



### How to Guide - Clinical Templates, Searches and Patient Letters (Cholesterol)

This document provides a brief guide on how to use the SystemOne cholesterol clinical templates, searches and patient letters. This is an important process for phase two (Cholesterol) as part of the work for the Healthy Hearts project. The document is not intended to be a full user guide and therefore any questions can be directed to [WYHHealthyHearts@yhahsn.com](mailto:WYHHealthyHearts@yhahsn.com)

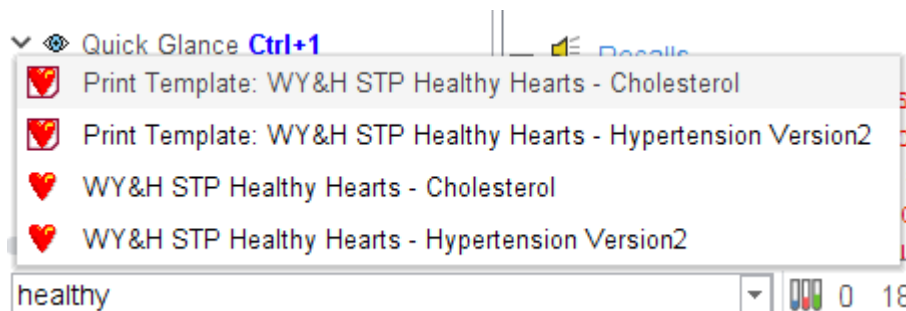
Further information and resources for Primary Care are available on the website. This includes further details on this website regarding how to find and import clinical searches.

[www.westyorkshireandharrogatehealthyhearts.co.uk/professionals/phase-two-resources](http://www.westyorkshireandharrogatehealthyhearts.co.uk/professionals/phase-two-resources)

### TEMPLATE INSTRUCTIONS - SYSTMONE

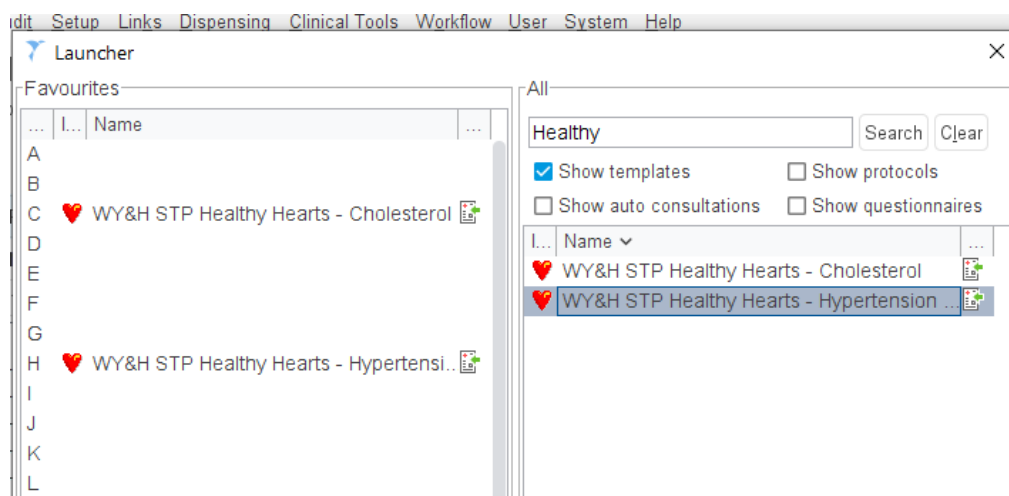
#### Ensure you have a patient selected to find the template

To select the template type Healthy into the search bar at the bottom of the TPP screen with a patient open. Select Cholesterol Template



Alternatively you can add the template to your F12 quick action screen

Tick only the -show template - box type in Healthy and move the two templates into your preferred slot





**Sending a letter to one patient**

With a specific patient open, select the letter you want to send and click write letter.

The screenshot shows a light green interface titled "Statin Switch Letters". It contains six buttons, each with a document icon and text: "Statin switch - primary prevention" template, "Statin switch - secondary prevention" template, Offer statin QRISK10-20% never had statin before, Offer statin QRISK10-20% previously tried statin, Offer statin QRISK 20% - never had statin before, and Offer statin QRISK 20% previously tried statin.

**Reports / Clinical Searches**

The suite of reports / clinical searches can be found under clinical reporting

The screenshot shows a navigation menu with the following items: "List of Systemic Practices (17)", "West Yorkshire and Harrogate Healthy Hearts Project (209)", "Healthy Hearts (209)", "Hypertension (11)", "Lipids (8)", and "Other (2)". The "Lipids (8)" item is highlighted with a blue bar.

Select your report and show patients

You can go through this report patient by patient – to perform a specific action against a group of patients in the list highlight the patients and right click to select the correct action.



If sending a letter

Choose – print integrated word letters

Change option to – letter to patient

In the Select a letter template – click in the search tab and in the search box type Statin – you will then get a short list of the statin letters available.

Select a Letter Template

Browse | Search | Favourites

Statin Search Clear

Name	Category	Description
Offer statin QRISK 10-20% - never had a statin before	Offer Statin	
Offer statin QRISK 10-20% - previously tried statin	Offer Statin	
Offer statin QRISK 20% - never had a statin before	Offer Statin	
Offer statin QRISK 20% - previously tried statin	Offer Statin	
Statin switch - primary prevention	Statin switch	
Statin switch - secondary prevention	Statin switch	

FOR INSTRUCTIONS ON EMIS PLEASE CONTACT

[WYHHealthyHearts@yhahsn.com](mailto:WYHHealthyHearts@yhahsn.com)