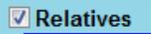
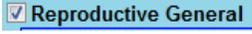
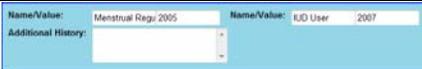


ROLES: CLINIC DATA CLERK / NURSE / DOCTOR PROCESS 2.2.0: UPDATING CLINIC HISTORY DATA

#	Step	Observations	Menu options or screen information
0	<p>Preliminary steps: In order to update a Client Clinic History, you first need to have an Active Client, by creating a new client record or finding an existing one.</p> <p>Note: The Clinic History Data section is intended to collect most relevant clinic information generated in the past (i.e. before the client first came to the clinic) and that is somewhat 'static', because it will not change significantly over time. More 'current' data can be collected through forms, issues, and checks (see corresponding process guidelines)</p>	<p>Active client indicator (below Main Menu)</p>  <p>Active client indicator (Top line onscreen) Active Client: Edith Castro (2) DOB: 1980-12-30 Age: 28</p>	<p>Creating or selecting an active client</p>  <p>Finding an existing client:</p> 
1	<p>Select Clinic History Form</p> <p>For the active client select: Client > Medical Record > History</p> <p>to access the existing Clinic History record</p>		
2	<p>Open the Clinic History Form</p> <p>By selecting the link Patient History / Lifestyle (More), you will open the Clinic History form for data entry. Expandible/Collapsible sections will be shown.</p>		<p>Patient History / Lifestyle (More)</p>
3	<p>Select the Personal data section</p> <p>By marking/unmarking the Personal checkbox, this section will be open/closed. This section records data on Blood Group, RH Factor, Risk factors, Exam/Tests taken, Surgical History and other relevant personal clinic data.</p>		
4	<p>Select the Relatives data section</p> <p>By marking/unmarking the Relatives checkbox, this section will be open/closed. This section records relevant data on relatives' health status.</p>		
5	<p>Select the Reproductive (woman) data section</p> <p>By marking/unmarking the Reproductive woman checkbox, this section will be open/closed. This section records data on Menstrual, Obstetric and Abortion status.</p>		
6	<p>Select the Reproductive (general) data section</p> <p>By marking/unmarking the Reproductive General (male or female) checkbox, this section will be open/closed. This section records data on other key SRH areas, such as HIV/AIDS, ITS/ITR, Fertility and Urology.</p>		
7	<p>Select the Other data section</p> <p>By marking/unmarking the Other checkbox, this section will be open/closed. This section records additional data in free text form.</p>		
8	<p>Save the updated data</p> <p>Select the Save button to store the updated clinic history permanently.</p>		