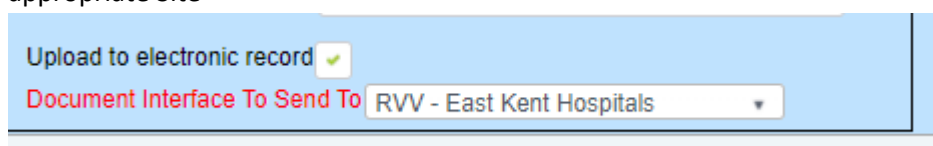


INFOFLEX WEB V6

QUICK REFERENCE GUIDE – Adding documents to the Timeline

- 1) Log into Infoflex
- 2) Search for and select patient, navigate to the form to be completed.
- 3) Complete form as necessary. At the bottom of the form there are two fields that must be completed to enable the document (once generated) to upload to the Timeline.
 - a. **Upload to electronic record** – click in the box and ✓ will appear
 - b. **Document Interface To Send To** – click the dropdown menu and select the appropriate Site



Upload to electronic record ☒

Document Interface To Send To RVV - East Kent Hospitals

- 4) Click the button to generate the letter. An entry will then appear in the section under Document Name. This will also send it to Timeline. Please note it can take up to 5 minutes for it to appear in the Timeline.

Example from Patient Contact Screen:

After editing the record, please click save changes. The "Back" button above will return you to the previous page.

Generate Patient Contact Letter

Document Name	Document Created *
Patient Contact Printout	30/10/2020 16:13:46

10 rows per page Showing 1-1 from 1 rows