

PrEP – Recording Declined Dose 2 Appointment Follow-Up



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Declined Flag & Tag Process

In the event that a client declines their Dose 2 appointment at any stage during outreach, please follow the below process:

1. Select “Edit Referral” Function within the eWaiting List:

The screenshot displays the eWaiting List interface. At the top right, a status bar shows '186 Total active referrals'. Below this, there are two filter sections: 'Earliest Date Referred' and 'Latest Date Referred', each with a calendar icon and a red 'X' icon. Below these are two more filter sections: 'Filter by speciality' and 'Filter by Condition Type'. The main table has five columns: 'Category', 'Referral Source', 'Notes', 'Condition Types', and 'Actions'. The first two rows of the table show 'Routine' category, 'Self Referral' source, a '+' note, and 'Pre Exposure' condition type. The 'Actions' column for each row contains a series of icons: a green calendar icon, a blue circular arrow icon, an orange circular arrow icon, a teal envelope icon, a blue flag icon (highlighted by a red arrow and a callout box labeled 'Edit Referral' Function), an orange circular arrow icon, and a blue circular arrow icon.

	Category	Referral Source	Notes	Condition Types	Actions
122	Routine	Self Referral	+	Pre Exposure	[Calendar] [Circular Arrow] [Circular Arrow] [Envelope] [Flag] [Circular Arrow] [Circular Arrow]
122	Routine	Self Referral	+	Pre Exposure	[Calendar] [Circular Arrow] [Circular Arrow] [Envelope] [Flag] [Circular Arrow] [Circular Arrow]

2. Select the “Declined” Flag within the Flag drop-down section:

The screenshot shows the 'Edit Referral' form with the following fields and values:

- Patient:** Yann Smith TEST
- Patient MRN:** 1175437
- Speciality:** Monkeypox pre-exposure vaccination
- Condition Types:** Declined x, Pre Exposure x
- Condition Notes:** Condition Notes (with a 'View all condition notes' link)
- Additional Comments:** Additional Comments
- Date Referred:** 10/11/2022
- Priority category:** Pre-Exposure
- Referral Source:** Self Referral
- Referral Source Name *:** self

The 'Flag' dropdown menu is open, showing the following options:

- Adverse Reaction
- Second Vaccination Require
- Dose 1 Abroad
- Declined** (highlighted in blue)

A red arrow points from the 'Declined' option to a box labeled "Declined" Flag.

3. Select the “Declined” Tag within the Conditions Type section:

Edit Referral ×

Patient

Yann Smith TEST

Patient MRN

1175437

Speciality

Monkeypox pre-exposure vaccination ▼

Condition Types

- Pre Exposure ×
- Covid19 Test
- Declined**
- Dose 1 abroad
- Post Exposure
- Post Exposure - Adverse Reaction
- Pre Exposure - Adverse Reaction

Date Referred

10/11/2022

Priority category

Pre-Exposure ▼

Referral Source

Self Referral ▼

← “Declined” Tag

4. Enter a note within the Conditions Notes section, specifying reason for declined appointment:

Condition Notes



Edit Referral

Patient

Yann Smith TEST

Patient MRN

1175437

Speciality

Monkeypox pre-exposure vaccination

Condition Types

Declined x Pre Exposure x

Condition Notes

View all condition notes

Declined

Flag:
Declined

Additional Comments

Additional Comments

Date Referred

10/11/2022

Priority category

Pre-Exposure

Referral Source

Self Referral

5. The Declined appointment record will now appear within the eWaiting List with an **orange** flag:

[1175437] Yann Smith TEST 

17/04/1970

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