How to Change
Conduit Settings
SystmOne

A guide on how to change conduit
settings and their effect on displaying
filtered data in referral forms

Content

1. Introduction

This document details how a practice can edit their conduit settings so that the data pulled onto the referral forms within the DXS system is filtered appropriately for effective referral to secondary care.

Please be aware that by changing any of the conduit settings, you will accept responsibility for these changes.

2. Conduit Settings

On a referral form, some data fields can be filtered using the conduit settings. By using these settings, the system will allow the user to adjust the amount of data that is merged and displayed onto referral forms within the DXS system.

2.1   What can be changed using conduit settings?

NOT CHANGABLE VIA CONDUIT SETTINGS:
- ✖ Major active problems
- ✖ Minor active problems
- ✖ Major past problems
- ✖ Allergies
- ✖ Current repeat medication

CHANGEABLE VIA CONDUIT SETTINGS:
- ✓ Minor past problems
- ✓ Past repeat medication
- ✓ Acute medication

2.2   Settings to filter data on referral forms

There are two settings users can change to filter data on referral forms:

- History Range
  This will apply filters to:
  - o   Minor inactive problems
- Repeats Range
  This will apply filters to:
  - o   Repeat medication with an end date within specified range
  - o   Any acute medication within a specified range

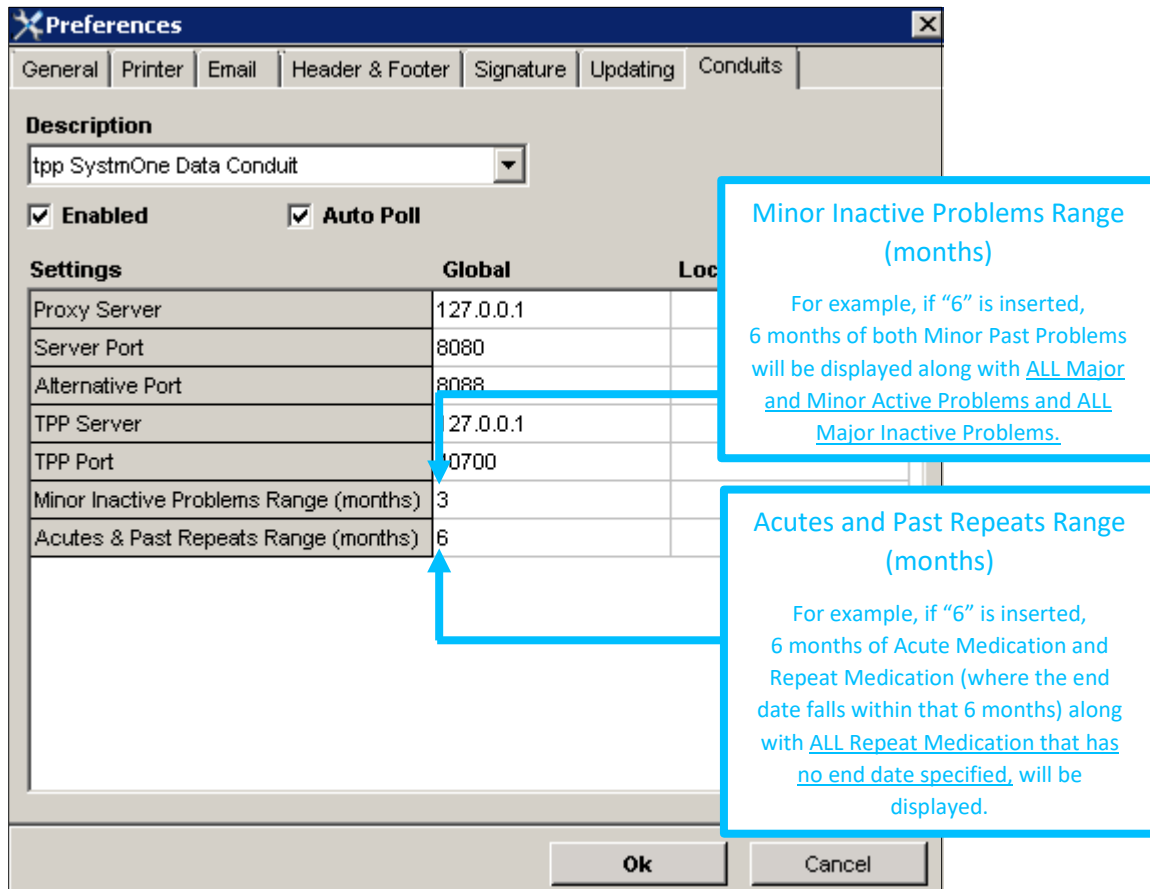The settings mentioned above will display as follows within DXS:

Figure 1: Settings to Filter Data on Referral Forms

3. How Do I Change My Conduit Settings?

3.1 Step-by-step guide on how to configure conduit settings

1. Open your clinical system.
2. Navigate into DXS by clicking on the "Home" button on the DXS floating toolbar.

Figure 2: DXS Button

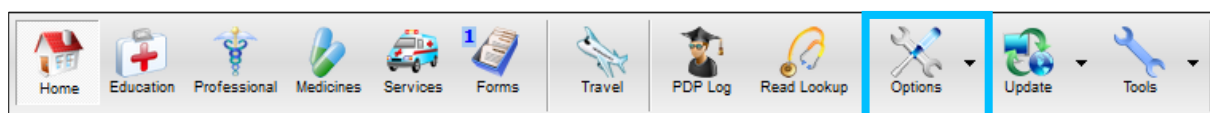3. Within DXS, click on the "Options" button on the main toolbar.

Figure 3: Options

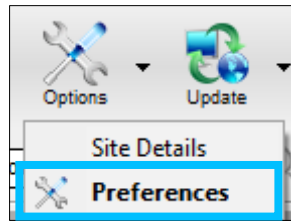4. Select "Preferences" from the drop-down menu.

Figure 4: Preferences

5. This will display a dialogue box. Click on the "Conduits" tab.
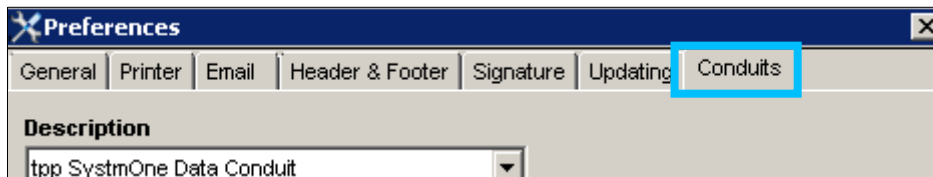

Figure 5: Conduits Tab

6. All current conduit settings will be displayed here.
    You can change them by editing the numbers in the appropriate boxes as outlined in section 2.2.
7. When you are done editing the settings, you will need to left-click "OK" to apply the changes you have made.

Figure 6: Applying Changes

4. Global vs Local Conduit Settings

When changing the conduit settings, you will notice that the table is configured in a matrix format to allow you to change both "Global" and "Local" variables. It is important to understand the difference between Global and Local settings when changing conduit settings at a practice and the impact that this will have.

4.1 Global settings (recommended)

Applying the conduit settings at a "global" level will apply the settings **across the entire practice.** Anyone within the practice is able to do this from any workstation i.e. when <u>ANY</u> one user applies global conduit settings on their workstation, <u>every</u> user at that practice will have their conduit settings updated to these settings.

Please note that this is only applicable to the specified fields within your clinical system and that the user making these changes will take full responsibility if they choose to alter settings practice wide.

It is recommended that the Practice Manager, IT Lead or Caldicott Guardian sets these variables across the entire practice in the first instance and that users remain on these settings unless otherwise agreed. This helps to ensure standards are met and that there is consistency across the practice.

4.2   Local settings

Applying the conduit settings at a "local" level will apply the settings to the workstation, <u>not</u> the user i.e. if settings are applied by one user on one machine, <u>anyone</u> that uses this machine will see data filtered according to these changes unless the settings are changed again.

Please note that Local settings will take precedence over Global settings.

Local settings are an advanced piece of functionality provided by DXS should there be any need for the functionality within the practice. This should be agreed at a practice level. Please note that this is only applicable to the specified fields within your clinical system and that the user making these changes will take full responsibility if they choose to alter settings for their machine.

5. Accompanying Statement for Filtered Data on Forms

Referral forms will be populated with filtered data where conduit settings are applied. For complete transparency, DXS includes an accompanying statement along with filtered data stating whether it has or has not been filtered and, if it has, between what date settings as per the example below.

Figure 7: Filtered Data

6. DXS Support

6.1   Problems?

If you are having any problems regarding changing the conduit settings or experiencing any technical issues with DXS Point-of-Care, please get in touch with our service desk and one of the members of our team will be more than happy to help you.

✉   **support-uk@dxs-systems.com**
☎   **0800 028 0004** option 1

6.2   Service desk hours of operation

Monday–Friday	07:30–19:00
Saturday	09:00–13:00
Sunday	Closed

6.3   DXS Training

To view more DXS Training Guides visit our training website at http://training.dxs-systems.com/.