



Photonet National Managed Clinical Network for Phototherapy & Photochemotherapy in Scotland

Photosys User Guide



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Summary of Changes – December 2021

Please now use Microsoft Edge 🔍 when accessing Photosys

Health Boards and Location Names

Location names have been updated with the correct Health Board aligned to them. The table below highlights Health Boards which are impacted by this. Users and patients have been allocated to the correct health board area.

Previous Board					
Description on	Correct/Updated NHS Health	Hospital Names* Correctly			
Photosys	Board	Formatted			
Argyll and Clyde	GGC	Inverclyde Royal Infirmary			
		Royal Alexandra Hospital			
		Vale of Leven			
	Highland	Campbeltown Hospital			
		Mid Argyll Community			
		Hospital			
		Lorn & the Islands Hospital			
Highlands	Highland	Lawson Memorial Hospital			
		Raigmore Hospital			
	Western Isles	Western Isles Hospital			
Shetland	Orkney	Dounby Surgery			
	Shetland	Gilbert Bain Hospital			

*Other Hospitals have had updates to names but will still be recognisable, e.g. "Dundee" is now "Ninewells"

Recent changes are highlighted in red text throughout the document and include:

Removal of Health Board Restrictions

As a user you are now able to see your patient's full treatment history regardless of where they were previously treated in Scotland. If a patient is new to your health board area but was treated elsewhere in Scotland they will be located by the search function and you will be able to add a new course of treatment to their record.

Due to the removal of these restrictions, users should ensure that the "centre referred to" in the registration update page *MUST* be the same as the "location" in the encounters details page (when entering a new course of treatment). (See Page 13)

A health board dropdown has been added to the Registration and Update Pages. **Please ensure the correct Health Board has been chosen.** (See Page 11)

To identify where treatments have taken place, a "Location" column has been added to the treatment summary sheet (See Page 12)

Changes to New Treatment Summary Pages (see page 12):

- Ability to Capture an **appropriate delay in treatment**. A new tick box has been added under 'finish date' called 'Appropriate delay in treatment' with free text underneath entitled 'reason for delay in treatment'.
- Painful Erythema. This has been amended to read "Painful Erythema (grade 3 or 4 only)".
- "Face Shield" is now a mandatory field.
- "Topical Therapies" now mandatory to add Yes or No. If Yes, there is a free text section to add details of topicals therapies used.
- *ALL* fields within a treatment record can now be amended if required.

Skin Cancer Review (pages 17-19)

The skin cancer review section has been updated to better identify if and when patients have been offered and attended skin review.

There is also a new area within Photosys to identify (tag) patients who should be recalled for skin review who may not currently be captured through the annual audit lists made available to centres. Clinicians should consider tagging patients thought "at risk", for example prior ciclosporin, personal history of skin cancer.

There is also the function to highlight patients who have been identified for skin review who should no longer be recalled - either at their own or at their clinician's request.

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1. ACCESSING PHOTOSYS

A username and password is required to access the site. This can be requested by emailing <u>NSS.photonet@nhs.scot.</u>

The link to the system is available on Photonet website (<u>www.photonet.scot.nhs.uk</u>), Professionals tab, press the button on left hand side: which will take you to Photosys page:

Photonet National Managed Clinical Network for Phototherapy in Scotland	SCOTLAND
Home Y Patient Information Professionals Area Latest News & Events Contact Us Disclaimer Accessibility Disc	laimer Q
Home > Photosys Photosys	
On the this page you will find link to access Photosys -Phototherapy/Photochemotherapy Patient Database, user guide an information leaflet.	id patient
To access Photosys please click on the link below:	
https://photosys.nhsnss.scot.nhs.uk/photosys_live/	

2. MAIN SCREEN

• Login by clicking '**Please login**' on the menu at the left hand side of the screen or by clicking on the '**Photosys'** icon.



• You will then be taken to a login screen, where you will be asked for your Name, Password and Group. Unless you work for National Services Scotland please select '**NHS Health Board**' as your group. Once you have entered the relevant information, click on '**submit**'.



Once you have entered Photosys, please do not use the Back/Forward buttons on your browser. Doing so may result in you being thrown out of the system!

3. WELCOME SCREEN

- You will be taken to the 'Photosys Welcome Screen' where you are presented with two options:
 - o Patient Search
 - o Search



• Select an option from the two hyperlinks or from the navigation menu at the left hand side of the screen. The Navigation Menu will be visible at all times and can be accessed to perform a variety of the tasks outlined throughout this guide.

4. PATIENT SEARCH

• When you choose the '**Patient Search**' option the following screen will be displayed. To navigate through the fields on the screen, simply click the mouse in the field you wish to enter the information, or alternatively you can use the **TAB** key on your keyboard.

Main	Surname		Forename
Search	Date of Birth		Sex 💌
· 🛄 Functions	Start of Address		Post Code
Logout	Return Up To 10 records:	Search Photonet	Clear

- Enter search criteria in the boxes provided you can search on each or a combination of the following categories CHI Number/Original Number, Surname, Forename, Date of Birth, Sex, Start of Address, PostCode. The CHI number should be used as the main search criteria.
- Please note that if a patient is new to your health board area but were previously treated elsewhere in Scotland they will now be located by the search function and you will be able to add a new course of treatment to their record.

• If you make a mistake, click on '**Clear'** to clear search criteria and begin a new search, otherwise click on '**Search Photonet'** to begin searching patient records.

5. SEARCH RESULTS

• Photosys will perform a search within the Photonet Database for all patients registered on the system across Scotland. If your search shows that the patient is **not** registered on the system, you will be given the option of Registering a New Patient.

a. **REGISTERING A NEW PATIENT**

• To register a new patient, click on the link shown below.

NHS NSS	Photosys
	CHI Number / Original Number 00000000
TAVSIDE	Surname Forename
⊒ Main ∃… 🛄 Admin	Date of Birth Sex 🗸
🧟 Pat. Search	Start of Address Post Code
E Search Opts	Return Up To 10 records: Search Photonet Clear
= General Reports	
E Functions	PHOTO PATIENTS
Logout	No records currently match your selection.
	Please click here to register a new patient.

PLEASE NOTE THAT PHOTOSYS HAS CHI LINKAGE AND THE REQUIREMENTS TO ADD A NEW PATIENT TO THE SYSTEM ARE NOTED BELOW:

 You will be taken to a screen similar to the one shown below, where you will be required to input details for the new patient. Certain fields will be mandatory and are as follows:- Surname, Forename, DOB, Gender, Valid CHI No (e.g. dd/mm/yy/****).

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Register a new patient		STEP 1
	DETAILS	Enter the following mandatory
CHI number:	Surname:	fielder
Date of Birth-	Forename:	neias:
	S Female O Male	CHI number
Address:		DOUBLE CHECK CHLDETAILS
		ARECORRECT
Postcode:		DOB
Work Phone:	Extension:	Surname
	PATIENT HISTORY	Forenome
Occupation:	Skin Type:	Forename
Recall nationt for skin review (regardless of photonet	RECALL FOR SKIN REVIEW	Gender
······· (·····························		Location
Reason for having or not having the patient attend an	annual skin review: 255 characters left.	Location
	GP DETAILS	
Area: Tayside Practice: Choose an Practice	GP: Choose an Practice first	The patient's phone numbers,
		occupation GP and skin type
Doctor Code:	Practice Code:	occupation, of and skin type
Doctor:		can also be entered if known.
Practice:		
		Note: The Pecall for Skin
Phone Number:		Note. The Recall for Skill
	PATIENT LOCATION	Review area does not need to
Area: Tayside V	Location:	be updated when registering a
		now patient unless there is a
		new patient unless there is a
		clinical reason for adding this.
STEP 2: Click on Subn	nit	

Please Note: CHI LINKAGE: The remaining core demographic information will be updated through CHI linkage. This does not happen immediately and can take up to 5 minutes to be updated. If you enter an invalid CHI Number, you will be presented with the following information box:



- If the details you have entered are incorrect, click on '**Reset'** to clear the form.
- When you have entered all the details click on 'Submit'.
- Once you have submitted the information, you will be presented with the following Registration Form for the new patient. You should complete the form by selecting the relevant options from the drop down lists.

Please Note: The system has been updated to incorporate a link between *Diagnosis* and *Treatment*. This means that you <u>must</u> enter a Diagnosis, which will be shown when you later add a new treatment. If you do not enter a Diagnosis you will receive the following dialog box: -

Microsof	t Internet Explorer			×	
⚠	Please update the R	egistration Form. A pati	ent must have a diagr	nosis!	
	Main Pat. Options New UVA1 New UVA1 New UVB Reg. Update Summary Review P- Functions Name: YANKEE, NELLIE Age: 89 CHI: 3010140029	Registration For Surname: Forename Centre Referred To: Diagnosis. Specify Ot Diagno	YANKEE NELLIE Please Select • 1: 2: 3: 3:	CHI number: DIAGNOSES v v	3010140029
		General Risks.	1:	GENERAL RISKS	
			3: 4: 5: 6:	v v v	

- If the details you have entered are incorrect, click on 'Reset' to clear the form.
- When you have entered all the details click on 'Submit'.

Please Note: CHI LINKAGE: Please check that the patient's core demographic information has been correctly added by checking the patient record once all the course of treatment has been entered.

b. EXISTING PATIENTS

• If your search shows that the patient **is** registered on the system, the matching results will be displayed (similar to the screen below)

	CHI Number / Original Number	010101010					
	Surname	Fore	name				
	Date of Birth	Sex	~				
	Start of Address	Post	Code		Date	e of Death	
	Return Up To 10 records:	Search Photonet Clear					
		CURNAME	FORENAME	DOR	000	SEY ADDRESS	POSTCODE
	PATIENTS 010101010	TEST	PERSON	12/12/1912	12/12/2012	M 10 PARK PLACE	DD60 9OP
Hyperlinks	5						

- The list of Matching Results contains details such as CHI Number, Surname, Forename, DOB, Address and Postcode. **Date of Death** is listed in the results line – this is a recent addition to Photosys.
- If the list of Matching Results contains the name of the patient you are looking for click on the CHI number hyperlink to view more information (as shown below).
- If the list of Matching Results does <u>not</u> contain the name of the patient you are looking for try different search criteria or increasing the number of records returned.
- When you click on the CHI number hyperlink to continue, the following screen, showing the full details for the patient you have selected, will be displayed.

		You have chosen the following patient:					
	💷 Main — 📌 Pat. Search	Continuing past this	point will be logged.	CHI Number			
	Search	CHI number:	3003490303				
	logout	SURNAME: FORENAME:	ALPHA JANELLE	Hyperlink			
	Logout	DATE OF BIRTH: AGE:	30 March 1949 54				
		ADDRESS:	25				
		POSTCODE:	GR 45T				
	New Search	GPREF: PRACTICE:	SIDDIQUI, KHAJA (02747) POLLOK HEALTH CENTRE (52171)				
•	If this is <u>not</u> the correct,	patient, click	on the 'New Sea	arch' hyperlink.			
	· · · · · ·	New Search.		• •			

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• If the correct patient details are displayed, click on the **'CHI number'** hyperlink to continue. You will notice that once you have selected a patient from the search, more options will appear on the main menu (illustrated below).



- Once you have clicked on the Patient CHI Number, a Registration Update Form (as opposed to the Registration Form that is displayed for a new patient) will be displayed, similar to the one below, where patient details can be viewed or updated.
- You will also notice that the Main Menu at the left hand side has expanded to reveal further options. These hyperlinks can be used to perform tasks such as adding new treatments, viewing summary information and adding review details (See section Add New Treatments, for details).

	Registration Update Form			
Main Menu	Surname: TESTTWELVE CHI number: 3110925001 Occupation: Home Phone:	Forename: Area: Location: Work Phone / Extension:	MELISSA Tayside V Ninewells Hospital V	
	Centre Referred Area: Tayside Centre Referred To: Ninewells Hospital Diagnosis. 1: Specify Other Diagnosi	DIAGNOSES 0.1 Psoriasis	NEW: A Centr Referred Area Board) dropdo been added to Registration L	ie I: (Health I)wn has Io the Iodate
	General Risks. 1: 2: 3: 4:	GENERAL RISKS	Form. Please the correct H Board and ce referral has b	ensure ealth ealth entre of been

- Enter the relevant information in the fields.
- If the details you have entered are incorrect, click on '**Reset'** to clear the form.
- When you have entered all the details click on 'Submit'.

6. SUMMARY SHEET

• When you click on '**Submit'** for both new and existing patients, a Summary Sheet will be displayed (similar to the screen shown below).

Main Menu												Print Page
•	Summary Sheet	311	09250	001		NAM	E:	M	ELISSA TI	STTW	LVE	
TAYSIDE	PHOTOTHERAPY (UVB)					Total	Treatm	ents:	3	2 (32 Wh	ole Body,	0 Localised)
Pat. Options	PHOTOCHEMOTHERAPY (PUV	A)				Tota	Treatm	ents:	5	(0 Whole	Body, 5	Localised)
- New PUVA	PHOTOTHERAPY (UVA1)					Total	Treatm	ents:	0	(0 Whole	Body, 0	Localised)
New UVA1	SKIN TYPE:	3	3			occu	PATION:					
- Reg. Update	CENTRE REFERRED TO:	S	Stobhill Mo:	spital Greater (Glasgow & Clyd	le						
- Summary	DIAGNOSES:	P	Psoriasis									
Letters	GENERAL RISKS:	AL RISKS:										
E - C Functions	SKIN CANCER RISK FACTORS:											
					PHO	TOTHER	APY (UVE	3)				
									TOTAL DOS	(J/cm ²)	3	
ew Location	Location			Treat Area +	ment Freq Start	8 1	Finish	1	Narrow Band FL/01	Fac	e No eld trn	of Result/Adverse effects
	1 West Glasgow Ambulatory Care	Hospital		WB	3x 25/0	6/2019	12/08/2	019	11.55	1		20 Cleared
Column	2 Arbroath Infirmary			WB	2x 01/0	1/2021	31/03/2	021	2.233 R		F	12 Minimal Improvement
				_	рнотосн	немотн	ERAPY (I	PUVA)	_			New UVB Treatme
							TOTAL D	OSE (J	/cm²)			
	Location	Tre Area	eatment a + Freq	Start	Finish	8-MOP	5-MOP	BATH	Localised Topical So	Face shield	No. o	f Result/Adverse effects
	1 Queen Elizabeth University Hospital	1	3x	02/02/2021	30/04/2021	0	0	0	2.333 Å	ζ P	5	Did Not Complete Course (DNA) E (L)
	DATE LAST SEEN:	0:	1/01/2020	2								New PUVA treatme

- To print a copy of the Summary Sheet, click on the '**PDF**' button at the top of the screen.
- Remember you can return to previous screens by clicking on the relevant link on the Main Menu (as illustrated above).

7. ADDING NEW TREATMENTS

- From the '**Patient Options**' section within the main menu, you have the option of adding new treatments e.g.
 - o New PUVA
 - o New UVA1
 - $\circ \quad \text{New UVB}$
- To add a new treatment, click on one of the hyperlinks from the menu at the left hand side of the screen. For example to add a New UVB, click on the hyperlink and you will be presented with the following screen: -

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Recent changes are highlighted in Red Text Below:

TAYSIDE Main Pat. Options - New PUVA - New UVA1 - New UVB - Red, Update	New end of treatm Referring Centre: Area: Location: Treatment area: Treatment administered:	ent summary (UVB) Ninewells Hospital Tayside Ninewells Hospital Tayside Retinoids	Ensure all details are correct. If the Referring Centre isn't correct, this can be updated in the Reg Update Tab.
Summary Skin Cancer Review Letters Functions Name: TESTTWELVE, MELISSA Age: 29 CHI: 3110925001	Treatment Frequency: Referring dermatologist: Start Date: Finish Date: Appropriate delay in treatment: Reason for delay in		New : If treatment was delayed, either at clinician or patient request, please add reasons in free text area.
	treatment: MED: Total Dose (J/cm²): Narrow Band TL/01: Total Dose Unknown: Number of treatments: Condition treated:	Equal to Equal to Formation F	Condition Treated – it is now mandatory to select the main condition being treated only
	Result / Adverse Effects: 1: 2. 3.	Atopic Eczema	Record Grade 3 or 4 erythema only.
	Painful Erythema (grade 3 or 4 only): Consent Given: Face Shield: Referral Date: Urgent Referral: Action on Dischard	No ♥ Yes ♥ ♥ Yes	"Face Shield" is now a mandatory field and should be selected as Yes if used for more than half the course of treatment.
	Discharge to GP: Review by Referring Clinicia Open Appointment Given: Advised to use Topical Thera Standard Letter Required:	n: ○ apy: № ✓	Topical Therapies – now mandatory to add Yes or No. If Yes, there is a free text section to add details of topical therapies used.

• Complete the form by filling in the relevant fields and if you make a mistake and wish to clear the form, simply click on '**Reset**'.

Please Note: - The 'Condition Treated' fields are picked up from the Diagnosis that you enter on the Registration Form.

• If you are satisfied with the information entered, click on 'Add PUVA Summary'. The following screen will be shown and you should click "ok" to confirm your entry, otherwise click "cancel".

Microsoft	Internet Explorer
?	You are about to submit this form. If all values are correct click OK, otherwise click Cancel.
	OK Cancel

•Follow the same procedure for adding New UVA1, New PUVA.



•Please note: if a patient has had more than one area of the body treated at the same time, for example, the PUVA whole-body and PUVA hands, then only the whole-body details should be entered.

We can add 'hands also' in the free text field after the outcome field in this treatment course. This will ensure it is highlighted in the Summary sheet.

Do not enter the details for the hands as another treatment course as this will result in a doubling up of the data.

a. ADD NEW TREATMENTS (SUMMARY SHEET)

• As well as adding new treatments from the main menu, you can add new treatments from the Summary Sheet by clicking on the blue hyperlink at the end of each summary. This will take you to the Add New Treatments screen as illustrated in Section 8 – Add New Treatments.

	CHI NUMBER:	3	110925	001		NAM	IE:	M	ELISSA TEST	TWEL	/E		
TAYSIDE	PHOTOTHERAPY (UVB)					Tota	al Treatm	ents:	32 (3	2 Whole	Body, 0	Localised)	
Pat. Options	PHOTOCHEMOTHERAPY (F	UVA)				Tota	I Treatm	ents:	5(0	Whole Be	ody, 5 L	ocalised)	1
New PUVA	PHOTOTHERAPY (UVA1)					Tota	al Treatm	ents:	0(0	Whole Be	ody, 0 L	ocalised)	
New UVB	SKIN TYPE:		3			occu	UPATION:						
- Reg. Update	CENTRE REFERRED TO:		Stobhill He	ospital Greater	Glasgow & (lyde							
- Summary	DIAGNOSES:		Psoriasis										
Letters	GENERAL RISKS:												1
E Cinctions	SKIN CANCER RISK FACTORS	:											
					PI	OTOTHER	RAPY (UVE	3)					-
									TOTAL DOSE (J/	cm²)			1
	Location			Trea Area	tment + Freq Sta	rt	Finish	1	Narrow Band TL/01	Face Shield	No. e	of Result/Adverse s effects	1
View /	1 West Glasgow Ambulatory	Care Hos	spital	WB	3x 2	5/06/2019	12/08/2	019	11.55		2	D Cleared]
	2 Arbroath Infirm	ary		WB	2x 0	1/01/2021	31/03/2	021	2.233 R	F	1	2 Minimal Improvement	
Amend												New UVB Treatmen	New
aatmant					РНОТО	СНЕМОТИ	HERAPY (F	PUVA)	(em2)		-		Trootmo
	Location		Treatmen Area + Fred	t Start	Finish	8-MOP	5-MOP	BATH	Localised Topical Soaks	Face Shield	No. of trmts	Result/Adverse effects	
	1 Queen Elizabeth University Hosp	tal	F 3x	02/02/202:	30/04/20	21 0	0	0	2.333 R	F	5	Did Not Complete Course (DNA) E(L)	Hyperlin
												New PUVA treatmen	
	DATE LAST SEEN		01/01/2020	0									

8. VIEW TREATMENT DETAILS

- To view the complete record for each treatment area, click on the relevant number at the left hand side of the Summary Sheet (illustrated above).
- Once you have clicked on any of the numbers illustrated at the top of the previous screen, you will be taken to a screen similar to the one shown below.

Hyperlinks	PUVA UVA1 UV ⊾ 1234 1 №	' B UVB treatments	
	Encounter Details		
	Treatment area:	Exposed sites only	
	Treatment administered:	oral PUVA (8-MOP)	
	Treatment Frequency:	2×	
	Referring dermatologist:		
	Start Date:	10/10/2005	
	Finish Date:	15/05/2004	
	MPD:		
	Total Dose (J/cm²)		
	8-MOP:	0	
	5-MOP:	0	
	BATH:	0	
	Localised Topical Soaks:	0	
	Number of treatments:		
	Condition treated:	Psoriasis	
	Result / Adverse Effects:		
	1.		
	2.		
	3.		
	Painful Erythema:	No	
	Consent Given:	Yes	
	Urgent Referral:	No	
		Update this record	
		Delete this record	•

a. VIEW / AMEND RECORDS

• To view the complete record for each encounter, click on the relevant number at the top of the screen. You will see that each of the treatments are listed e.g. PUVA, UVA1, UVB.

Hyperlinks	PUVA UVA1 UVI ↓ 1 2 3 4 1 No U	8 JVB treatments	
	Encounter Details		
	Treatment area: Treatment administered:	Exposed sites only oral PUVA (8-MOP)	
	Treatment Frequency: Referring dermatologist:	2н	
	Start Date: Finish Date:	10/10/2005 15/05/2004	
	Total Dose (J/cm²) 8-MOP:	0	
	5-мор: Ватн:	0 0	
	Localised Topical Soaks: Number of treatments:	0	
	Lonaition treated: Result / Adverse Effects: 1. 2.	Psonasis	
	3. Painful Erythema: Consent Given:	No Yes	
	Urgent Referral:	No Update this record	Hyperlinks
		Delete this record	

- Each of these records can be amended by clicking on the hyperlinks situated at the bottom of the screen.
- To return to any of the previous screens, click on the menu at the left hand side of the screen (as shown below).

😅 Main
🖻 Pat. Options
New PUVA
New UVA1
New UVB
Reg. Update
Summary
Review
🗄 🗀 Functions
1

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 Once the 'Update this record' hyperlink has been activated you will be taken to a screen similar to the one shown below where you can amend the details. If you wish to clear the form at any time, click on the 'Reset' button and your new entries will be erased. Otherwise, amend the relevant fields within the form and click on the 'Update Details' button.

	PUVA 1	UVA1 No UVA1 treatments	UVB 1 2			
	Update	e Encounter De	tails			
	Treatmen	it area:	WB ¦ Whole Body (except n	nale genitalia) 💌		
	Treatmen	nt administered:	UVB (TL-01) 🔹			
	Treatmen	t Frequency:	3x 💌 weekly			
	Referring	dermatologist:	bilsland			
	Start Date	e:	03/08/2003			
	Finish Da	te:	06/10/2003			
	MED:		60			
	Total Dos	e (mJ/cm²)				
	Narrow B	and TL/01:	306			
	Broad Ba	nd TL/12:				
	Number a	of treatments:	12			
	Result / #	Adverse Effects:				
	1.		Cleared			
	2.					
	3.					
	Painful Er	rythema:	No			
	Consent (Given:	Yes			
	Urgent Re	eferral:	No		_	
Update Details	Update o	details		Reset	•	Reset

b. DELETE RECORDS

• If you choose to delete the record and click on the '**Delete**' button, you will be presented with a confirmation screen similar to the one below.

	PUVA UVA 1234 12	A1 UVB 234 12345		
	Delete Confir			
Delete	Delete Course		Cancel	Cancel

• You will be asked if you are sure you want to delete the selected record. If yes, click on the '**Delete Course'** button, otherwise click the '**Cancel'** button and you will be returned to the previous screen.

9. SKIN CANCER REVIEW HISTORY

Please note the way skin review data is entered has been updated.

• To review the history for a patient, click on the 'Skin Cancer Review' hyperlink on the menu at the left hand side of the screen and you will be taken to a screen similar to the one below.

	Review History									
Add New	Date last modified	Review Date	Follow-up attended	Tumour Detected at review	Tumour Removed in past 12 months	Tumour type	Systemic Treatment	Notes	Version	Delete Review
////////	22/07/2021	24/05/2021	Y	N	N		Y		New	Delete
Details										
Hyperlink	Add new review d	etails								

a. ADD REVIEW DETAILS

• You will see that there is an option to Add New Review Details. To do this, click on the 'Add new Review details' hyperlink and another screen will be shown as below.

	New Review Detai	ils			
	Patient offered review app Follow-up attended:	ointment: Yes v Date of first re	view appointment offered:		
	Tumour Removed in Last 12 Months: Further UV Since Last Seen	No V	Systemic Treatment:	No 🗸	
Add Review Details	Notes:			255 characters left.	
		Add Review Details		Reset	Reset

• If a tumour has been removed in the Last 12 Month, chose Yes and another section will be shown as below:



	Tumour Removed in Last 12 Months:	Yes 🗸				
	Left:			Right:		
If tumour	Site	Туре	Number	Site	Туре	Number
removed	Head	~	~	Head	~	~
removeu,	Face	~	\sim	Face	~	\sim
select ves	Shoulders	~	~	Shoulders	~	~
Sciebt yes	U Back	~	~	U Back	~	~
and fill in	Chest	~	~	Chest	~	~
	L Back	~	~	L Back	~	~
below 1	Arms	~	~	Arms	~	~
	Hands	~	~	Hands	~	~
details	Upper Legs	~	~	Upper Legs	~	~
	Lower Legs	~	~	Lower Legs	~	~
	Abdomen	~	~	Abdomen	~	\sim
	Further UV Since Last	Seen: No 🗸		Systemic Treatment:	No V	

• If a review is deemed unnecessary, follow these steps:

New Review Detai	ls	Change dropdown to say "No"
Patient offered review appo	pintment: No V	-
Reason for NOT offering re	view appointment:	255 characters left.
Enter Reason for no review, then add review details	Add Review Details	Reset

• As before, fill out the form and click on 'Add Review details'. Click on 'Reset' at any time to clear the form.

10. ANNUAL SKIN SURVEILLANCE - ADDING OR WITHDRAWING PATIENTS

Identify (tag) patients who should be recalled for skin review who may not currently be captured through the skin audit lists distributed annually to centres. There is also the function to highlight patients who have been identified for skin review who should no longer be recalled either at their own or at their clinician's request.

• To add or withdraw a patient, click on the 'Update Information' hyperlink when searching for a patient record:

You have chosen the following patient:

CHI number:	3110925001	
SURNAME:	TESTTWELVE	
ORENAME:	MELISSA	
DATE OF BIRTH:	31 October 1992	
DATE OF DEATH:		
AGE:	29	
ADDRESS:	44 TRYST RDV	
	STENHOUSEMUIR	
OSTCODE:	FK054HA	Click on Update Information to take
SPREF:	Johnston, Graham (74080)	you to the Update Patient
PRACTICE:	Alyth Health Centre (10125)	Barras manhias Darra
		Demographics Page.
lew Search.	Update Information.	

CHI number:	3110925001	Surname:	TESTTWELVE	
		Forename:	MELISSA	
Date of Birth:	31/10/1992	Gender:	Female O Male	
Address:	44 TRYST RDV			
	STENHOUSEMUIR			
	LARBERT			
Postcode:	FK054HA			
Home Phone:				
Work Phone:		Extension:		
		PATIENT HISTORY		
Occupation:		Skin Type:	1 🗸	Choose "Ves" or "Ne" and add
		RECALL FOR SKIN REVIEW		Choose res of No and add
Recall patient for	r skin review (regardless of photonet standard criteria):	Yes V		reason for having or not having
				netient ettend en ennuel elsin
Reason for havin	ng or not having the patient attend an annual skin reviev	N: 2	55 characters left.	patient attend an annual skin
		GP DETAILS		roviow
Area:	Choose an Area 🗸			
Practice:	Choose an Area first 🗸	GP: Choose an A	rea first 🗸	
Destas Cadas				
Doctor Code:	74080	Dractico Codor	10125	

• Remember to Click **SUBMIT** at the bottom of the form.

11. GENERATING & PRINTING LETTERS

Discharge letters can be requested when entering a course of treatment. To do this, check the '**Standard Letter Required**' button prior to choosing the Add UVB Summary.

New end of treatment summary (UVB) Referring Contre: Ireatment administered: Ireatment administered: Ireatment administered: Ireatment frequency: Referring frequency: Ireatment frequency:			
New end of treatment summary (UVB)		Photosys	
Referring Centre: Under	Now and of traatman	t cummany (IN/P)	
Referring Center: Dundee Location: Treatment area: Treatment frequency: Treatment Frequency: Treatment Frequency: Sart Date: Total Dose (Jron?): Equal to Total Dose (Jron?): Total Dose (Jron?): Total Dose (Jron?): Total Dose Unknown: Total Dote: T	New end of treatment		
Add UV/B			
Contours Treatment area: Treatment area: Treatment area: Treatment frequency: V Refering demnalogist: Start Date: Finish Date: Broad Band TL/01: Broad Band TL/01: Broad Band TL/12: Condition treated: Poinful Erythema: Number of treatments: Consent Given: Vers Action on Discharge Discharge to GP: Discharge to GP: Discharge to GP: Open Appointment Given: Advive Summary Standard Letter Required:	Referring Centre:	Dundee	
Treatment and ministered: Treatment and ministered: Treatment Advises Referring demaatologist: Start Date: MED: Equal to V Total Dose (J/cm ²): MED: Equal to V Total Dose (J/cm ²): Total Dose Unknown: Condition treatments: Condition treated: Poorlasis Result / Adverse Effects: 1: 2. 3. Painful Erythema: Consent Given: Face Shield: Urgent Referral: Urgent Referral: Urgent Referral: Consent Given: Referral Date: Urgent Referral: Consent Given: Referral Date: Urgent Referral: Consent Given: Referral Date: Urgent Referral: Consent Given: Consent Given	Treatment areas		
Treatment Frequency: Referring dermatologist: Start Date: Finish Date: Finish D	Treatment area.		
Incannent request,	Treatment Braguancy	V weekly	
Action on Discharge Action on Discharge Discharge to GP: Add UV/B Discharge to GP: Add UV/B Discharge to use Topical Therapy: Add Uv/B Discharge to	Referring dormatologists	+ Weekiy	
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Add UVB	Narrow Band TL/01:		
	Broad Band TI /12		
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Add UVB	Number of treatments:		
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Add UVB			
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	Id LIVB	Standard Letter Required:	_ Standard lette
	mmary .	Add UVB Summary Res	📰 requirea butto

You will be taken to a screen similar to the one below. The letter can be amended as required prior to clicking the "Save" button.



TAYSIDE	•	50 Netherton Street
Rey UVB Reg. Update Summary Skin Cancer Review Letters P P Functions	•	Wishaw ML2 0DP 22 Jul 2021
Name: TEST, THORBURN Age: 27 CHI: 1401945007		Dr
		Dear Dr Ref: Thorburn Test, 1401945007 Your patient Thorburn Test attended for a course of Phototherapy for Psoriasis.
		She received 16 treatments resulting in moderate clearance.
		She has been given an appointment to be reviewed at the clinic in 4 months.
		Yours sincerely
		Damier Kilgallon Choose Save Button

You will then be taken back to the Summary Page where you can view and print the letter by choosing "Letters" from the menu at the left hand side of the screen.



You will be taken to a screen similar to the one below.

	Treatment L	etters					View letter entir
TAYSIDE Main Pat. Options	Date/Time Printed	Treatment Type/Record No	Record Status	Lead Nurse			
··· New PUVA	14/10/2019 14:36	UVB-25868			View Letter P	DF	
···· New UVA1	11/10/201909:59	UVB-25867			View Letter P	DF	
New UVB Reg. Update Skin Cancer Review Letters Detters Detters	09/10/2019 14:24	UV8-25866			View Letter P		Print letter by choosing PDF hyperlink

12. LOGOUT

To logout from the system, click on the 'Logout' hyperlink situated on the menu at the left hand side of the screen.



13. FORGOTTEN PASSWORDS

If you have forgotten your Photosys password, please use the following link to reset it: <u>Photosys password reset link</u>.

Should you have further issues, please contact NHS NSS Helpdesk directly on: <u>nss.csd@nhs.scot</u> or 0131 275 7777.