

How to attach photos in SystemOne

Improvements to smart phone cameras mean that it is possible to get pretty good pictures on your phone. If you don't have a good camera try this.

There are information governance risks associated with taking and storing photos you should consider.

If you have not done so set up your nhs.net account on your phone. You should only need your username and password to do this. You may also have to set a security code on your phone if you have not already done so. On the NHSnet web pages there is help with doing this. From the web mail log in (www.nhs.net), choose the tools icon in top panel, then guidance (bottom left side menu), training (left side menu), then mobile devices, applications and email programmes (middle option left side menu). The IT helpdesk can help you with this if needs be.

When emailing, for information governance reasons you should only do this from an nhs.net account to an nhs.net account, ie to yourself.

You should ensure that your photos are not automatically backed up to the cloud as you will then be storing photos that you do not have permission to store, and if your itunes photos synchronise with other users you will be breaching confidentiality by inadvertently sharing the photos. Delete the photo from your phone after you have emailed it to yourself.

Send the original actual size of the photo because this will ensure the maximum detail can be saved and if needed sent to the dermatologists.

When you receive photos in Outlook on your PC you should copy the photo to a folder on a secure local network drive before importing them into SystemOne. Do not save files to the C drive of your local machine as this machine is not likely to be backed up and if stolen could represent a greater information governance risk than other networked drives.

Once the photo is attached to SystemOne it can be deleted from your network drive This is important as they are relatively large files and you should not need to keep them anyway once in SystemOne.

To upload a photo into SystemOne right click on Record Attachments in the Clinical tab as shown below.

Select the drive that you are importing from. Once you've done this once it usually remembers where that is and goes straight to that folder.

(Note you can do this directly from a camera card connected to the PC and the flash card in the camera will be visible as a drive once connected).

SystemOne GP: Dr Shaun O'Connell (Clinical Practitioner Access Role) at South Milford Surgery - Patient Record

Patient: Mrs Minnie Mouse-TestPatient 01 Jan 1996 (18 y) F
 5, Bowling Old Lane, Bradford, BD5 7JR
 Home (preferred): 01274 989999 Mobile: 07937 307166
 Test Patient, South Milford Surgery, South Milford Surgery

History: anxiety re mole

Examination: [Empty]

Diagnosis: [Empty]

Intervention: No interventions recorded

Plan: [Empty]

| Date | File Name | File Type | Size | Comments | Entered By |
|-------------|---|------------------|----------|--|-------------------------|
| 04 Nov 2010 | Letterhead May 09 for circulation 2.doc | Word Document | 365.5 KB | | Mrs Stephanie A Drury |
| 09 Nov 2010 | Image100512-142433.tif | Tif | 233.7 KB | | Ms Jennifer L Hitchcock |
| 08 Nov 2010 | Image090509-133430.tif | Tif | 154.8 KB | test attach | Ms Jennifer L Hitchcock |
| 06 Jun 2011 | C:\Documents and Settings\leemis2000\Local Settings\Temp\SPCSEExam66201113... | Acrobat Document | 84.3 KB | Spirometry PC Software Report: 06/06/2011 13:37:45 | Sister Rosie Murray |
| 22 Jun 2011 | C:\Documents and Settings\leemis2000\Local Settings\Temp\SPCSEExam22620111... | Acrobat Document | 40.2 KB | Spirometry PC Software Report: 22/06/2011 17:19:18 | Ms Jennifer L Hitchcock |
| 22 Jun 2011 | C:\Documents and Settings\leemis2000\Local Settings\Temp\SPCSEExam22620111... | Acrobat Document | 84.1 KB | Spirometry PC Software Report: 22/06/2011 17:21:45 | Ms Jennifer L Hitchcock |
| 06 Sep 2011 | C:\Documents and Settings\leemis2000\Local Settings\Temp\SPCSEExam69201117... | Acrobat Document | 354.6 KB | Spirometry PC Software Report: 06/09/2011 17:15:05 | Sister Rosie Murray |
| 06 Oct 2011 | test_test1_19201212_20111006081... minnie Mouse.pdf | Acrobat Document | 31.7 KB | ecg | Mrs Angela Leach |
| | C:\Documents and Settings\leemis2000\Local Settings\Temp\SPCSEExam75201385... | Acrobat Document | 83.4 KB | 24 hr BP readings | Ms Jennifer L Hitchcock |
| | | | | Spirometry PC Software Report: 07/05/2013 08:53:44 | Sister Rosie Murray |

10 Record Attachments

Click on the folder icon to find your photos stored in your network drive

New Attachment

Other Details... Exact date & time Fri 16 May 2014 12:00

Changing the consultation date will affect all other data entered. To avoid this, cancel and press the 'Next' button [Hide Warning](#)

File: C:\

File type: [Empty]

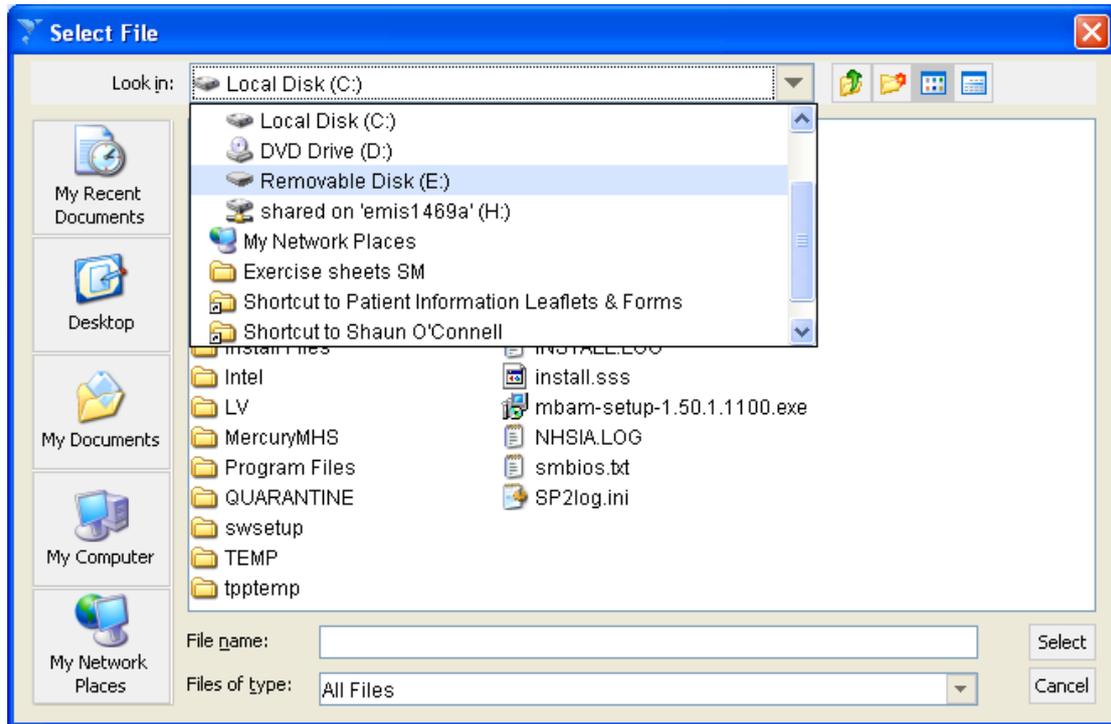
File size: [Empty]

Comments: [Empty]

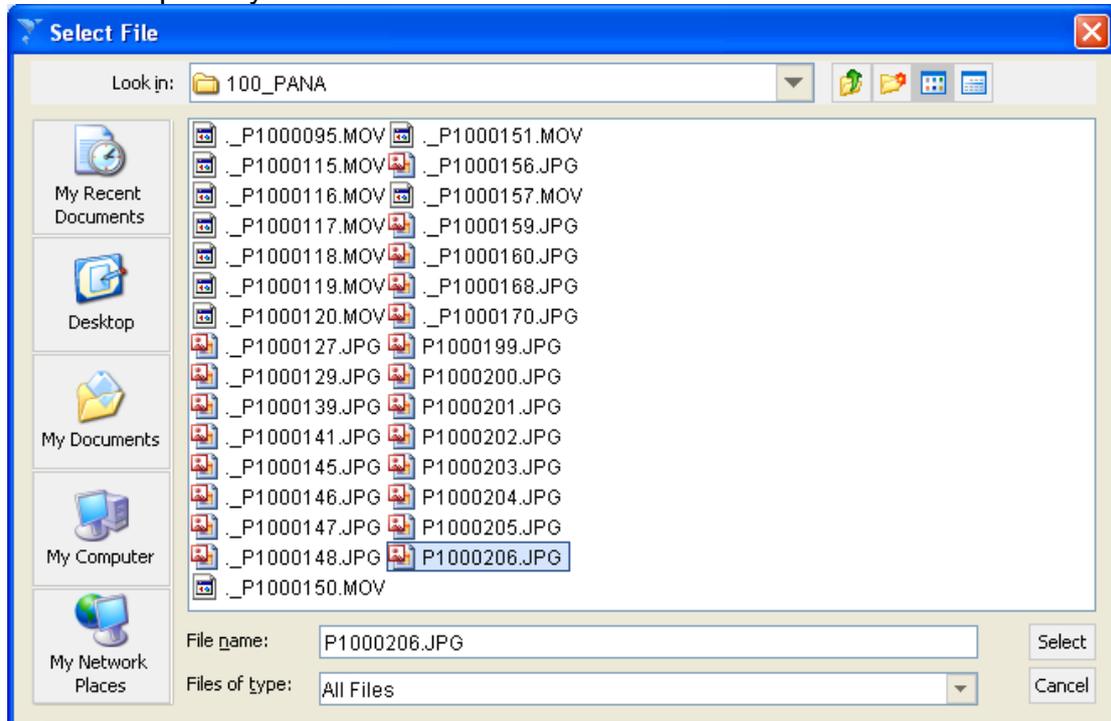
Preset

Ok Ok & Another Cancel

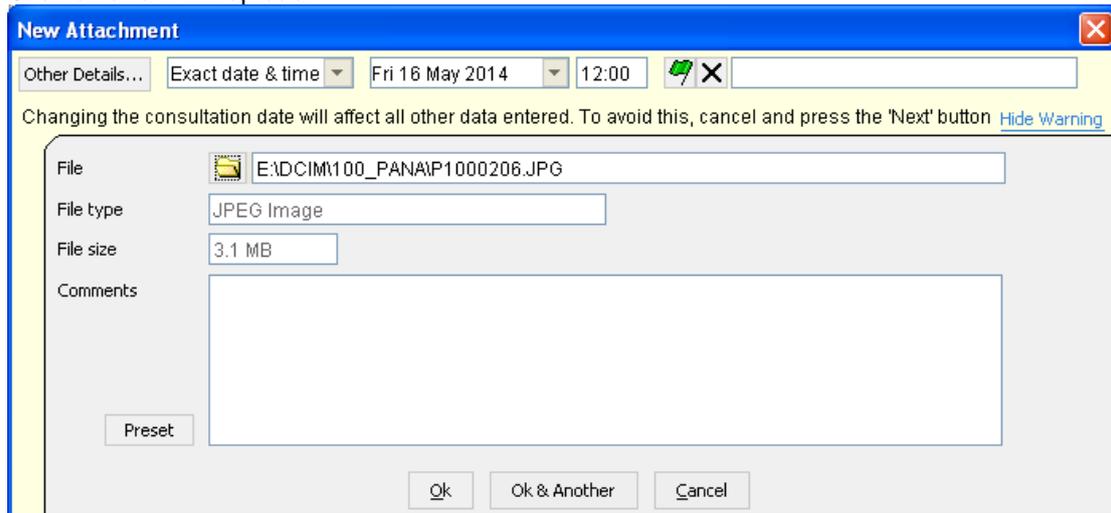
Select your camera drive if that is connected to your PC or your folder in the shared drive if not.



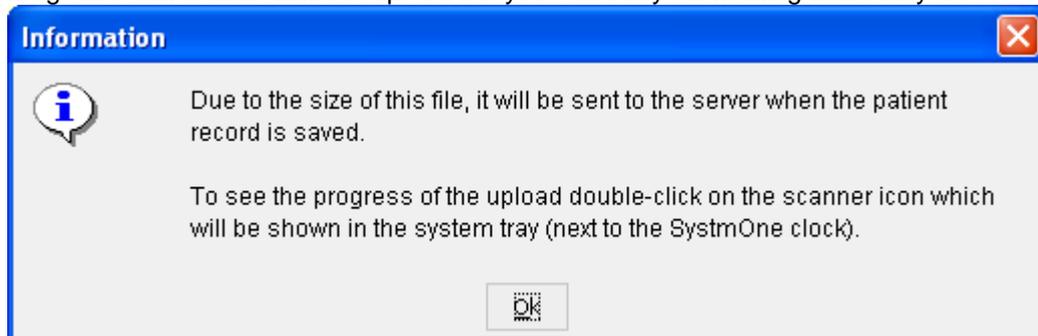
Select the photo you want



Click ok and it will upload



Large files take a little while to upload but you can carry on working while they do



It usually only takes a few minutes so don't shut down until it's done.



To open the file afterwards look in the record attachments list, right click your photo and select View in windows. You can do this within the consultation link too.

SystemOne GP: Dr Shaun O'Connell (Clinical Practitioner Access Role) at South Milford Surgery - Patient Record

Mrs Minnie Mouse-TestPatient 01 Jan 1996 (18 y) F
 5, Bowling Old Lane, Bradford, BD6 7JR
 Home (preferred): 01274 999999 Mobile: 07837 307166
 Test Patient, South Milford Surgery, South Milford Surgery

Administrative

History: anxiety re mole

Examination: [Empty]

Diagnosis: [Empty]

Intervention: JPEG Image: P1000206.JPG

Plan: [Empty]

| Date | File Name | File Type | Size | Comments | Entered By |
|-------------|---|------------------|----------|--|-------------------------|
| 04 Nov 2010 | Letterhead May 09 for circulation 2.doc | Word Document | 365.5 KB | | Mrs Stephanie A Drury |
| 09 Nov 2010 | Image100512-142433.tif | tif | 233.7 KB | | Ms Jennifer L Hitchcock |
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| 06 Jun 2011 | C:\Documents and Settings\leemis2000\Local Settings\Temp\SPCSEExam66201113... | Acrobat Document | 84.3 KB | Spirometry PC Software Report: 06/06/2011 13:37:45 | Sister Rosie Murray |
| 22 Jun 2011 | C:\Documents and Settings\leemis2000\Local Settings\Temp\SPCSEExam22620111... | Acrobat Document | 40.2 KB | Spirometry PC Software Report: 22/06/2011 17:19:16 | Ms Jennifer L Hitchcock |
| 22 Jun 2011 | C:\Documents and Settings\leemis2000\Local Settings\Temp\SPCSEExam22620111... | Acrobat Document | 84.1 KB | Spirometry PC Software Report: 22/06/2011 17:21:45 | Ms Jennifer L Hitchcock |
| 06 Sep 2011 | C:\Documents and Settings\leemis2000\Local Settings\Temp\SPCSEExam22620111... | Acrobat Document | 354.6 KB | Spirometry PC Software Report: 06/09/2011 17:15:05 | Sister Rosie Murray |
| 06 Oct 2011 | test_test1_19201212_20111006091... | Acrobat Document | 31.7 KB | ecg | Mrs Angela Leach |
| 21 Jan 2013 | Minnie Mouse.pdf | Acrobat Document | 141.5 KB | 24 Hr BP readings | Ms Jennifer L Hitchcock |
| 07 May 2013 | C:\Documents and Settings\leemis2000\Local Settings\Temp\SPCSEExam75201385... | Acrobat Document | 83.4 KB | Spirometry PC Software Report: 07/05/2013 08:53:44 | Sister Rosie Murray |
| 16 May 2014 | P1000206.JPG | JPEG Image | | | Dr Shaun O'Connell |

Context Menu for P1000206.JPG:

- Attach File
- View in SystemOne
- View in Windows
- Save File(s)
- Amend Notes
- View Amendment
- Show Journal Entry...
- Problems
- Mark in Error

The photo of the mole you took should then open and look something like this:



Shaun O'Connell
 October 2014