



Emergency Hormonal Contraception Service Guide

Once logged in, clicking the services tab takes the provider to the service delivery screen.- See Fig 1 below

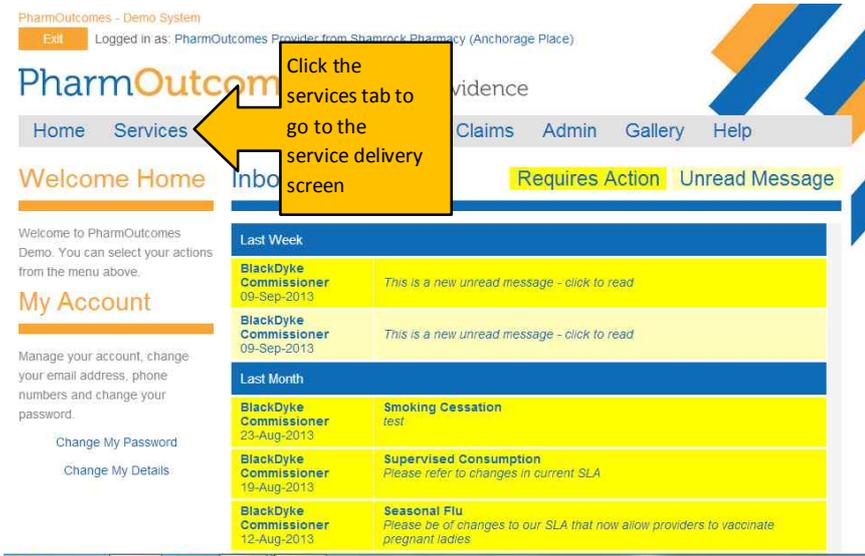
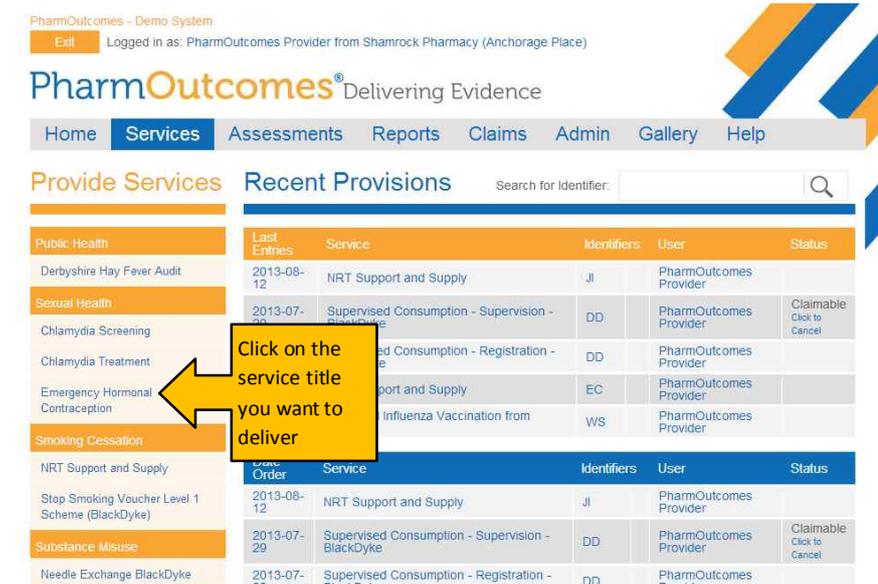


Fig 1 After login click the services tab

The left hand side of the screen shows a list of services under the heading “Provide Services”. These are the services the provider has been accredited to deliver. Service accreditation is set by the service commissioner. To deliver a service, simply click on the service title in the list.- See Fig 2



The main screen at this stage shows the service history. Clicking on the service title will take the provider to the data capture screen for that service

Fig 2 – Service screen

Because this service involves the recording of patient data you will be prompted to enter two digits from your security word chosen when you first logged in to the system



Fig 3 - Security screen appears when patient data is captured in any service

Enter the letters from your security word and click the submit button. This takes the provider to the service delivery screen.

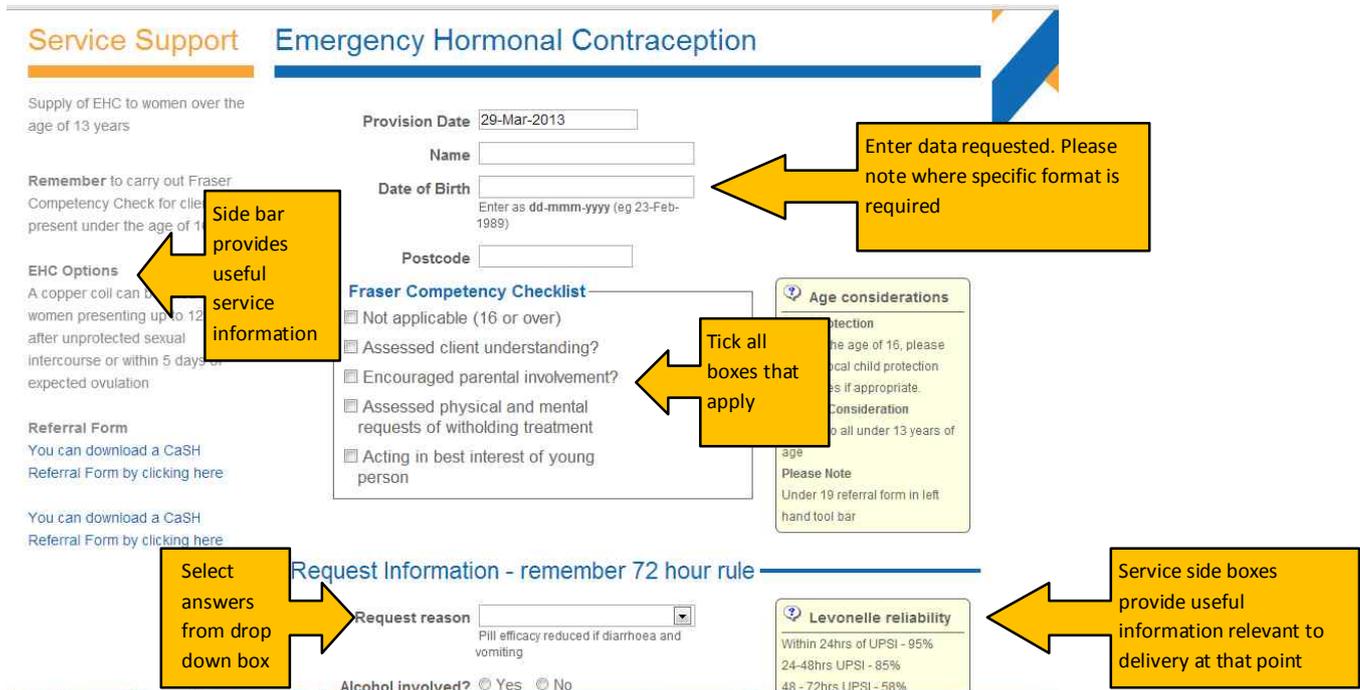


Fig 4 Data capture screen

Please enter details as prompted. Most questions will not allow you to leave them blank, so please make sure you select one option, if none apply, select the option not applicable. Some answers must be selected from drop down boxes, others are date entry questions, NB: Make sure date entry questions are entered using the required format.

The left hand side bar will often provide useful information that is relevant to your consultation. Side bars in each area show different information that is relevant to that locality

- Patient Counselling

Please discuss

- Mode of action
- Side effects
- Action if vomits
- Effect on foetus
- STI's
- Failure rate
- Next period
- When to seek med advice
- Follow up
- Patient information leaflet
- Future contraception

Please tick to indicate discussion has taken place.

All boxes should be ticked here to indicate discussion has taken place

Download a patient information leaflet here

Clicking links will take the provider to relevant information e.g. here PIL

Some questions require the provider to tick all boxes to indicate relevant discussions have taken place e.g. Patient counselling, the provider should tick each box to indicate the discussion has taken place. This then populates the audit of service that will be updated as data is saved. The audit is visible to the service commissioner.

Some side notes have useful links that direct the provider to more information e.g. patient information leaflets.

- EHC Supply

Previous use of EHC? Yes No

EHC supplied? Yes No

Batch number

Expiry date

Fig 5 – Information questions

When all questions have been answered, click the “save” button at the bottom of the page to validate the data collected. Saving the data will populate the audit of service and the payment claim for the pharmacy. This process will now be automated and does not require a paper return to be made by the pharmacy

- EHC Supply

Previous use of EHC? Yes No

EHC supplied? Yes No

Batch number

Expiry date
Enter as dd-mmm-yyyy

Taken in pharmacy

Client referred? Yes No

Referral Info
Please enter any referral information

- Chlamydia test and condoms

Chlamydia test supplied? Yes No
Target group 15 - Under 25 years

Condoms supplied? Yes No
Sign up to condom distribution if applicable

Click the save button once all data has been entered

Save

Fig 6 Saving data

This action will bring up a prompt saying “The form was validated and the data has been saved successfully” This confirms that all required data has been collected by the service provider, the audit will be populated, and the claim made to the relevant finance department.

Please refer to the other guides available on the help page to explain more PharmOutcomes functionality.