

Adding a Professional from a Key Agency

From the Key Agency screen, click on the link 'New Key Agency'

Liquidlogic EHM Shared Database

Home Help Menu System Find

Paul Barnet, 7 years (Case No: 5028500) Basic Demographics

Personal

Personal

Further Details

Photos

Risks

Relationships

Key Agencies

Key Agencies

There are no current key agencies.

[Show Ended Key Agencies](#)

[New Key Agency](#)

The following screen will now be displayed. From the field 'Type' select the relevant option from the drop down menu e.g. GP. Click on the link 'Click here to select a user'

Liquidlogic EHM Shared Database

Home Help Menu System Find

Paul Barnet, 7 years (Case No: 5028500) Key Agency

Create Cancel - New Key Agency

New Key Agency

Other Name

Type GP

Person [Click here to select a user...](#)

Department [Click here to select a department...](#)

Mark as Social Care Involvement?

Sensitive Service

National Service Category

Effective Date

Start Date

End Date

Comments

Other Key Agencies

There are no other key agencies.

The Address Book will be on display, click on 'All Professionals'

Liquidlogic EHM Shared Database Home Help Menu System

Select a User Previous Bookmark Cancel

- ★ My Contacts
- ★ All Professionals
- ☰ All Departments
- ☰ All Groups

Manager Contacts

Elena Timotheou (Yourself) | EHM Liquid Test Team

Bookmarked Contacts

Recent Contacts

Elena Timotheou	DOCTOR	EHM Liquid Test Team
Dharmendra Vyas		BALLARDS LANE SURGERY [209]
ST PHILIPS PRE SCHOOL NURSERY		
ST MARYS CE PRIMARY SCHOOL [N3]		
Patrick Laichungfong	DOCTOR	GLOUCESTER ROAD SURGERY

Type in the name of the professional and click on 'Search'.

Liquidlogic EHM Shared Database Home Help Menu System

Select a User Previous Bookmark Cancel

Search Professionals Reset Search

- ★ My Contacts
- ★ All Professionals
- ☰ All Departments
- ☰ All Groups

Professional Name

Surname: Robinson
Forename: Ann

Professional Details

Job Title:
Staff Type:
Active Status:

Professional Identifiers

Unique ID:
Login ID:

The search will bring back any professionals that you have searched for. If more than one professional with the same name appears select the correct department.

Liquidlogic EHM Shared Database Home Help Menu System Find

Select a User Previous Bookmark Cancel

My Contacts

All Professionals

All Departments

All Groups

Search Professionals Back Printable View

Query Results (2)

	Full Name	Job Title	Dept
1	Ann Robinson	DOCTOR	MOUNTFIELD SURGERY
2	Ann Robinson	DOCTOR	WINDMILL MEDICAL PRACTICE

Click on 'Confirm'

Liquidlogic EHM Shared Database Home Help Menu System

Select a User Previous Bookmark **Confirm** Cancel

My Contacts

All Professionals

Ann Robinson, D...

All Departments

LCS - SS

Root - Authority

Health Centre....

WINDMILL...

All Groups

Ann Robinson, DOCTOR

Professional Details

Staff No 1355

Full Name Ann Robinson
Department WINDMILL MEDICAL PRACTICE

Job Title DOCTOR
Staff Type General Practitioner

Profile

Active Status Not On System
Security Profile not on system

Picture

Actions

Open Full Record

Enter the start date and click on 'Create'

New Key Agency

Other Name

Type: GP

Person: Ann Robinson ✖

Department: WINDMILL MEDICAL PRACTICE ✖

Mark as Social Care Involvement?

Sensitive Service

National Service Category: [Dropdown]

Effective Date

Start Date: 01.01.2009

End Date: [Calendar Icon]

Comments: [Text Area]

The professional will now display in the Key Agencies Field

Key Agencies

Type	Person / Department / Organisation	Start Date	End Date	Contact No	Social Care	Comments
GP	Ann Robinson - WINDMILL MEDICAL PRACTICE	01-Jan-2009			<input type="checkbox"/> No	

▶ Show Ended Key Agencies

▶ New Key Agency