

# Add existing/recent problem

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Use the Problems module to record an encounter's diagnosis using the existing or recent problems list. The Problems module also allows you to add problems to a patient's medical history.

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

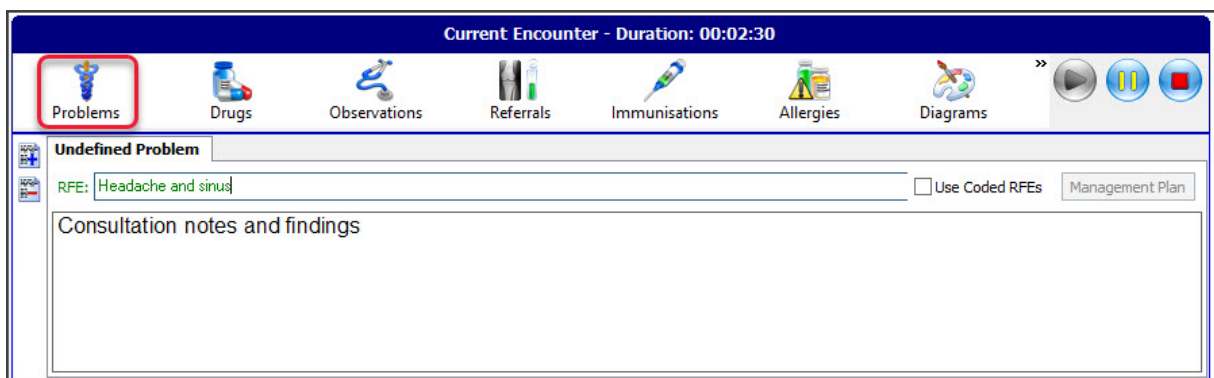
To add a problem from the Existing or Recent Problems list:

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 **Existing Problems** or **My Recent Problems**.
  - **Existing Problems** shows the patient's current list of diagnoses, with current on the left pane and resolved on the right.
  - **My Recent Problems** shows the problems the doctor has selected in the past for all patients.
4. Select the problem.
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 (You can also double-click the problem).

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.

Current Encounter  
Head Cold

RFE:  Use Coded RFEs

Head Cold (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

Filter  
Filter Current List

|                            |                             |                             |                        |                       |                    |
|----------------------------|-----------------------------|-----------------------------|------------------------|-----------------------|--------------------|
| Abnormal;ultrasound result | Check up;diabetes           | Injury;head;no fracture     | Migraine;common        | Pyrexia;with rash     | Weakness;localised |
| Ache;stomach               | Delivery;forceps;stillbirth | Injury;knee;cartilage;acute | Migraine;ophthalmic    | Rheumatic fever       | zedmed             |
| Acne;vulgaris              | Disease;parasitic           | Injury;knee;internal;acute  | Mountain sickness      | Rheumatic fever;acute |                    |
| Anaemia;aplastic           | Fever;relapsing             | Lump(s);neck                | Pain;back;mechanical   | Shingles              |                    |
| Angioma;deep               | Glandular fever             | Migraine (without);aura     | Pneumonia;bacterial    | Slipped;disc          |                    |
| Body;odour bad             | Head cold                   | migraine headache           | Problem;migrant;social | Stomatitis;acute      |                    |

Problem: Head cold Extra Text:  ICPC Code: R74 004

Include in Correspondence

Problem Details for - Head Cold (Existing Problem)

Onset Date: 05/10/2021 Accurate To:  Day  Month  Year  Other  Criticality: Important  Left  Right  Current

Comments and Management Plan