



# Ten Minute Tutorial

## **Adding an alert for patients on clozapine**

### **To set up an alert to use for patients on clozapine**

1. From the menu select: Setup > Patient Register > Alert
2. Put a code, perhaps “cloz”, in the appropriate box and put “On Clozapine” in the description box.
3. Click OK, your alert is now set up for use.

### **To use the clozapine alert for a particular patient**

1. Open the patient’s clinical records.
2. From the menu select: Module > Alerts
3. Click on the box in the window that opens to assign a new alert to the patient.
4. In the code box enter “cloz” or whatever code you used.
5. In the text box underneath write relevant details such as:  
“On clozapine — watch for constipation, neutropaenia, myocarditis”
6. Tick the box labelled “Auto Prompt Alert”.
7. Click “OK”, your alert should now open whenever the patient’s clinical records are accessed.