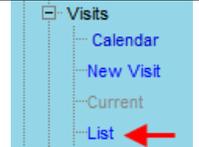


PROCESS DESCRIPTION - VERSION 4.0 (JUNE 2010)

ROLES: CLINIC DATA CLERK / NURSE / DOCTOR	PROCESS 2.4.0: UPDATING CLINIC ISSUE DATA
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#	Step	Observations	Menu options or screen information																																						
0	<p>Preliminary steps: In order to update a Client Clinic Issue, you first need to have an Active Client, by creating a new client record or finding an existing one.</p> <p>Note: The Clinic Issue Data section is mainly intended to collect clinic data that <u>evolves</u> across a series of visits. Typical issues are allergies to medicines, problems (asthma, diabetes, broken bone, etc.), Medications, Surgeries, etc.</p>	<p>Active client indicator (below Main Menu)</p>  <p>Active client indicator (Top line)</p> <p>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 subject.</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: penicillin</td> <td>pap smear and consultation general</td> </tr> <tr> <td>2009-02-25</td> <td>Y: penicillin</td> <td>paid in advance for service TL</td> </tr> <tr> <td>2009-02-25</td> <td>Y: penicillin</td> <td>pap smear</td> </tr> </tbody> </table>	Date	Issue	Reason/Form	2009-04-23		test	2009-02-26	Y: penicillin	pap smear and consultation general	2009-02-25	Y: penicillin	paid in advance for service TL	2009-02-25	Y: penicillin	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>Verify pending issues When you open a new or existing visit, a list of 'active' issues will be displayed (issues that do not have an ending date). Issues are also shown in the Client > Management > Summary</p>	<p>Issues Listed in Visit Page</p> <p>Visit Category: 2 Re-Visit Issues (Injuries/Medical/Allergy):</p> <p>Facility: St. Thomas Clinic Y: 2009-09-01 penicillin Sensitivity: Normal P: 2009-09-07 diabetes</p> <p>Date of Service: 2009-09-08</p> <p>[Save] [Add Issue]</p>	<p>Issues Listed in Client > Summary</p> <p>Medical Problems (More)</p> <p>diabetes</p> <p>Allergies (More)</p> <p>penicillin</p>																																						
4	<p>Adding or editing an issue A new issue can be created from the Visit Page (Add issue link) or from the Client > Medical Record > Issues option (Issue History Page).</p> <p>Once the type of issue is selected (Problem, Allergy, Medication, Surgery, etc.) the appropriate data entry form is displayed.</p>	<p>Type: Problem Allergy Medication Surgery Abortion Contraception</p> <p>HTN asthma diabetes hyperlipidemia (Select one of these, or type your own title)</p> <p>Title: diabetes</p> <p>Begin Date: 2008-11-02 [11]</p> <p>End Date: [11] (leave blank if still active)</p> <p>Diagnosis: ICD9:253.5</p> <p>Occurrence: Chronic/Recurrent</p> <p>Referred by: Dr. Espinoza</p> <p>[Save] [Cancel]</p>	<p>Issue link in Visit Page</p> <p>[Save] [Cancel] [Add Issue]</p> <p>Issue Button in Issue History Page</p> <p>[Add Issue] [Add Encounter] [To History] [Back]</p>																																						
5	<p>Reviewing issue history You can verify the issue history of a client by selecting: Client > Medical Record > Issues</p>	<table border="1"> <thead> <tr> <th>Type</th> <th>Title</th> <th>Begin</th> <th>End</th> <th>Diag</th> <th>Occurrence</th> <th>Referred By</th> <th>Comments</th> <th>Enc</th> </tr> </thead> <tbody> <tr> <td>Allergies</td> <td>penicillin</td> <td>2009-09-01</td> <td></td> <td></td> <td>First</td> <td></td> <td></td> <td>9</td> </tr> <tr> <td>Medical Problems</td> <td>diabetes</td> <td>2009-09-07</td> <td></td> <td></td> <td>Chronic/Recurrent</td> <td></td> <td></td> <td>9</td> </tr> </tbody> </table> <p>[Add Issue] [Add Encounter] [To History] [Back]</p>	Type	Title	Begin	End	Diag	Occurrence	Referred By	Comments	Enc	Allergies	penicillin	2009-09-01			First			9	Medical Problems	diabetes	2009-09-07			Chronic/Recurrent			9												
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6	<p>Linking issues and visits As issues evolve through a series of visits, you must link Issues and visits by selecting the Enc (encounter) number in the rightmost column.</p> <p>An Issues-Encounters chart is displayed and linking is easily made by selecting the appropriate rows and Saving this information.</p>	<table border="1"> <thead> <tr> <th>Type</th> <th>Title</th> <th>Begin</th> <th>End</th> <th>Diag</th> <th>Occurrence</th> <th>Referred By</th> <th>Comments</th> <th>Enc</th> </tr> </thead> <tbody> <tr> <td>Allergies</td> <td>penicillin</td> <td>2009-09-01</td> <td></td> <td></td> <td>First</td> <td></td> <td></td> <td>2</td> </tr> </tbody> </table>	Type	Title	Begin	End	Diag	Occurrence	Referred By	Comments	Enc	Allergies	penicillin	2009-09-01			First			2	<p>Issues and Encounters for Christina Williams (40)</p> <table border="1"> <thead> <tr> <th colspan="3">Issues Section</th> <th colspan="2">Encounters Section</th> </tr> <tr> <th>Type</th> <th>Title</th> <th>Description</th> <th>Date</th> <th>Prescribing Complaint</th> </tr> </thead> <tbody> <tr> <td>Allergy</td> <td>penicillin</td> <td></td> <td>2009-09-01</td> <td>Please indicate visit reason:</td> </tr> <tr> <td>Problem</td> <td>diabetes</td> <td></td> <td>2009-04-12</td> <td>Requesting rodent contraceptive method</td> </tr> </tbody> </table> <p>[Save] [Add Issue] [Cancel]</p> <p>Instructions: Choose a section and click an item within it; then in the other section you will see the related items highlighted, and you can click in that section to add and delete relationships.</p>	Issues Section			Encounters Section		Type	Title	Description	Date	Prescribing Complaint	Allergy	penicillin		2009-09-01	Please indicate visit reason:	Problem	diabetes		2009-04-12	Requesting rodent contraceptive method
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7	<p>Ending or Deleting and Issue An issue can be terminated by entering an End Date in the corresponding field, in the Issue Page. This will remove the issue from the Visit page, but will keep it in the Issue history page.</p> <p>By selecting the Delete button, you can completely eliminate an issue.</p>	<p>Type: Problem</p> <p>HTN asthma diabetes hyperlipidemia (Select one of these, or type your own title)</p> <p>Title: diabetes</p> <p>Begin Date: 2008-09-07 [11]</p> <p>End Date: 2009-09-08 [11] (leave blank if still active)</p> <p>Diagnosis:</p> <p>Occurrence: Chronic/Recurrent</p> <p>Referred by:</p> <p>[Save] [Delete] [Cancel]</p>	<p>[Save] [Delete] [Cancel]</p> <p>Note: Only users with administrator access rights can Delete an issue (i.e. users without this access level will not see the [Delete] button).</p>																																						