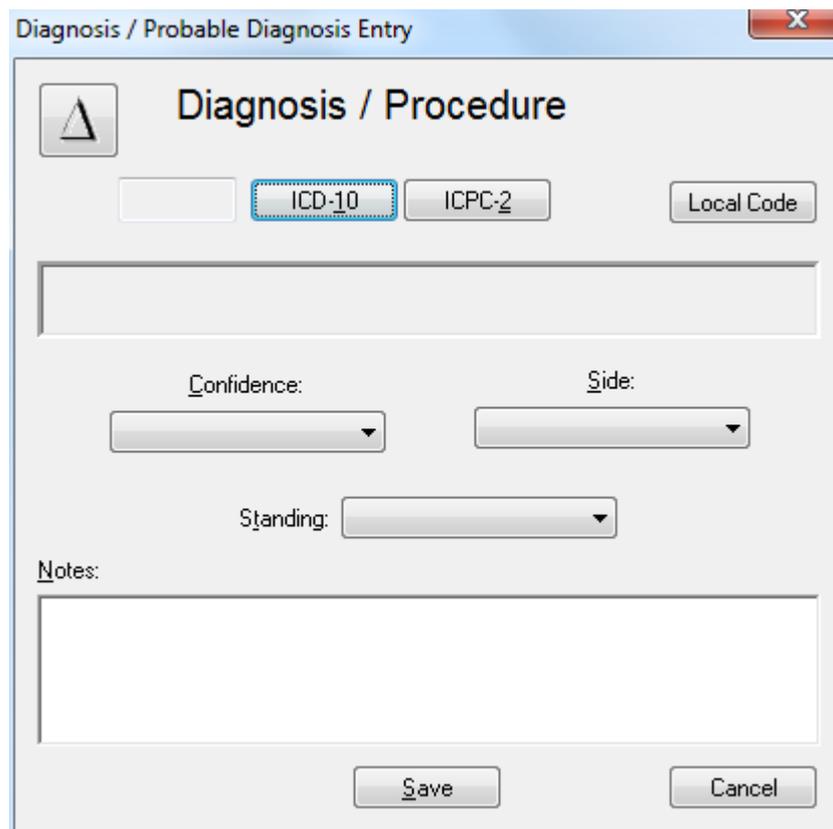# How to Record a Procedure Carried Out Using CompleteGP

Open a new consultation and Select the Procedure Icon △ or press the 'D' key.

Procedures should be coded using either ICPC-2 or ICD-10. If a procedure is not available in either of these coding tables a local can be created.

Click the appropriate coding system (most General Practice Procedures are ICPC-2).

You can enter a string to search for or you can use the category tree to locate the appropriate code.

For example to add the procedure of the Insertion of an IUD, Enter the text IUD in the search box and click Search.

Once a code has been selected, any notes can be added.
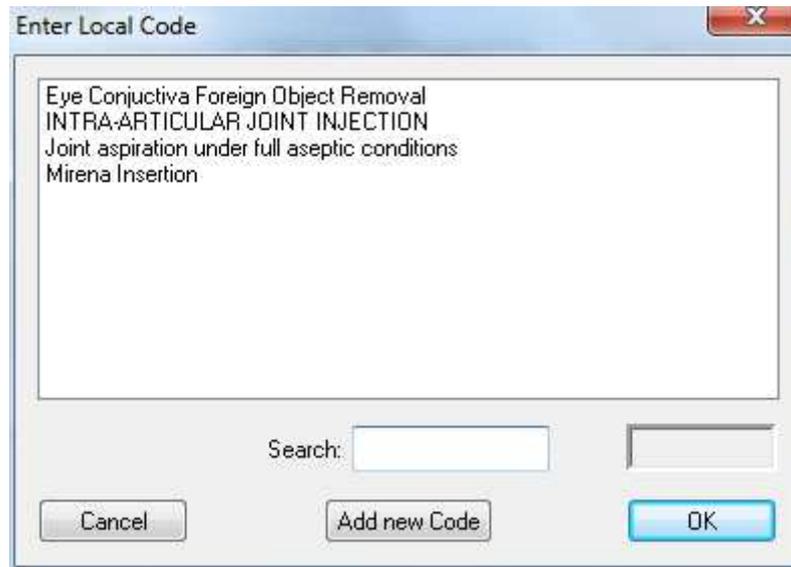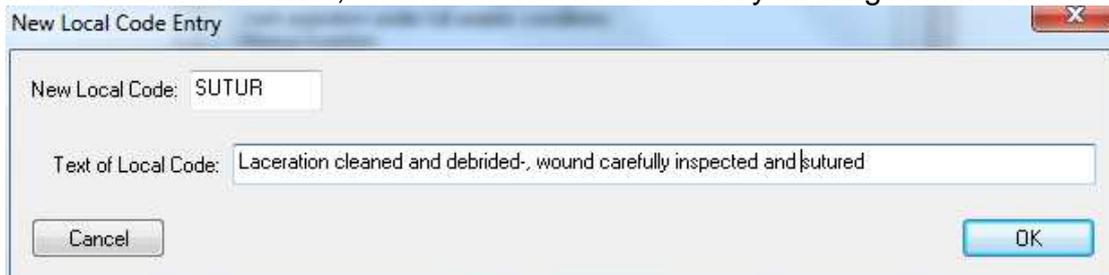
Many procedures are not coded and a local code needs to be used. Clicking Local Code brings up a list of available entries.

If a code does not exist, a new one can be created by clicking Add new Code.

The Local Code must be a maximum of seven characters and can be searched for by looking for the Code value of "LO-xxxxx" (eg. LO-SUTUR).

Clinical Procedure Recording

Phrases can be created which record specific details of procedures and if desired, place a coded entry into the Patient's record.