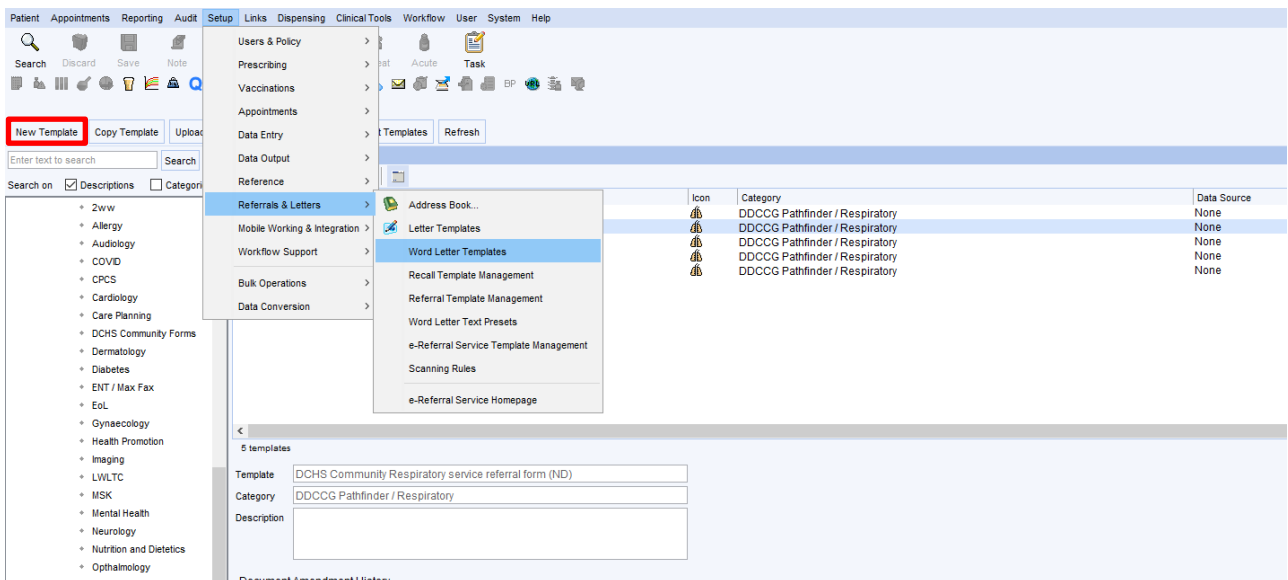# Importing the Respiratory Action Plans (RAPs) into TPP SystmOne

You will need to have the Template Administrator Access Right to be able to import documents into TPP SystmOne.

1. Log in to TPP SystmOne in the usual way.
2. Navigate to Setup > Referrals & Letters > Word Letter Templates as below.

3. To import the document, click the New Template button highlighted above.
4. A box will appear titled New Mail Merge Document. Select Import an existing Word Document and click OK as below.
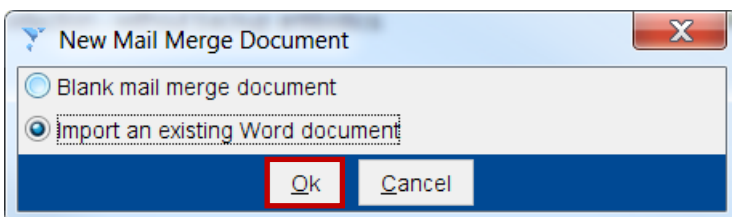
5. Navigate to the location where the document to be imported is saved, highlight and click Select. An example of this is below.
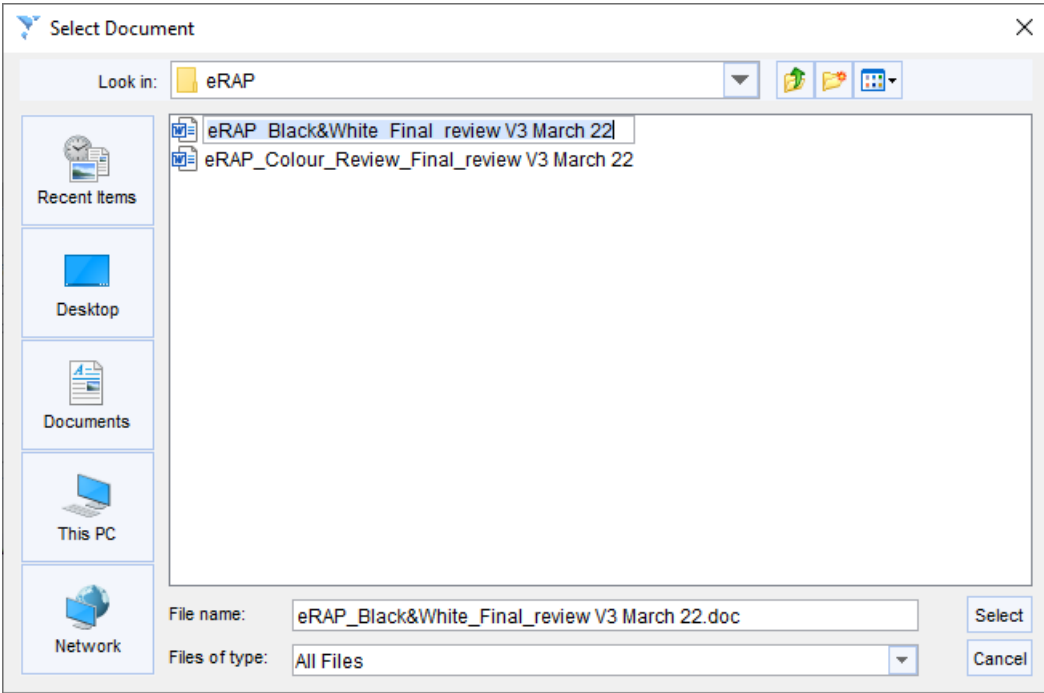
6. A box titled Word Letter Template will appear on screen. Select an appropriate category for the document to be installed and if required, an icon can be selected as well. Click OK at the bottom of the box.
7. The document will be imported and will open in Word as below.
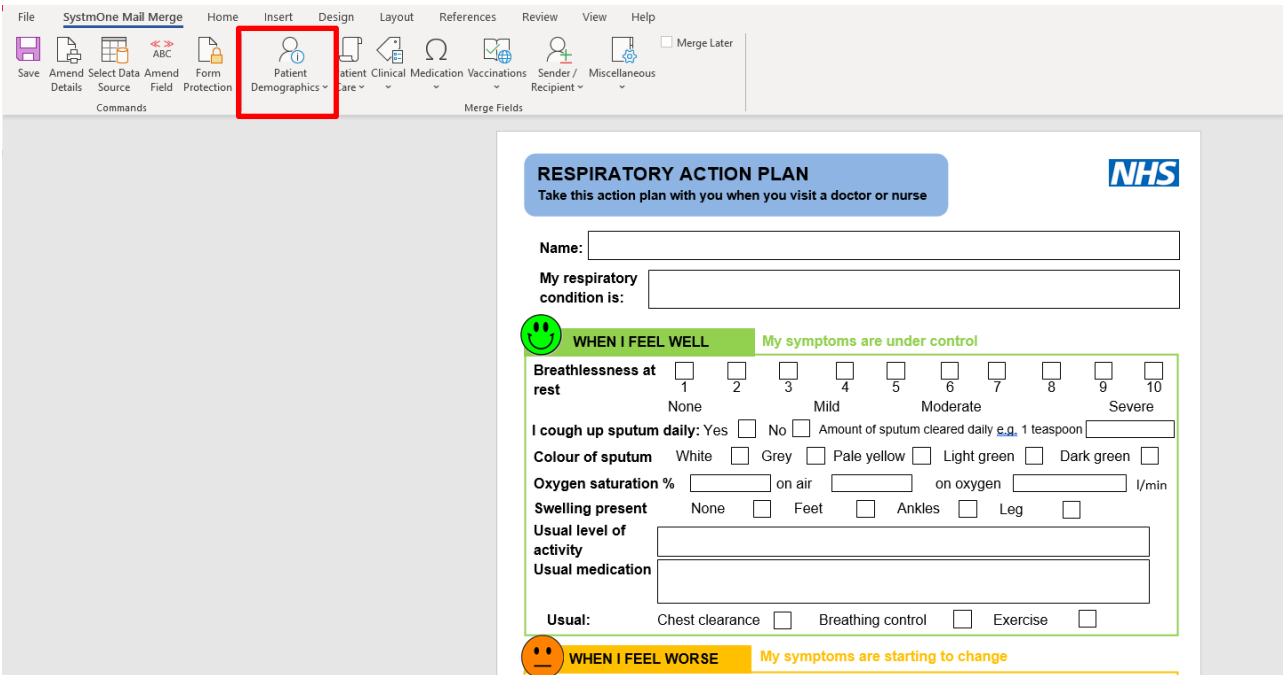
8. Mail-Merge will need to be added into the Name field. Click in the Name: field then click on the Patient Demographics button highlighted above. A list of demographic merge fields will appear on screen. Select the Patient Name option. A box named Configurable Mail Merge Field will appear on screen as below.
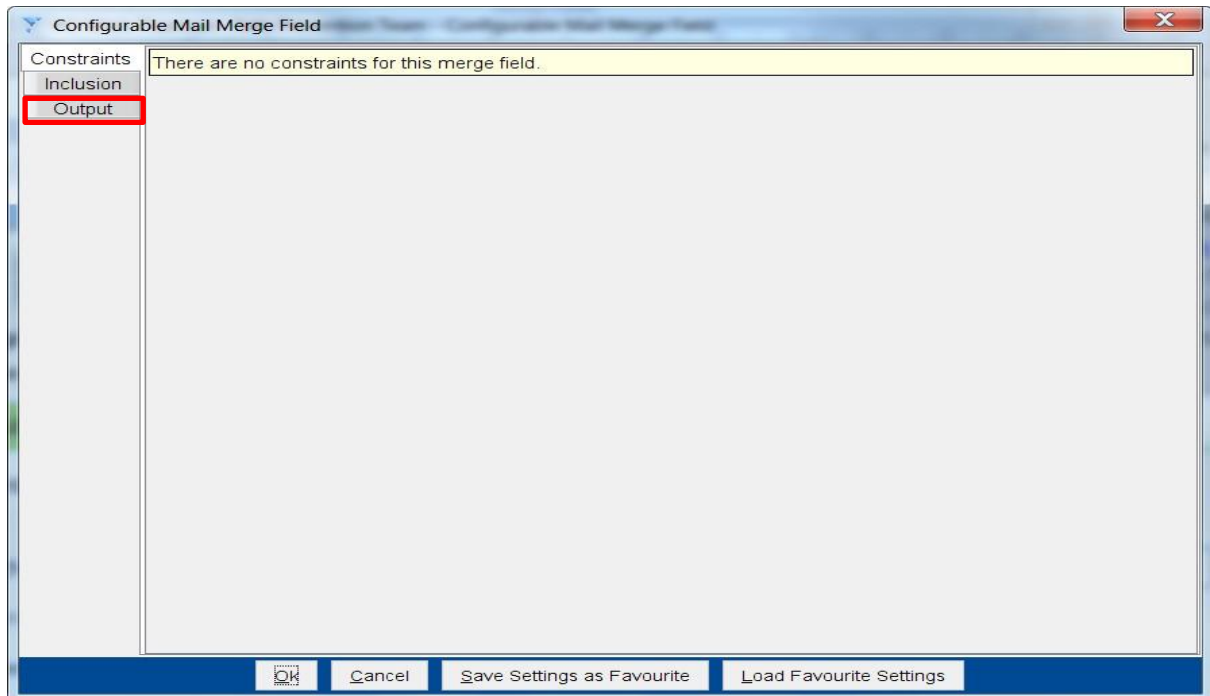
9. Select the Output tab on the left-hand side as above and on the screen that appears, select the appropriate options to appear from the name field. Once selected,

click OK at the bottom of the screen to confirm selection. The mail merge field will appear in the name box as below.
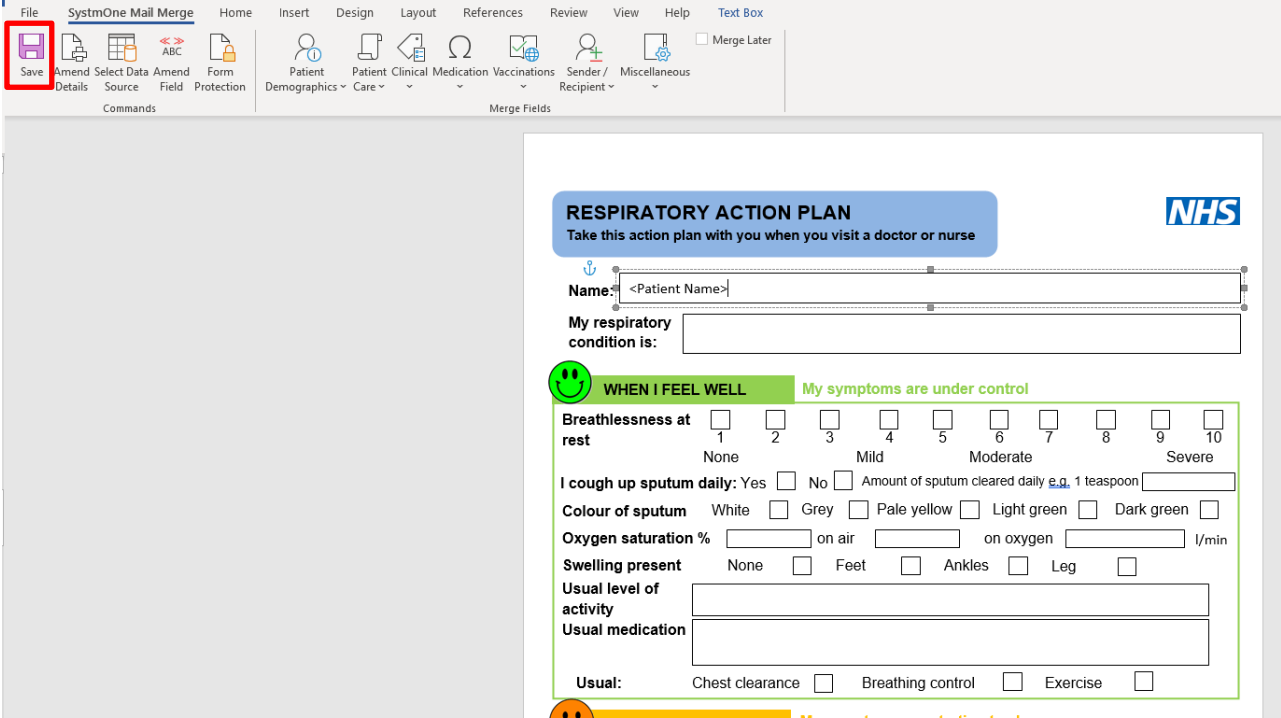
10. Click the Save icon highlighted above to save the document into TPP SystmOne. The document is now ready to use within a patient record.

Using a Word Document in a patient record in TPP SystmOne

1. Log on to TPP SystmOne in the usual manner.
2. Open a Patient Record as normal.
3. Navigate to the Communications & Letters Node on the clinical tree. Right click and select New Letter. The Select Sender & Recipient Type box will appear on screen as below.

4. Select the appropriate Sender and Recipient and Click OK at the bottom of the screen. The New Letter box will appear on screen as below.

5. Check the details are correct on this screen and select an appropriate letter type from the list of options available.

6. Click the Choose Template Button at the bottom of the page highlighted above.

7. The Choose a Letter Template box will appear on screen. Navigate to the appropriate folder and select the letter to open, an example of which is below.
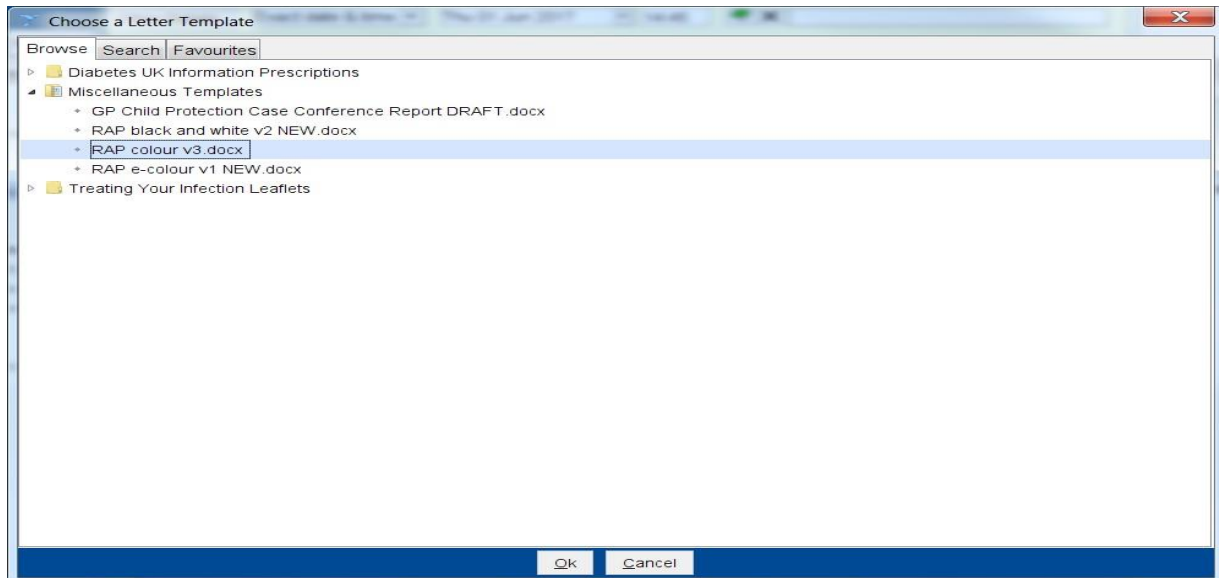
8. Click OK at the bottom of the screen and you will be returned to the New Letter box detailed above. Click the Write Now Button at the bottom of this box. The box will disappear from screen and the selected document will open in Word.

9. The patient's name will be pre-populated from the record using the mail merge field added earlier, as shown below.

File | SystmOne Mail Merge | Home | Insert | Design | Layout | References | Review | View | Help

Save For Future Editing | Save Final Version | E-mail | New Template | Amend Details | Merge Now | Amend Field | Form Protection | Patient Demographics | Patient Care | Clinical | Medication | Vaccinations | Sender / Recipient | Miscellaneous | Merge Later

Commands | Merge Fields

RESPIRATORY ACTION PLAN
Take this action plan with you when you visit a doctor or nurse

NHS

Name: Mr Donald Duck-TestPatient

My respiratory condition is:

🙂 **WHEN I FEEL WELL** — My symptoms are under control

Breathlessness at rest	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐	6 ☐	7 ☐	8 ☐	9 ☐	10 ☐
	None			Mild		Moderate				Severe

I cough up sputum daily: Yes ☐ No ☐   Amount of sputum cleared daily e.g. 1 teaspoon _____

Colour of sputum   White ☐   Grey ☐   Pale yellow ☐   Light green ☐   Dark green ☐

Oxygen saturation % _____ on air _____ on oxygen _____ l/min

Swelling present   None ☐   Feet ☐   Ankles ☐   Leg ☐

Usual level of activity

Usual medication

Usual: Chest clearance ☐   Breathing control ☐   Exercise ☐

😐 **WHEN I FEEL WORSE** — My symptoms are starting to change

I have increased   Breathlessness ☐   Cough/wheeze ☐   Sputum ☐   Discoloured sputum ☐
WHAT TO DO:
I'm more breathless   Increase reliever to _____ puffs, up to _____ times a day
My breathlessness has not improved within 24 hours: **start a course of steroids**
My sputum has changed colour for 24 hours or more: **start a course of antibiotics**
Chest clearance: **increase frequency of usual chest clearance**
My rescue medication is:
Antibiotics

10. Complete the remaining elements of the document as appropriate. Once complete if the document will be changed later click Save For Future Editing. If the document will not be changed later, click Save Final Version. When selecting Save Final Version, a message will appear on screen confirming this and advising that the document cannot then be amended in the future. Click Yes on this box to confirm. The document will close, and you will be returned to the patient record.
11. Save the patient record as normal by clicking the green Save icon on the desktop. The record will then close.
12. Repeat the process for all remaining patients the document will be used for.