Process for new patient notes review:

1. Review welcome letter and classify:
    a. Power of attorney
    b. Language spoken (if other than English)
    c. Disability affecting access

2. Review classifications / inbox / medications / allergies:
    a. If multiple medications / complex history – task reception and recommend patient invited for 30 minute prescriber consult.
    b. If single / couple of long-term medications – can be invited for single prescriber appointment
    c. If simple, update from inbox / welcome letter. Amend any unclassified classifications. Neaten, make sure the long-term classifications are clinically relevant and information is easy to access
    d. Make a comment in the note

3. Identify if they are due for CVD risk - do they need bloods, HT, WT, BP? Draw up form and task PNOD for CV risk assessment.

4. Check nurse recalls are present

5. Complete new patient notes task

Prescribers reviewing a new patient in 30 minute consult completes these steps. Medication reconciliation in particular should be done with the patient, ideally they bring their medications to this consult.

Dot code .NEWPT