

Add problem using free text

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Use the Problems module to record an encounter's diagnosis using the Free Text field. The Free Text option is useful for clinics without access to ICPC.

Alternatively, you can record a problem by selecting it from the **existing or recent problems** list or selecting one **from the ICPC list**. The method used is determined by the doctor or the practice's guidelines.

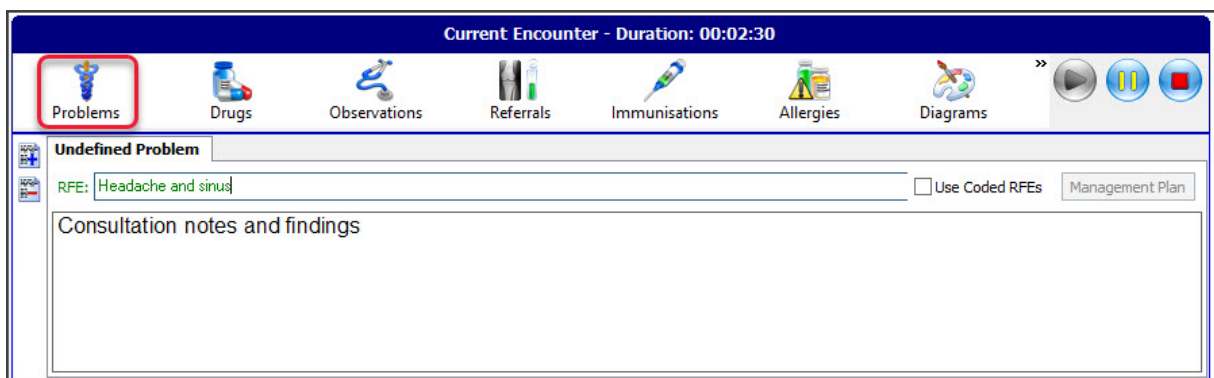
To add a problem using Free Text:

1. Start an encounter with the patient.

For a detailed explanation of how to do this, see the [Start an encounter article](#).

When the encounter starts, the **Current Encounter** section will open and display the clinical modules.

2. Select **Problems** from the **Current Encounter** menu.



The **Define Problem/REF** screen will open (screenshot below).

3. In the **Problems** section, select **Free Text**.
4. In the **Problem** field, type in the problem's name.
5. As an optional step, you can use the **Extra Text** field to add a note, for example, "left side" or "Head".
6. Select the **Select Problem** button.

This adds the problem to the tab above RFE that previously said **Undefined**.

To add additional problems, select the blue + icon on the top left and repeat the steps above.

Optional selections:

- **Add to History** adds the problem to the patient's history.
- **Add to Common** adds the problem to the practice's **Common Problems** list.
- **Onset Date** records when the problem started.

This is required for My Health Record **Shared Health Summary uploads**.

- **Accurate To** notes the approximation of the onset date.
- **Criticality** can be used to sort a patient's problems in **Summary Views**.

7. Select **Close** to save the problem.

When you select refresh, the problem will appear in the patient's **Summary Views > Problems** tab.

Define Problem/RFE

Current Encounter
Headaches - Back of head

RFE: Use Coded RFEs

Headaches - Back of head (Existing Problem)

Problem/RFE Selection

Problems

Selection Method

Existing Problems My Recent Problems Predictive Search (ICPC and Common) ICPC Search Common Problems Free Text Problems / Symptoms Only

Problem: Extra Text:

Include in Correspondence

Problem Details for - Headaches - Back of head (Existing Problem)

Onset Date: Accurate To: Day Month Year Other Criticality: Left Right Current

Comments and Management Plan