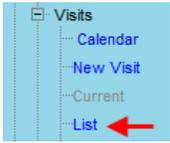
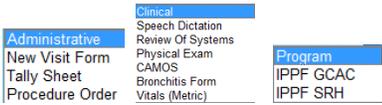
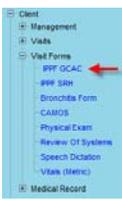
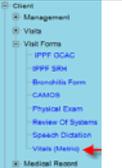
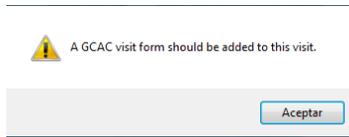


PROCESS DESCRIPTION - VERSION 4.0 (JUNE 2010)

ROLES: CLINIC DATA CLERK / NURSE / DOCTOR PROCESS 2.3.0: UPDATING CLINIC FORM DATA

#	Step	Observations	Menu options or screen information																																																																																										
0	<p>Preliminary steps: In order to update a Client Clinic Form, you first need to have an Active Client, by creating a new client record or finding an existing one.</p> <p>Note: The Clinic Form Data section is mainly intended to collect key statistical data for report generation (eg. GCAC evaluation report). Forms are univocally related to visits (i.e. one form is related to a single visit). Forms allow a case management approach to data collection. Thus, the client's health status can be progressively integrated across visits by adding new forms to the case. Forms also allow recording checks: vitals, physical checkup, etc.</p>	<p>Active client indicator (below Main Menu)</p>  <p>Active client indicator (Top line) 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>Verify if client has an open visit You can view a List of existing visits for the active client, by selecting: Client > Visits > List</p> <p>Hint: See Process guide 'Creating a new Visit' for more information on this topic.</p>	<p>Past Visits and Documents (To Billing View)</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Issue</th> <th>Reason/Form</th> </tr> </thead> <tbody> <tr> <td>2009-04-23</td> <td></td> <td>test</td> </tr> <tr> <td>2009-02-26</td> <td>Y. penicilin</td> <td>pap smear and consultation general</td> </tr> <tr> <td>2009-02-25</td> <td>Y. penicilin</td> <td>paid in advance for service TL</td> </tr> <tr> <td>2009-02-25</td> <td>Y. penicilin</td> <td>pap smear</td> </tr> </tbody> </table>	Date	Issue	Reason/Form	2009-04-23		test	2009-02-26	Y. penicilin	pap smear and consultation general	2009-02-25	Y. penicilin	paid in advance for service TL	2009-02-25	Y. penicilin	pap smear																																																																												
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2	<p>Create a new visit In order to create a new visit, select: Client > Visits > New Visit A New Visit Form is displayed</p>	<p>New Visit Form Consultation Brief Description:</p>																																																																																											
3	<p>Save visit and access Forms Menu Once you save the visit, the bottom part of the screen will split into two columns. The Visit Page (left column) and the Forms Menu (right column). In addition, the Client > Visit Forms menu will become accessible (see next step)</p>																																																																																												
4	<p>Create a GCAC Form A major use of forms is the collection of data for report generation. For instance, when you select the IPPF GCAC form, a data entry format will be open to facilitate the collection of key GCAC Data: Client Status, Type of Visit, Abortion Procedure, Complication & FP method adopted.</p> <p>Hint: You can select the form from the main left-hand menu or from the short-cut drop-down menu located in the visit page</p>		 <p>Main menu Drop-down menu</p>																																																																																										
5	<p>Create other types of Form (eg. Vitals) OpenEMR features different categories of forms that developers from the community add from time to time. One example is the Vitals Data Entry Form, which allows English or Metric units. Every time you record a set of vitals, it is added to a historic client vitals table as shown.</p>																																																																																												
6	<p>Automatic reminder of GCAC forms Given the importance of statistical data to produce the GCAC evaluation report properly, OpenEMR verifies whether a GCAC-related service has been recorded in the Tally Sheet. If this is the case, a reminder message will be displayed before checkout.</p>																																																																																												
7	<p>Validate completion of GCAC Forms <u>Before</u> producing the GCAC Report, you must validate that all GCAC-related clients have the corresponding form created and filled out. Otherwise the report will produce incorrect results. Use the Appointment-Visits Report for this validation (Reports > Visits > Appt-Visit)</p>	<p>Appointments and Visits</p> <table border="1"> <thead> <tr> <th>Practitioner</th> <th>Date/Appt</th> <th>Client</th> <th>Client ID</th> <th>System ID</th> <th>Visit Charges</th> <th>Copays</th> <th>Billed</th> <th>Error</th> </tr> </thead> <tbody> <tr> <td>Unknown</td> <td>2009-09-08</td> <td>Monsieur</td> <td>MSA</td> <td>91</td> <td>120</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="9">Totals for Unknown</td> </tr> <tr> <td>Manuel</td> <td>2009-09-08</td> <td>Ave</td> <td>2009-07-30</td> <td>121</td> <td>519</td> <td>400.00</td> <td>400.00</td> <td>Y</td> </tr> <tr> <td>Estelita</td> <td>08</td> <td>Anderson</td> <td>001</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="9">Totals for Estelita, Daniel</td> </tr> <tr> <td>Samuel, Dr</td> <td>2009-09-08</td> <td>Laura Aranz</td> <td>2009-04-10-01</td> <td>104</td> <td>521</td> <td></td> <td></td> <td>GCAC visit form is missing. Not checked out</td> </tr> <tr> <td>Catal</td> <td>08</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="9">Totals for Samuel, Dr. Catal</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>3</td> <td>400.00</td> <td>400.00</td> <td></td> </tr> </tbody> </table>	Practitioner	Date/Appt	Client	Client ID	System ID	Visit Charges	Copays	Billed	Error	Unknown	2009-09-08	Monsieur	MSA	91	120				Totals for Unknown									Manuel	2009-09-08	Ave	2009-07-30	121	519	400.00	400.00	Y	Estelita	08	Anderson	001						Totals for Estelita, Daniel									Samuel, Dr	2009-09-08	Laura Aranz	2009-04-10-01	104	521			GCAC visit form is missing. Not checked out	Catal	08								Totals for Samuel, Dr. Catal														3	400.00	400.00		
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