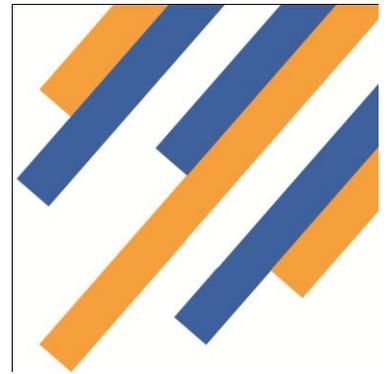


Getting Started Home Page and Login



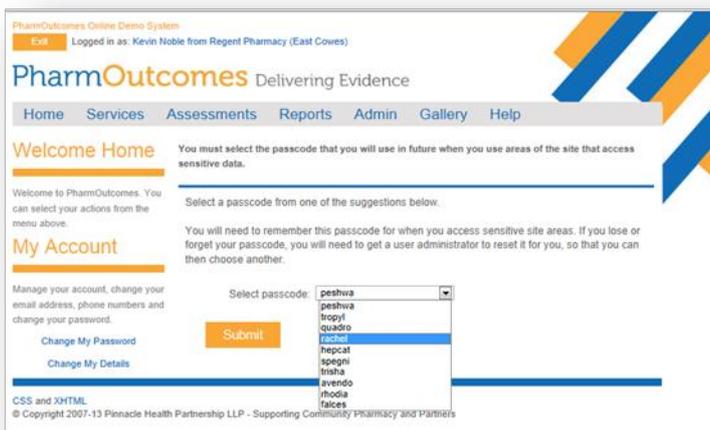
You will have received a user name and password via email. This will have been sent to the e mail you provided us with when you registered.

Go to PharmOutcomes at www.pharmoutcomes.org and enter your username and password as prompted.

This takes you to a security page that requires the first time user to select a six letter word. This will be used for security when dealing with patient sensitive data.

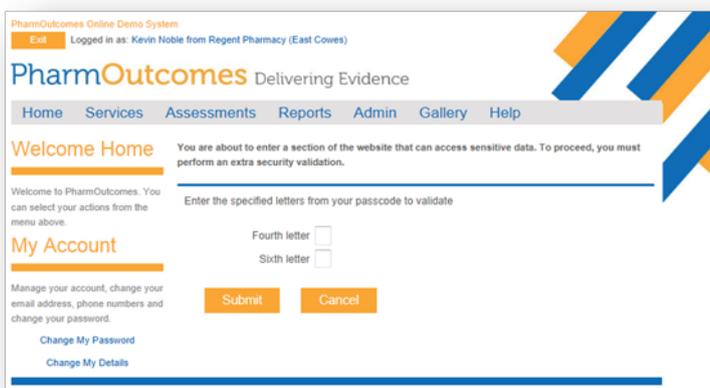
Added security for patient data

On first login a user or commissioner will be asked to choose a six letter word that will be used as a third level of security.



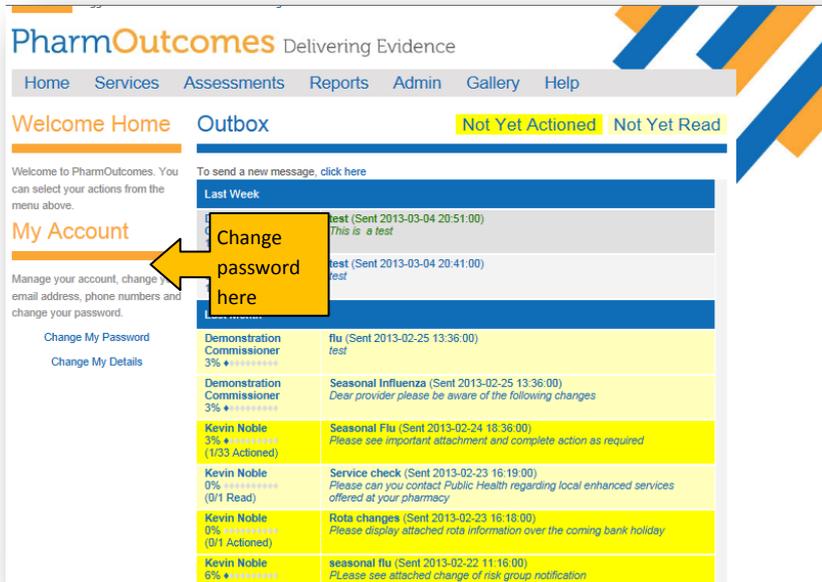
The user will be asked to choose from a selection of words from a drop down box as seen in the screen shot opposite

When accessing patient data this word is used to provide extra security, you will be prompted to enter digits from your word as below, much like internet banking sites.



User Profile

You will now arrive at the main “Home Page”. The left hand side bar displays two headers: “Welcome Home” and a lower heading “My Account”. This will allow you to manage your account. Click on the links and follow the directions to do this.



By clicking on “Change My Password” you can reset your password to a word that is memorable for you. There is a password strength indicator on this page that will test the strength of your password as you create it and also some guidance on choosing a suitable password.

Clicking on the “Change My Details” link will allow you to reset your contact email and other aspects of your profile that has been pre-set.

Getting Started

Message Inbox



The main home page shows you provider message in box. This allows commissioner communication to all providers.

PharmOutcomes® Delivering Evidence

Home Services Assessments Reports Admin Gallery Help

Welcome Home **Inbox** Requires Action Unread Message

Welcome to PharmOutcomes. You can select your actions from the menu above.

My Account

Manage your account, change your email address, phone numbers and change your password.

Change My Password
Change My Details

Today	
Kevin Noble 23-Feb-2013 04:19pm	Service check <i>This is a new unread message - click to read</i>
Kevin Noble 23-Feb-2013 04:18pm	Rota changes <i>This is a new unread message - click to read</i>
Yesterday	
Kevin Noble 22-Feb-2013 11:16am	seasonal flu <i>Please see attached change of risk group notification</i>
2 Weeks Ago	
Demonstration Commissioner 06-Feb-2013	<i>This is a new unread message - click to read</i>
3 Months Ago	

Messages will appear in date order with the most recent at the top. Messages highlighted in yellow are those requiring the provider to complete an action, messages highlighted in cream are those that contain information for the provider, messages that appear in grey are those that have been read.

Yellow action messages These are commissioner messages that require the provider to complete an action, for example - display a message relevant to a service that may come as an attachment.- Click on the message to open.

PharmOutcomes Online Demo System

Exit Logged in as: Kevin Noble from Regent Pharmacy (East Cowes)

PharmOutcomes® Delivering Evidence

Home Services Assessments Reports Admin Gallery Help

Welcome Home

Welcome to PharmOutcomes. You can select your actions from the menu above.

My Account

Manage your account, change your email address, phone numbers and change your password.

Change My Password
Change My Details

From: Kevin Noble (Isle of Wight NHS PCT)
Date: 2013-02-23 16:18:00
Subject: **Rota changes**
Action: Awaiting action to be taken and notified

Please display attached rota information over the coming bank holiday

Mark as Actioned Mark as Unread Back to Inbox

Click on buttons to mark as actioned, unread or back to Inbox

Do you want Internet Explorer to remember the password for esmaq.com? Why am I seeing this? Yes No x

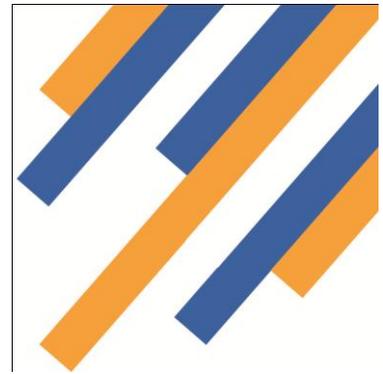
If the action is not for you personally by clicking on the “Mark as Unread” button and then by clicking on “Back to Inbox”, this will take the user back to the inbox. The message will still appear as a yellow highlighted message. When the appropriate person reads the message and carries out the directed action click on the “Action Complete” tab, this sends a read receipt to the commissioner informing that you have read the message and completed the required

action. You will notice on returning to the inbox the message is now highlighted in grey indicating that it has been read and the action completed.

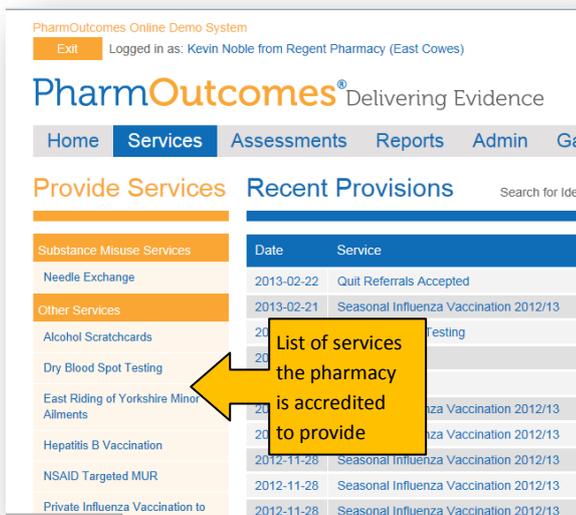
Cream standard messages – These are messages that are sent by commissioners that must be read, but there is no action to complete. Click on the message to open. You can at this stage mark the message as unread by clicking on the “Mark as Unread” button. This will take the user back to the inbox and the message will still appear highlighted in cream. When the message has been read and the provider has made all relevant team members aware of the content, clicking on the “Back to Inbox” button will again return the provider to the inbox. You will notice that the message is now highlighted in grey. This action sends a read receipt to the commissioner as before.

Service Delivery

Data Entry



Clicking on the service tab takes the provider to the services screen. The left hand side of the screen shows a list of services under the header “Provide Services”. These are the services the provider has been accredited to provide. Service accreditation is set by the service commissioner.



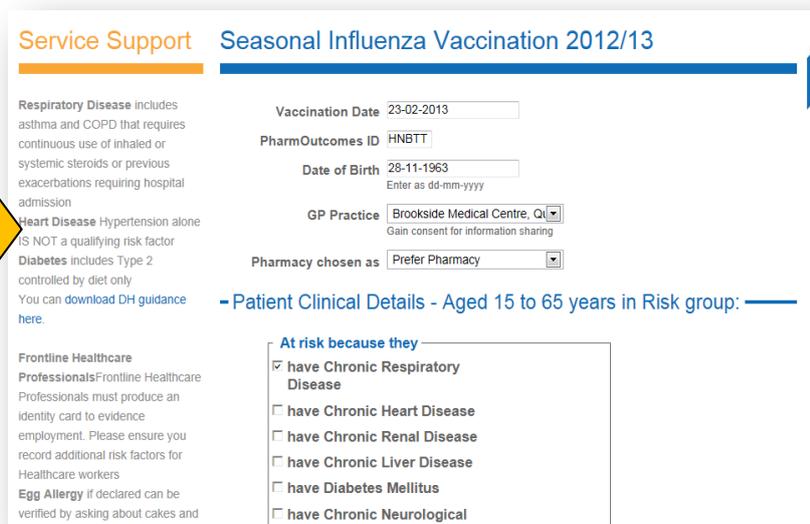
To deliver a service, simply click on the service title in the list. This takes the user to the data capture page associated with that service delivery.

You will have been made familiar with the system functionality and how to capture required data when you were trained to deliver a service, but data entry is straightforward and the required information for each question should either be entered in the text boxes provided or selected from options boxes or drop down lists that appear in the service delivery screen.

Please note the toolbar down the left hand side of the screen. This will detail information specific to the service delivery such as KPI’s, service restrictions, or give links to required information relevant to service delivery. In the

screenshot below this information is detailed under the heading Service Support.

The sidebar text will provide information about service delivery



When all questions have been answered simply click the “save button at the bottom of the page to validate the data collected. 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 screenshot displays the PharmOutcomes Online Demo System interface. At the top, it shows the user is logged in as Kevin Noble from Regent Pharmacy (East Cowes). The main navigation menu includes Home, Services, Assessments, Reports, Admin, Gallery, and Help. A green notification box in the center of the page contains the following text: "The form was validated and the information was saved successfully. There are reports or letters available to view or print." Below this message are two links: "GP Notification Letter" and "Pharmacy File Copy". A yellow callout box with a white arrow pointing to the notification box contains the text: "Validation message displayed when data saved". The main content area is titled "Service Support Seasonal Influenza Vaccination 2012/13" and contains a form with the following fields: "Respiratory Disease" (text), "Heart Disease" (text), "Diabetes" (text), "Vaccination Date" (text input with value 23-02-2013), "PharmOutcomes ID" (text input with value TTFHZ), "Date of Birth" (text input with placeholder Enter as dd-mm-yyyy), "GP Practice" (dropdown menu with value Gain consent for information sharing), and "Pharmacy chosen as" (dropdown menu).

Help

Automated Help Functions

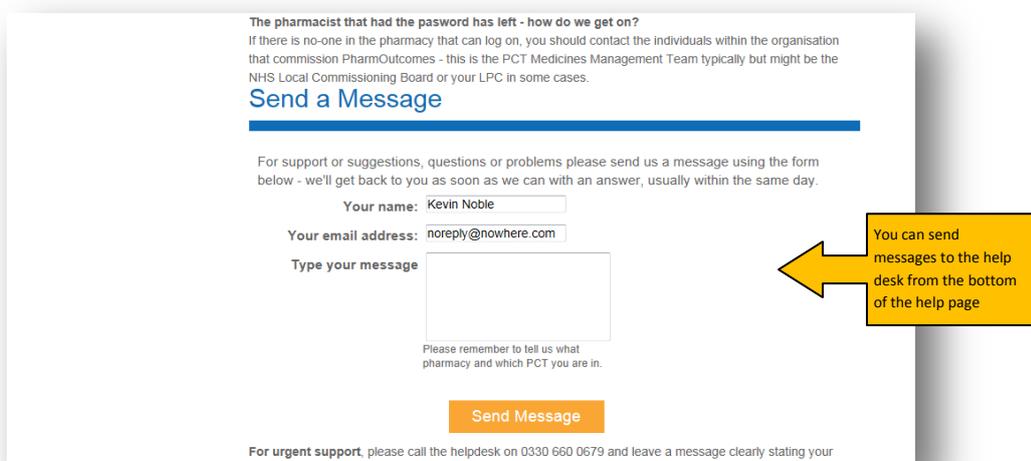


Clicking the help tab provides support for the user. This page provides a lost password tool. If a user has forgotten or lost a password they can insert user name and e mail address in the boxes provided and click the button "Send Password".



This will reset login details for the user with the new login details being sent to the e mail supplied when the user was set up. This support enables continuity of service delivery without the need to contact a help desk.

The help page also provides the answers to frequently asked questions, a means of sending e mail messages to the help desk and means of accessing a user guide. This can be downloaded by clicking the link in the left hand tool bar.





28. Help

Don't forget the help menu is always available. In there you will find two page help documents on all aspects of PharmOutcomes.

You can always access the Help menu, even when you are not signed in. This is really helpful if you have forgotten your login details.

PharmOutcomes - Live System

Send a Message [User Guides](#)

For support or suggestions, questions or problems please send us a message using the form below - we'll get back to you as soon as we can with an answer, usually within the same day.

Your name

Your contact telephone:

Your email address:

Your login name:

The following user guides can help first-time users find their way around the system and remind more seasoned users how to do tasks that they might not do regularly.

Specific Service Delivery Guides

- [Emergency Hormonal Contraception](#)
- [Needle Exchange](#)
- [Supervised Consumption](#)
- [Seasonal Influenza Vaccination](#)
- [Minor Ailments Scheme](#)

Private Influenza Vaccine Service

- [Novartis Vaccines Private Seasonal Influenza](#)

Provider Support Guides

Home

- [Home page and Login](#)
- [Message Inbox](#)

Services

- [Service History](#)

Commissioner Support Guides

Home

- [Home page and Login](#)
- [Message Outbox](#)
- [Sending Messages](#)
- [Read Recipients](#)

Services

- [Service Library](#)
- [Setting titles and patient data](#)
- [Use of HTML in Sidebar](#)
- [Previewing a service](#)
- [Non-Identifiable Unique IDs](#)
- [Service question types](#)
- [Text questions](#)
- [Additional question options](#)