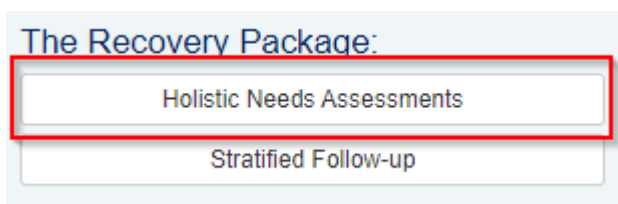


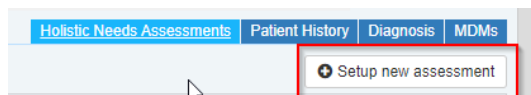
INFOFLEX WEB V6

QUICK REFERENCE GUIDE – Recording Declined Offer of HNA

- 1) Log into Infoflex
- 2) Search for and select the patient record
- 3) Click on Holistic Needs Assessments (under heading The Recovery Package)



- 4) Select appropriate cancer pathway
- 5) Click on + Setup new assessment



- 6) Complete the screen **Setting up the assessment** – Step 1
 - a. Name of keyworker offering assessment (click on dictionary icon to search)
 - b. Name of Hospital (will auto-populate)
 - c. Point in Pathway offered (click dropdown list to select)
 - d. Setting (click dropdown list to select)
 - e. HNA Format (click dropdown list to select)
- 7) Once Step 1 is complete the Step 2 field will appear
 - a. Action to complete (click dropdown list to select the option **Record offer details only**)
- 8) Step 3 Record details of assessment offered boxes appear
 - a. Date HNA Offered (Use calendar icon to select)
 - b. HNA Offer status select **Declined**
 - c. Reason patient declined HNA (click dropdown list to select)
 - d. Save and continue

Setting up the assessment

Step 1. Record how and when the assessment is being offered.

Name of keyworker offering assessment	MEDSGR - Sue Green
Name of Hospital	MEDWAY MARITIME HOSPITAL
Point in Pathway Offered	Initial cancer diagnosis
Setting	Acute setting
HNA Format	Electronic

Step 2. Record how to start the assessment.

Action to complete	Record offer details only
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Step 3. Record details of the assessment offered.

Date HNA Offered	26/10/2020
HNA Offer Status	Declined
Reason patient declined HNA	<div> <div></div> <div> Patient expressing no concerns Patient too unwell Patient does not have time today Interpreter required before proceeding Other </div> </div>