Community Optometrist Portal Guide

For SpaMedica Accredited Optometrists

Please find below a step-by-step guide to completing our optometrist portal online. We hope you find the guide both useful and informative.
If you require any assistance using the new system, or have any unanswered questions, you can contact us by phone, email or speak to the Service Promotions Executive who covers your area.

Login into the Portal

Community follow-up assessment   medisoft

PLEASE LOG IN

Email

Password

Login

Forgotten your password?
Create an account

- Go to https://portal.medisoft.co.uk/
- If you are newly accredited with SpaMedica and do not yet have a medisoft portal account, please follow the "Create an Account" link. **Follow instructions on next page.**
- Put in your details from when you created your account and press login button to enter the portal.

CREATE USER ACCOUNT

Please enter your details below. Your account will be created immediately but you will not be able to submit assessments to each Trust until they have verified your account.

First name

Surname

Email   Help

Telephone

GOC number

Optometrist Practice   Help   Postcode of primary account

Trust   Help   Trust is SpaMedica

Add another trust

New password   Help

Repeat password

Secret question   Select

Secret answer

Create an account   Cancel

If you cannot find your practice listed in the "Optometrist Practice Field" you will be given the option to add a new practice. To do this you will need your NHS Optometric Practice Code. If you do not have this code, you can obtain it by contacting the Organisation Data Service on 0300 303 4034 or by emailing Exeter.helpdesk@nhs.net

The "Trust" field ensures that you are performing post operative assessments for SpaMedica. Please complete this field with 2 digits "06". (If this doesn't work, please try with the letters "SPA"). Any data you submit will only be received by SpaMedica.

If at all you have difficulty setting up the account, our field representatives and informatics team will be more than happy to assist.

You will then be taken to the Medisoft Community Portal Homepage.

Select this button to create a new assessment. You will be prompted to enter the patients PIN number which will present you with a form to complete.

This PIN will be communicated to you via post following cataract surgery, and is unique to that patients' surgical appointment.

Your user details and logout facility

| Home | Cataract assessments | | SHEPHERD, Cleo | ⏻ Logout |

Community follow-up assessment   medisoft

WELCOME TO THE MEDISOFT COMMUNITY PORTAL

This service allows you to record patient assessments following a referral from the hospital Ophthalmology department. When completed, assessment information will be securely transferred to the hospital.

New assessment

CATARACT ASSESSMENTS		Last year ▾
Started	Patient's PIN	Sent
22-Jul-2016 09:28	**NC11 360 904 409**	✖

SETTINGS ⚙

Location
TestPractice 1

Distance VA notation
Snellen (metre)

Edit

This section shows all cataract assessments that you have submitted via the portal. Again, patients are identified via a PIN number; the system does not hold patient identifiable data.

Please ensure the correct location is always specified – this may change regularly if you are a locum optometrist, or work at multiple practices. Any new assessment will use the optometrist practice which was selected at the time it was created.

SpaMedica will always require Snellen (metre) measurements

Completing the Assessment

Form Section	Instructions
Date of assessment Help 25-Jul-2016	• Select the 'Calendar' icon to specify the patient's date of examination.
Visual acuity a ☐ Not possible to measure for this patient Help **Right** / **Left** Distance: 6/9, Correction: Unaided, Select or type / Distance: 6/4, Correction: Unaided, Select or type ☐ **Near** Visual acuity Near: N2, Correction: Near gls, Select or type / Near: N2, Correction: Near gls, Select or type	This part of the form records Patients' Visual Acuity Details. Please complete details for both eyes, as this will help us monitor patients' care and if any further treatment is required. • Select each drop down in turn to record patients distance and near VA. Details of the correction must also be specified. • Methods of correction include: • Distance – Unaided, Refraction (Best Corrected), Contact Lens, Pinhole • Near – Near Refraction, Near Contact Lens, Unaided • Please note, you will have to expand the "+" symbol to record near visual acuity. • Multiple Visual Acuities can be recorded. It is mandatory to complete Unaided and Refraction distance visual acuity, and near refraction visual acuity. If you are unable to measure the patient's Visual Acuity, please tick the box marked 'a'.
Refraction Help Sph +1.00, Cyl +1.00, Axis 1, Add / Sph +1.00, Cyl +1.00, Axis 1, Add	• Please complete Refraction details for both eyes. Please note only valid inputs accepted.

Intraocular pressure Recorded with [Non-contact ▼] Help ☐ [ ] mm Hg [ ] mm Hg	• Please provide details of intraocular pressure along with the method used to obtain results (drop down menu).
Examination ☐ Not possible to examine this patient Help ☐ **Right - operated eye** **Left** [No to all] [**Yes**] [No] Wet AMD [Yes] [**No**] Dry AMD [Yes] [**No**] CMO [Yes] [**No**] Iris tramua [Yes] [**No**] Peaked pupil [Yes] [**No**] Displaced IOL [Yes] [**No**] Active anterior chamber [Yes] [**No**] Iris prolapse [Yes] [**No**] Other ➕ Comments	SpaMedica is dedicated to ensuring that any abnormal findings at Post-Op are monitored and treated. • Select 'Yes' or 'No' dependent on whether any of these conditions were discovered at post-op assessment. • Completing this information is mandatory for the operated eye. • Further comments can be provided by expanding the comments box. • Please use this box to detail any abnormalities in the other eye.
Patient questions Help ☐ I am satisfied with my visual outcome following surgery [▼] I am satisfied with my experience with SpaMedica [▼] I would recommend SpaMedica to friends and family [▼]	Spamedica is continually striving to improve patient care, and we are very interested to hear patient feedback of our services. We would be very grateful if you could ask the patients the following questions, and record their answer in from the drop down menu.

Outcome

Help ▢

[No further action]

[List for 2nd eye]

[Hospital review: routine]

[Hospital review: urgent]

➕ Comments

This final section instructs SpaMedica on how best to proceed with Patient Care.

- No Further Action: Patient Discharged.
- List for 2nd Eye: Patient will be contacted for further surgery.
- Hospital Review – Routine: Patient will be booked in for further assessment at SpaMedica. There is also an option to List for YAG.
- Hospital Review – Urgent: patient will be booked in for urgent assessment at SpaMedica, e.g. Wet AMD.

Further comments can be provided if desired.

Please also contact SpaMedica directly via phone if you feel that your patient needs to be seen for a same day/next day appointment, after submitting the portal online.