

National Services Directorate



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Photosys User Guide

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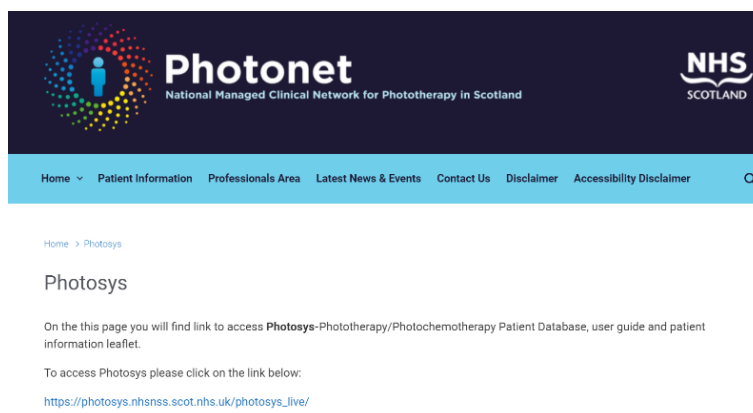
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1. ACCESSING PHOTOSYS

A username and password are required to access the site. This can be requested by emailing NSS.photonet@nhs.scot.

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



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 Public Services Delivery Scotland (PSDS) please select '**NHS Health Board**' as your group. Once you have entered the relevant information, click on '**submit**'.

The screenshot shows the login form with the following fields: 'Name:' with a text input box, 'Password:' with a text input box, and 'Group:' with a dropdown menu showing 'NHS Health Board'. Below the fields are two buttons: 'submit' and 'reset'.

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!

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3. WELCOME SCREEN

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

The image shows the 'Patient Search' form. It includes input fields for 'CHI Number / Original Number', 'Surname', 'Forename', 'Date of Birth', 'Sex', 'Start of Address', and 'Post Code'. There is a 'Return Up To 10 records' label, a 'Search Photonet' button, and a 'Clear' button. A navigation menu is visible on the left.

- 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.

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- 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.

5.1. REGISTERING A NEW PATIENT

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

NHS NSS Photosys

TAYSIDE

Main
Admin
Pat. Search
Search Opt
Date Reports
General Reports
Functions
Logout

CHI Number / Original Number: 00000000

Surname: Forename:

Date of Birth: Sex: ▼

Start of Address: Post Code:

Return Up To 10 records: Search Photonet Clear

PHOTO PATIENTS

No records currently match your selection.

Please click [here](#) to register a new patient.

New Patient Link

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

CHI number:		DETAILS	
Date of Birth:		Surname:	
Address:		Forename:	
Postcode:		Gender: ☒ Female ☐ Male	
Home Phone:		Extension:	
Work Phone:		PATIENT HISTORY	
Occupation:		Skin Type:	
Recall patient for skin review (regardless of photonet standard criteria):		RECALL FOR SKIN REVIEW	
Reason for having or not having the patient attend an annual skin review:		GP DETAILS	
Area:		GP:	
Practice:		Practice Code:	
Doctor Code:		PATIENT LOCATION	
Doctor:		Location:	
Practice:		Submit	

STEP 1

Enter the following mandatory fields:

CHI number

DOUBLE CHECK CHI DETAILS ARE CORRECT

DOB

Surname

Forename

Gender

Location

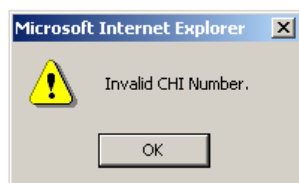
The patient's phone numbers, occupation, GP and skin type can also be entered if known.

Note: The Recall for Skin Review area does not need to be updated when registering a new patient unless there is a clinical reason for adding this.

STEP 2: Click on Submit

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:

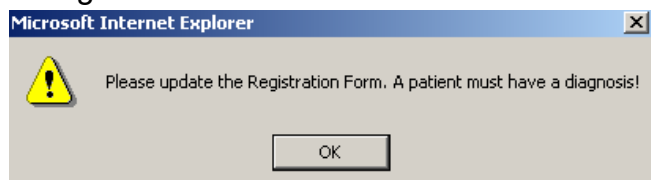


- If the details you have entered are incorrect, click on '**Reset**' to clear the form.
- When you have entered all the details click on '**Submit**'.

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- 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 **must** 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: -

A screenshot of the 'Registration Form' in a web application. On the left is a sidebar with a tree view containing 'Main', 'Pat. Options' (with sub-items: 'New PUVA', 'New UVA1', 'New UVB', 'Reg. Update', 'Summary', 'Review'), and 'Functions'. Below the sidebar, patient information is displayed: 'Name: YANKEE, NELLIE', 'Age: 89', and 'CHI: 3010140029'. The main form area is titled 'Registration Form' and contains the following fields: 'Surname:' with value 'YANKEE', 'Forename' with value 'NELLIE', 'CHI number:' with value '3010140029', and 'Centre Referred To:' with a dropdown menu showing 'Please Select...'. Below these are two sections: 'DIAGNOSES' and 'GENERAL RISKS'. The 'DIAGNOSES' section has a 'Diagnosis.' label followed by three numbered dropdown menus (1:, 2:, 3:). Below these is a 'Specify Other Diagnosis:' text input field. The 'GENERAL RISKS' section has a 'General Risks.' label followed by six numbered dropdown menus (1: through 6:).

- 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.

5.2. 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)

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CHI Number / Original Number: 010101010

Surname: Forename:

Date of Birth: Sex: ☐

Start of Address: Post Code:

Return Up To: 10 records: Search Photonet Clear

PHOTO PATIENTS

CHI No	SURNAME	FORENAME	DOB	DOD	SEX	ADDRESS	POSTCODE
010101010	TEST	PERSON	12/12/1912	12/12/2012	M	10 PARK PLACE	DD60 90P

Hyperlinks → [010101010](#)

Date of Death → 12/12/2012

- 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 **not** 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.

Main
Pat. Search
Search
Functions
Logout

You have chosen the following patient:

Continuing past this point will be logged.

CHI number: [3003490303](#)

SURNAME: ALPHA

FORENAME: JANELLE

DATE OF BIRTH: 30 March 1949

AGE: 54

ADDRESS: 25 ADDRESS LINE 1

POSTCODE: GR 45T

GPREF: SIDDIQUI, KHAJA (02747)

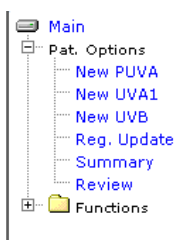
PRACTICE: POLLOK HEALTH CENTRE (52171)

CHI Number Hyperlink → [3003490303](#)

New Search Hyperlink → [New Search.](#)

- If this is **not** the correct patient, click on the **'New Search'** hyperlink.
- 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).

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- 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).

Main Menu

Registration Update Form

Surname:	TESTTWELVE	Forename:	MELISSA
CHI number:	3110925001	Area:	Tayside
Occupation:		Location:	Ninewells Hospital
Home Phone:		Work Phone / Extension:	
Skin Type:	1		
Centre Referred Area:	Tayside		
Centre Referred To:	Ninewells Hospital		

DIAGNOSES

Diagnosis.	1:	01 Psoriasis
	2:	
	3:	
Specify Other Diagnosis:		

GENERAL RISKS

General Risks.	1:	103 Severe renal or hepatic impairment
	2:	
	3:	
	4:	
	-	

NEW: A Centre Referred Area: (Health Board) dropdown has been added to the Registration Update Form. ***Please ensure the correct Health Board and centre of referral has been selected.***

- 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**'.

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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).

The screenshot shows the 'Summary Sheet' for patient MELISSA TESTTWELVE (CHI NUMBER: 3110925001). The interface includes a 'Main Menu' on the left with links like 'Main', 'Pat. Options', 'New PUVA', 'New UVA1', 'New UVB', 'Reg. Update', 'Summary', 'Skin Cancer Review', 'Letters', and 'Functions'. A 'Print Page' button with a 'PDF' icon is at the top right. A 'New Location Column' annotation points to the 'Location' header in the treatment tables. The summary includes fields for 'PHOTOTHERAPY (UVB)', 'PHOTOCHEMOTHERAPY (PUVA)', 'PHOTOTHERAPY (UVA1)', 'SKIN TYPE', 'CENTRE REFERRED TO', 'DIAGNOSES', 'GENERAL RISKS', and 'SKIN CANCER RISK FACTORS'. Below these are two tables: 'PHOTOTHERAPY (UVB)' and 'PHOTOCHEMOTHERAPY (PUVA)', each with columns for 'Location', 'Treatment Area + Freq', 'Start', 'Finish', 'TOTAL DOSE (J/cm²)', 'Narrow Band TL/01', 'Face Shield', 'No. of trmts', and 'Result/Adverse effects'. The 'PHOTOTHERAPY (UVB)' table shows two entries: one at West Glasgow Ambulatory Care Hospital (WB, 3x, 25/06/2019 to 12/08/2019, 11.55 J/cm², 20 trmts, Cleared) and one at Arbroath Infirmary (WB, 2x, 01/01/2021 to 31/03/2021, 2.233 R, F, 12 trmts, Minimal Improvement). The 'PHOTOCHEMOTHERAPY (PUVA)' table shows one entry at Queen Elizabeth University Hospital (F, 3x, 02/02/2021 to 30/04/2021, 0 8-MOP, 0 5-MOP, 0 BATH, 2.333 R, F, 5 trmts, Did Not Complete Course (DNA) E (L)). At the bottom, it says 'DATE LAST SEEN: 01/01/2020' and 'FORM 3 - PUVA/UVA1/UVB SUMMARY'.

- 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.
 - New PUVA
 - New UVA1
 - 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:

New end of treatment summary (UVB)

Referring Centre: Ninewells Hospital Tayside
Area: Tayside
Location: Ninewells Hospital Tayside
Treatment area:
Treatment administered:
Treatment Frequency: weekly
Referring dermatologist:
Start Date:
Finish Date:
Appropriate delay in treatment: ☒
Reason for delay in treatment:
MED: Equal to
Total Dose (J/cm²):
Narrow Band TL/01:
Total Dose Unknown: ☐
Number of treatments:
Condition treated: ☐ Psoriasis ☐ Atopic Eczema
Result / Adverse Effects:
 1:
 2:
 3:
Painful Erythema (grade 3 or 4 only): No
Consent Given: Yes
Face Shield:
Referral Date:
Urgent Referral: ☐ Yes

Action on Discharge

Discharge to GP: ☐
Review by Referring Clinician: ☐
Open Appointment Given: ☐
Advised to use Topical Therapy: No
Standard Letter Required: ☐

Callout Boxes:

- Ensure all details are correct.** If the Referring Centre isn't correct, this can be updated in the Reg Update Tab.
- New:** If treatment was delayed, either at clinician or patient request, please add reasons in free text area.
- Condition Treated – it is now **mandatory** to select the main condition being treated only
- Record Grade 3 or 4 erythema only.
- "Face Shield" is now a mandatory field and **should be selected as Yes** if used for more than half the course of treatment.
- Topical Therapies – now **mandatory** to add Yes or No. If Yes, there is a free text section to add details of topical therapies used.

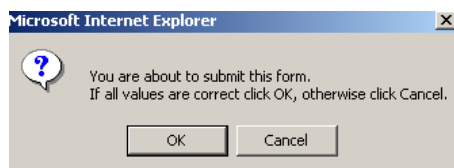
Buttons: Add UVB Summary, Reset

- 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**".

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- 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 of the data.

7.1. 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.

Summary Sheet

CHI NUMBER: 3110925001 NAME: MELISSA TESTTWELVE

PHOTOTHERAPY (UVB) Total Treatments: 32 (32 Whole Body, 0 Localised)

PHOTOCHEMOTHERAPY (PUVA) Total Treatments: 5 (0 Whole Body, 5 Localised)

PHOTOTHERAPY (UVA1) Total Treatments: 0 (0 Whole Body, 0 Localised)

SKIN TYPE: 3

CENTRE REFERRED TO: Stobhill Hospital Greater Glasgow & Clyde

DIAGNOSES: Psoriasis

GENERAL RISKS:

SKIN CANCER RISK FACTORS:

PHOTOTHERAPY (UVB)									
Location	Treatment Area + Freq	Start	Finish	Narrow Band TL/01	Face Shield	No. of trmts	Result/Adverse effects		
1 West Glasgow Ambulatory Care Hospital	WB 3x	25/06/2019	12/08/2019	11.55		20	Cleared		
2 Arbroath Infirmary	WB 2x	01/01/2021	31/03/2021	2.233 R	F	12	Minimal Improvement		

New UVB Treatment

PHOTOCHEMOTHERAPY (PUVA)										
Location	Treatment Area + Freq	Start	Finish	8-MOP	5-MOP	BATH	Localised Topical Soaks	Face Shield	No. of trmts	Result/Adverse effects
1 Queen Elizabeth University Hospital	F 3x	02/02/2021	30/04/2021	0	0	0	2.333 R	F	5	Did Not Complete Course (DNA) E (L)

New PUVA treatment

DATE LAST SEEN: 01/01/2020

FORM 3 - PUVA/UVA1/UVB SUMMARY

View / Amend Treatment Record

New Treatment Hyperlinks

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	UVB
1 2 3 4	1	No UVB treatments

Encounter Details

Treatment area:	Exposed sites only
Treatment administered:	oral PUVA (8-MOP)
Treatment Frequency:	2x
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

← **Hyperlinks**

8.1. 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.

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Hyperlinks →

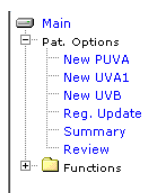
PUVA	UVA1	UVB
1 2 3 4	1	No UVB treatments

Encounter Details

Treatment area:	Exposed sites only
Treatment administered:	oral PUVA (8-MOP)
Treatment Frequency:	2x
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

Hyperlinks →

- 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).



- 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.

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PUVA	UVA1	UVB
1	No UVA1 treatments	1 2

Update Encounter Details

Treatment area:	WB Whole Body (except male genitalia)
Treatment administered:	UVB (TL-01)
Treatment Frequency:	3x weekly
Referring dermatologist:	bilsland
Start Date:	03/08/2003
Finish Date:	06/10/2003
MED:	60
Total Dose (mJ/cm²)	
Narrow Band TL/01:	306
Broad Band TL/12:	
Number of treatments:	12
Result / Adverse Effects:	
1.	Cleared
2.	
3.	
Painful Erythema:	No
Consent Given:	Yes
Urgent Referral:	No

Update Details

Update details

Reset

Reset

8.2. 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	UVA1	UVB
1 2 3 4	1 2 3 4	1 2 3 4 5

Delete Confirmation

Are you sure that you want to delete this record : PUVA-3494

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.

Add New
Details
Hyperlink

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

Add new review details

9.1. 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.

Add Review
Details

New Review Details

Patient offered review appointment: Yes ▾ Date of first review appointment offered:

Follow-up attended: No ▾ Clinician:

Tumour Removed in Last 12 Months: No ▾

Further UV Since Last Seen: No ▾ Systemic Treatment: No ▾

Notes:

255 characters left.

Add Review Details

Reset

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

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Tumour Removed in Last 12 Months:

Left:

Site	Type	Number
Head		
Face		
Shoulders		
U Back		
Chest		
L Back		
Arms		
Hands		
Upper Legs		
Lower Legs		
Abdomen		

Further UV Since Last Seen:

Right:

Site	Type	Number
Head		
Face		
Shoulders		
U Back		
Chest		
L Back		
Arms		
Hands		
Upper Legs		
Lower Legs		
Abdomen		

Systemic Treatment:

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

New Review Details

Patient offered review appointment:

Reason for NOT offering review appointment:

255 characters left.

- 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:

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You have chosen the following patient:

Continuing past this point will be logged.

CHI number: 3110925001
SURNAME: TESTTWELVE
FORENAME: MELISSA
DATE OF BIRTH: 31 October 1992
DATE OF DEATH:
AGE: 29
ADDRESS: 44 TRYST RDV
STENHOUSEMUIR
POSTCODE: FK054HA
GPREF: Johnston, Graham (74080)
PRACTICE: Alyth Health Centre (10125)

[New Search.](#)

[Update Information.](#)

Click on Update Information to take you to the Update Patient Demographics Page.

Update Patient Demographics

CHI number:	3110925001	DETAILS	
Date of Birth:	31/10/1992	Surname:	TESTTWELVE
Address:	44 TRYST RDV STENHOUSEMUIR LARBERT	Forename:	MELISSA
Postcode:	FK054HA	Gender:	☒ Female ☐ Male
Home Phone:		Extension:	
Work Phone:		PATIENT HISTORY	Skin Type: 1
Occupation:		RECALL FOR SKIN REVIEW	
Recall patient for skin review (regardless of photonet standard criteria):	☐ Yes ☐ No		
Reason for having or not having the patient attend an annual skin review:	255 characters left.		
Area:	Choose an Area	GP DETAILS	
Practice:	Choose an Area first....	GP:	Choose an Area first....
Doctor Code:	74080	Practice Code:	10125
Doctor:	Graham Johnston		

Choose "Yes" or "No" and add reason for having or not having patient attend an annual skin review.

- 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.

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Photosys

New end of treatment summary (UVB)

Referring Centre: Dundee
Location: Dundee
Treatment area:
Treatment administered:
Treatment Frequency: weekly
Referring dermatologist:
Start Date:
Finish Date:
MED: Equal to
Total Dose (J/cm²):
Narrow Band TL/01:
Broad Band TL/12:
Total Dose Unknown:
Number of treatments:
Condition treated:
Result / Adverse Effects:
1:
2:
3:
Painful Erythema: No
Consent Given: Yes
Face Shield: No
Referral Date:
Urgent Referral: Yes
Action on Discharge
Discharge to GP:
Review by Referring Clinician:
Open Appointment Given:
Advised to use Topical Therapy: No
Standard Letter Required:
Add UVB Summary
Reset

Add UVB
Summary

Standard letter
required button

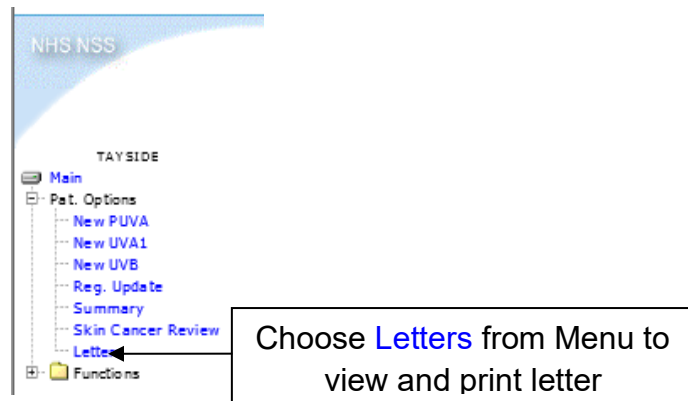
You will be taken to a screen similar to the one below. The letter can be amended as required prior to clicking the “Save” button.

TRYSIDE
Main
Pat. Options
New PUVA
New UVA1
New UVB
Reg. Update
Summary
Skin Cancer
Review
Letters
Function
Name: TEST, THORBURN
Age: 22
CRN: 1401945007
Dr
50 Netherton Street
Wishaw
ML2 0DP
22 Jul 2021
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
Damien Kilgallon

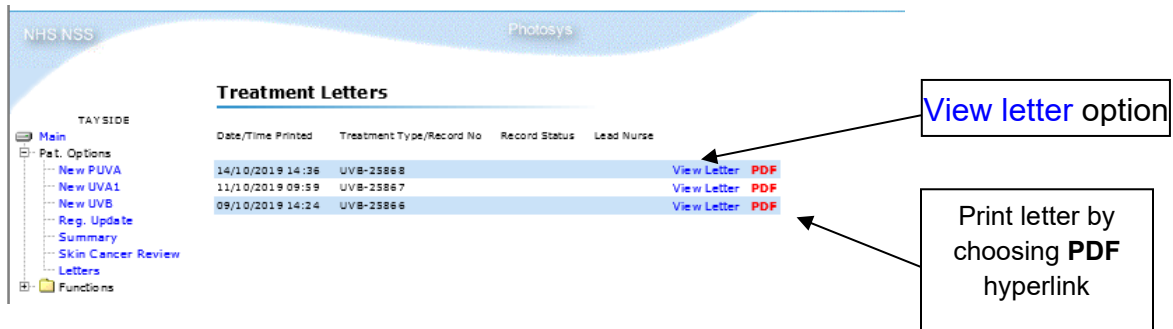
Choose
Save Button

Photosys User Guide

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.

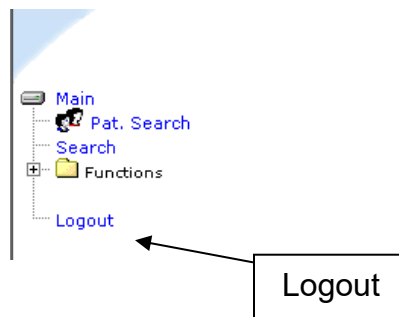


You will be taken to a screen similar to the one below.



LOGOUT

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



12. FORGOTTEN PASSWORDS

If you have forgotten your Photosys password, please use the following link to reset it: [Photosys password reset link](#).

Should you have further issues, please contact NHS PSDS Helpdesk directly on: nss.csd@nhs.scot or 0131 275 7777.

13. Document Change History

For activation dates, refer to IQM

Table 1. Table to list historical versions and change details of this document.

Version	Change Details
1	New network clinical guidance
2	Summary of changes detailed on pages 2&3
3	Formatting updated with rest of PNM CN docs, accessible as possible given figures, changes in content outlined in pages 2&3 of document
4	No Changes required – renewal date only updated
5	Transferred onto New PSD Scotland branded template