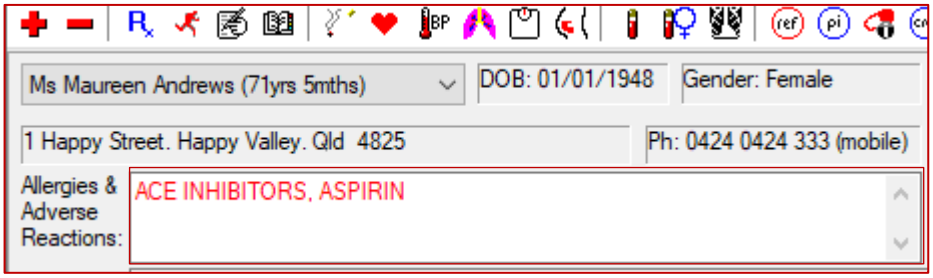
Summary Sheet

Adding an allergy or adverse reaction

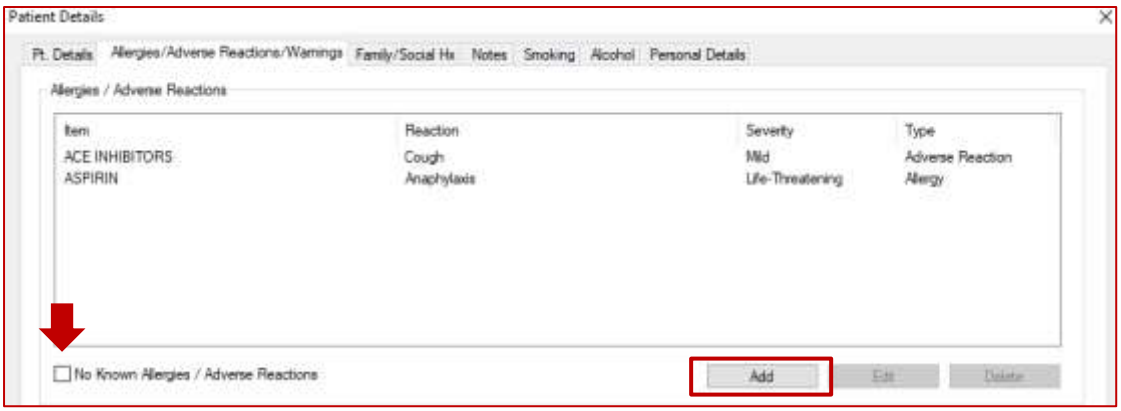
Allergy information can be entered on the patient record in the upper left corner of the window. This information is displayed in red. If the patient has no allergies or adverse reactions, tick 'No Known Allergies/Adverse Reactions' to indicate the patient has been asked about allergies.

Adding an Allergy or Adverse Reaction:

1. **Open** a patient record **(F2).**

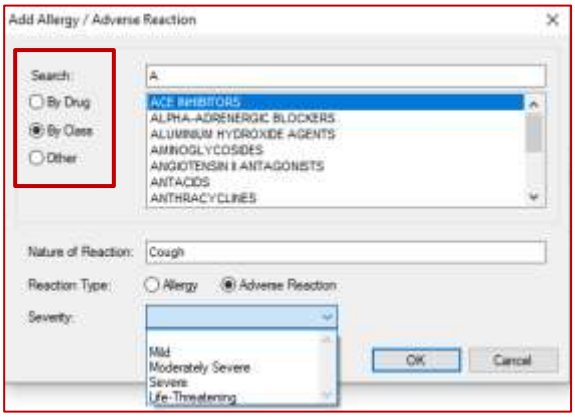


2. **Double-click on the Allergy panel** in the patient demographic area at the top of the screen to go directly to the allergies and adverse reactions section.



3. Either tick the box if 'No Known Allergies/Adverse Reactions' or select the **Add** button.

4. Select a **Search** option: By Drug, By Class or Other (for non- medications).



5. **Enter the first few characters of the item** into the Search field. As you type in a drug name or class, a list of names is displayed matching the search. Double click a name from the list to select it.

6. Enter the **Nature of Reaction** using free text (eg. cough, rash, nausea etc).

7. Select a **Reaction Type** (Allergy or Adverse Reaction).

8. Select the **Severity** of the reaction from the dropdown list and click OK to save.

Note: *You must use 'By Class' method or 'By Drug' method when searching and choose a name from the dropdown list (coding) to generate automatic alerts when a medication is prescribed. If you add a medication name via the 'Other' method,* ***no*** *automatic alerts will be triggered.*