

SystemOne QRG - Discharge Summary Physical Health - Updating Allergies and Sensitivities on the Discharge Workflow

Introduction

- This user guide has been created to show system functionality not clinical processes and should be used in conjunction with the relevant Standard Operating Procedures (SOP) for your appropriate service
- Any changes will be updated and published online, and staff should be aware that any printed copies of the guide are only correct at the time of printing and should constantly check the online version for updates
- The following support materials are available from these locations:
[Course: Online System Resources \(cpft.nhs.uk\)](https://cpft.nhs.uk)
- When in SystemOne you can press F1 for Help (or choose Help on the Menu at the top of the screen)

Revision History

Revision date	Version	Summary of Changes	Author
18.07.2025	1	Initial Draft	Megan Moore

Approvals

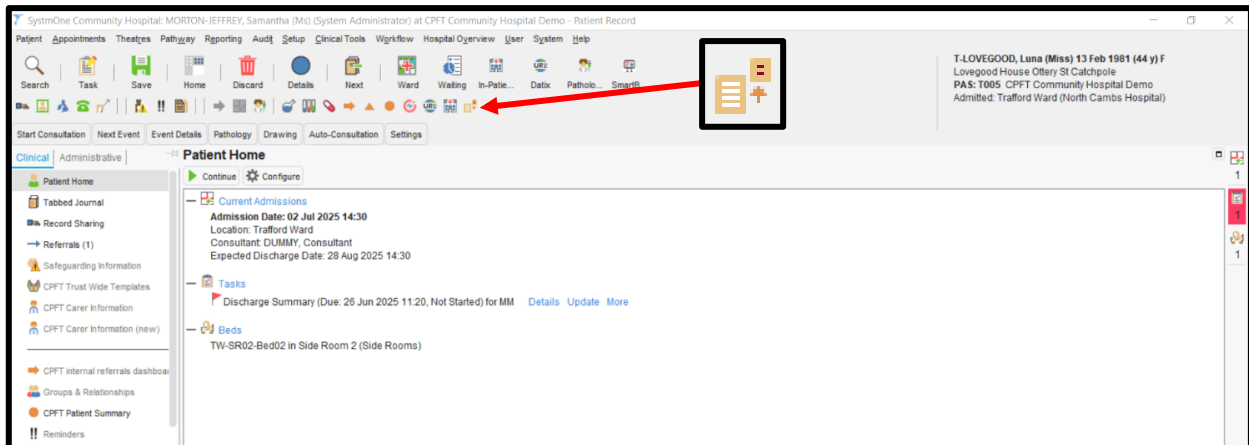
Version 1.0 and above of document requires the following approvals:

Name	Title	Signature	Date	Version
George Griffiths	Lead Pharmacist – Digital Medicines Optimisation and EPMA	e-approved	18 July 2025	1

Updating Allergies and Sensitivities on the Discharge Summary Workflow

This Quick reference guide provides instruction on how to update and add allergies and sensitivities from the Discharge Summary Workflow on SystmOne.

1. **Open** the patient in SystmOne then **click** on the Discharge Summary Workflow icon on the small toolbar.



2. **Click** on the Doctors or Pharmacy workflow.

Co-Ho Discharge Summary Workflow - Master

T-LOVEGOOD, Luna (Miss) 13 Feb 1981 (44 y) F
 Lovegood House Ottery St Catchpole
 PAS: T005 CPFT Community Hospital Demo
 Admitted: Trafford Ward (North Cambs Hospital)

Inpatients Discharge Summary Workflow

To Do List Item Name	Status	Status Set By	Status Set Date/Time	
DS01. CMM Discharge Medicines List printed and signed	Overdue		02 Jul 2025 14:30	<div style="border: 2px solid red; padding: 5px;"> <p>Doctor Discharge Workflow</p> <p>Pharmacy Discharge Workflow</p> <p>Nurse Discharge Workflow</p> <p>Admin Discharge Workflow</p> </div>
DS02. Review and add/amend CMM Patient Notes for Medicines Changes and Medicines Management Needs	Overdue		02 Jul 2025 14:30	
DS03. General Discharge information questionnaire completed on SystmOne	Overdue		02 Jul 2025 14:30	
DS04. Verifications of discharge prescriptions completed on CMM	Overdue		02 Jul 2025 14:30	
DS05. Signed CMM Discharge Medicines List checked and photocopied for patient/carer	Overdue		02 Jul 2025 14:30	
DS06. Discharge Summary written, printed and saved on SystmOne	Overdue		02 Jul 2025 14:30	
DS07. CMM Discharge Medicines List, SystmOne Discharge Summary and medicines given to patient	Overdue		02 Jul 2025 14:30	
DS08. Discharge Summary Pt 1 Draft exported as PDF and saved in scanning folder	Overdue		02 Jul 2025 14:30	
DS09. Signed CMM Discharge Medicines List scanned and saved in scanning folder	Overdue		02 Jul 2025 14:30	
DS10. Discharge Summary Pt 1 Draft & CMM Discharge Medication List merged & saved as 'Final Version'	Overdue		02 Jul 2025 14:30	
DS11. Discharge Summary Final Version saved to local temporary folder	Overdue		02 Jul 2025 14:30	
DS12. Discharge Summary Final Version sent to GP	Overdue		02 Jul 2025 14:30	

General Discharge Information Questionnaire

The questionnaire "General Discharge Information - CoHo" has not been started for this patient.

[Click here to access CMM Live](#)

[Click here to access CMM Quick reference guides](#)

[Click here to access CPFT Academy](#)

- Once open, the sensitivities and allergies will be displayed below the Discharge to do list. **Check** the Sensitivities and Allergies are recorded and match the CMM EPMA patient Record.

Inpatients Discharge Summary Workflow - Doctor

Discharge To Do List

To Do List Item Name	Status	Status Set By	Status Set Date/Time
DS01. CMM Discharge Medicines List printed and signed	Overdue		02 Jul 2025 14:25
DS02. Review and add/amend CMM Patient Notes for Medicines Changes and Medicines Management Needs	Overdue		02 Jul 2025 14:25
DS03. General Discharge Information questionnaire completed on SystmOne	Overdue		02 Jul 2025 14:25

Sensitivities & Allergies

Date/Time	Description	Patient Notes	Done By	Location

General Discharge Information Questionnaire

Date/Time	Done By	Finished By

The questionnaire "General Discharge Information - CoHo" has not been started for this patient.

- If the patient's GP is not using SystmOne, the patients sensitivities and allergies recorded by their GP will not be displayed. If the GP uses EMIS you can **Check** that the EMIS GP record matches the SystmOne record by **clicking** on the turquoise action button 'to access EMIS GP data'

Inpatients Discharge Summary Workflow - Doctor

Discharge To Do List

To Do List Item Name	Status	Status Set By	Status Set Date/Time
DS01. CMM Discharge Medicines List printed and signed	Overdue		02 Jul 2025 14:25
DS02. Review and add/amend CMM Patient Notes for Medicines Changes and Medicines Management Needs	Overdue		02 Jul 2025 14:25
DS03. General Discharge Information questionnaire completed on SystmOne	Overdue		02 Jul 2025 14:25

Sensitivities & Allergies

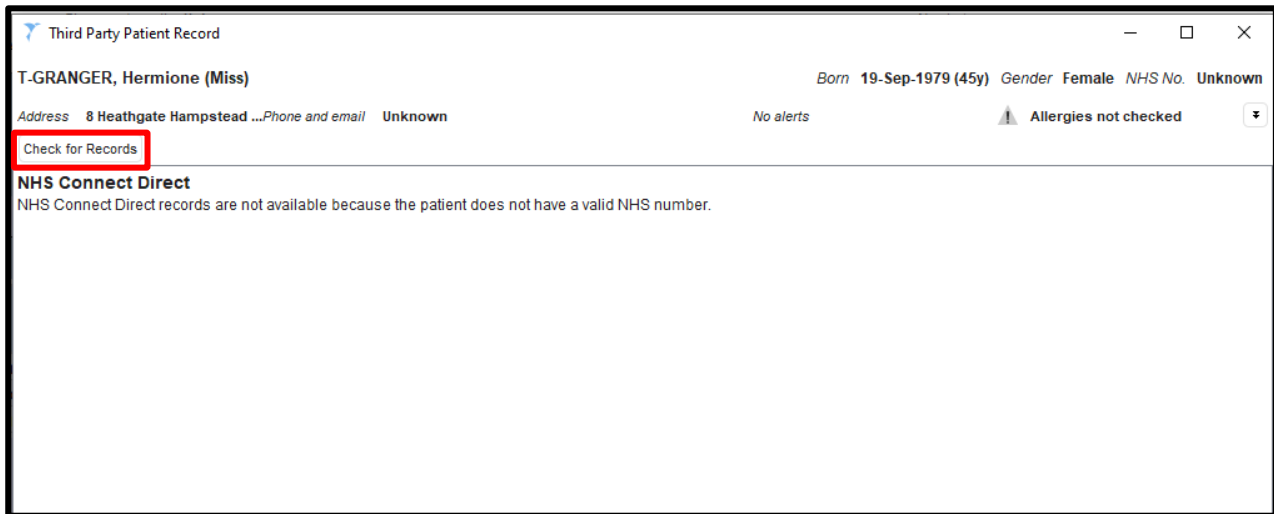
Date/Time	Description	Patient Notes	Done By	Location

General Discharge Information Questionnaire

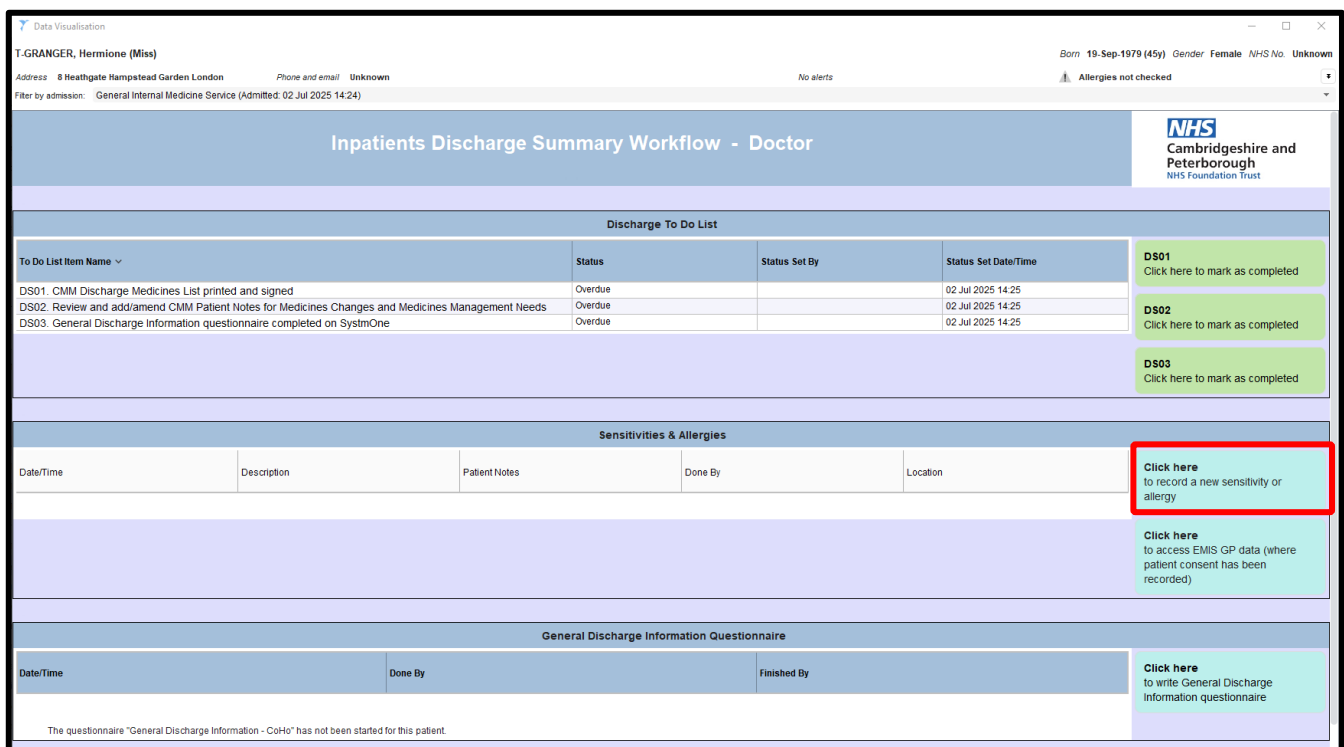
Date/Time	Done By	Finished By

The questionnaire "General Discharge Information - CoHo" has not been started for this patient.

- The Third Party Patient Record will open, **Click** on Check for Records to search for any Sensitivities and Allergies. **Click X** to close and return to discharge workflow.



- To record new Sensitivities and Allergies **Click** on the turquoise action button 'Click here to record a new Sensitivity or Allergy'



- The Record Sensitivity or Allergy box will open. Fill in the relevant sections then **click** 'ok' to add the Sensitivity or Allergy to the Patient SystemOne record.

Record Sensitivity or Allergy

Other Details... Exact date & time Fri 18 Jul 2025 09:40

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

Drug

Sensitivity is specific only to this manufacturer's product in this formulation

Comments

Start date 18 Jul 2025

Check current medication against sensitivity Save this setting for next time

Ok Ok & Another Cancel

This will now be displayed on the Sensitivities and Allergies table.

Inpatients Discharge Summary Workflow - Doctor

Discharge To Do List

To Do List Item Name	Status	Status Set By	Status Set Date/Time
DS01. CMM Discharge Medicines List printed and signed	Overdue		02 Jul 2025 14:25
DS02. Review and add/amend CMM Patient Notes for Medicines Changes and Medicines Management Needs	Overdue		02 Jul 2025 14:25
DS03. General Discharge Information questionnaire completed on SystemOne	Overdue		02 Jul 2025 14:25

Sensitivities & Allergies

Date/Time	Description	Patient Notes	Done By	Location
18 Jul 2025 09:40	No known allergies (1151.)		MOORE, Megan	CPFT Community Hospital Demo

General Discharge Information Questionnaire

Date/Time	Done By	Finished By
The questionnaire "General Discharge Information - CoHo" has not been started for this patient.		