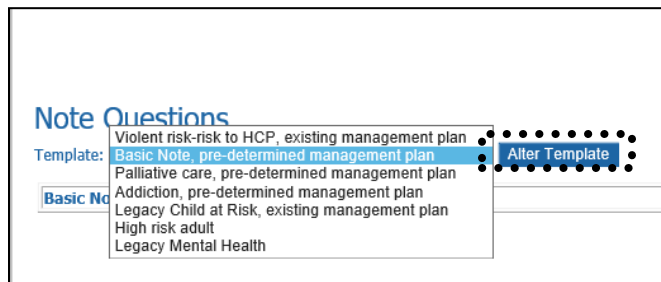
No

Click on **Alter Template** and select template relevant to the patient.

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Some of the templates will give you an additional set of questions - these are optional but may provide helpful information for Shropdoc clinicians.



Then click **Update** to save the patients information in the system.

EDITING OR REMOVING CURRENT NOTES

To edit/update current flagging notes - see list below for all your patients currently flagged. Select Access to update the flagging notes.

Access	Forename	Surname	Address	NHS Number	Date Of Birth	Review Date	Edit Date	Provider	Template name
Access	Helen	Tester	Stiperstones Inn Stiperstones, Snailbeach, Shrewsbury Shropshire SY5 0LZ		02/02/2004	29/08/2012	29/08/12 16:33	Test, Doctor	Basic Note, pre-determined management plan
Access	George	Test	Glendale Seifton Craven Arms Shropshire SY7 9BY		01/01/2001	28/05/2013	28/11/12 22:32	Test, Doctor	Basic Note, pre-determined management plan
Access	Base	Test	Shropshire Doctors Co Operative Ltd 3 Longbow Close Shrewsbury Shropshire SY1 3GZ		08/08/1988	29/07/2013	29/01/13 16:46	Test, Doctor	Palliative care, pre-determined management plan
Access	Test	Test	Shropshire Doctors Co Operative Ltd 3 Longbow Close Shrewsbury Shropshire SY1 3GZ	0000000000	01/01/1900	30/11/2013	21/10/13 13:33	Test, Doctor	Basic Note, pre-determined management plan

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To remove a flagging Access the patients notes and use the Note Settings box.

If the notes are no longer needed but the patient remains on your list click **“Mark this note as hidden”** and update

If the patient has deceased click **“Mark this patient as hidden”**

Note Settings

Review Date: * 01/04/2019 

Service: All Services ▼

- User can change selection
- Initially selected
- Mark this note as hidden**
- Mark this patient as hidden**
- Exclude this patient from the patient experience questionnaire?
- Can share with an external agency (when attached to a case)
- Can share with an external agency

Before removing the flag **you have to select** whether the patient is aware of this note or not. If you are unsure ask the person who added the flagging note or select **‘No’**.

Never select ‘Yes’ if you are unsure.

Note Questions

Template: Basic Note, pre-determined management plan Alter Template

Basic Note, pre-determined management plan

Is the patient aware of the creation of this note Yes No

Then click **Update** to save the patients information in the system.

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DOCUMENT CONTROL


Document Storage

Location: All current controlled documents can be view via the Shropdoc Hub. A master signed copy of this document is held by the Document Controller.

Version Control Log

Version	Date	Author	Description of Changes
1	8/2012	Emmanuel Le Goff	Document created
2	11/2013	Emmanuel Le Goff	
3	12/2016	Sebastian Littlefair	Updated for new version of Adastr
4	08/2018	Sebastian Littlefair	Updated to show share with external agency function

Approval

Version	Name	Position	Signature	Approved Date
1	Emmanuel Le Goff	Operations Manager		8/2012
3				

Related Documents

Document Name

Glossary

Term	Description

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