

PROCESS DESCRIPTION - VERSION 4.0 (JUNE 2010)

POSSIBLE ROLES: RECEPTIONIST / COUNSELLOR PROCESS 1.4.0: PRINTING A PAPER TALLY SHEET

#	Step	Observations	Menu options or screen information																																										
0	<p>Preliminary steps: Create or select a client and an active visit In order to enable the creation of a paper Tally Sheet, both a client and a visit must be active.</p>	<table border="1"> <thead> <tr> <th>Name</th> <th>Phone</th> <th>SS</th> <th>DOB</th> </tr> </thead> <tbody> <tr> <td>Aaron, Laura</td> <td></td> <td></td> <td>04/02/1975</td> </tr> <tr> <td>Abdullah, Fatima</td> <td>604-234-567</td> <td>880808-10-8</td> <td>01/01/1978</td> </tr> <tr> <td>Ada, Dortch</td> <td></td> <td></td> <td>11/27/1979</td> </tr> <tr> <td>Addison, Joseph</td> <td></td> <td></td> <td>02/11/1959</td> </tr> </tbody> </table>	Name	Phone	SS	DOB	Aaron, Laura			04/02/1975	Abdullah, Fatima	604-234-567	880808-10-8	01/01/1978	Ada, Dortch			11/27/1979	Addison, Joseph			02/11/1959																							
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1	<p>Create a new Paper Tally Sheet This format lists all services and products that can be provided to the client during a visit.</p> <p>Select Tally Sheet in the Popups menu and a new form showing the existing service/product categories will be displayed.</p>	<p>Tally Sheet</p> <table border="1"> <thead> <tr> <th>Service Packages</th> <th></th> <th></th> </tr> </thead> <tbody> <tr><td>Female Special</td><td>255005</td><td>Loop Cone Biopsy</td></tr> <tr><td>Male Special</td><td>255004</td><td>Pap Smear</td></tr> <tr><td>Special Services (MR)</td><td>255003</td><td>Polypectomy</td></tr> <tr><td>Contraceptive Services - Hormonal</td><td>255008</td><td>Punch Cone Biopsy</td></tr> <tr><td>11111302 Depo - Follow up - Resupply</td><td>255013</td><td>Shirodkar Suture (GA)</td></tr> <tr><td>11111301 Depo - Initial consultation</td><td>255009</td><td>Silver Nitrate Cautery</td></tr> <tr><td>1111199 Follow up consultation injectable 1 month</td><td>255010</td><td>TCA</td></tr> <tr><td>1111101 ORAL - Contraceptive consultation 1st time</td><td>255008</td><td>Vulval Biopsy</td></tr> <tr><td>1111102 ORAL - Contraceptive consultation follow-up</td><td>252101</td><td>Group & Rhesus Factor</td></tr> <tr><td>Contraceptive Services - Barrier/IUCD</td><td>258101</td><td>Pregnancy Test</td></tr> <tr><td>11317201 IUCD insertion (Cooper T 380-A)</td><td>258102</td><td>Progesterone Level</td></tr> <tr><td>111001 IUCD Removal</td><td>258104</td><td>Progesterone Level (BRL)</td></tr> <tr><td>Contraceptive Services - Permanent Female</td><td>258103</td><td>VDRL</td></tr> </tbody> </table>	Service Packages			Female Special	255005	Loop Cone Biopsy	Male Special	255004	Pap Smear	Special Services (MR)	255003	Polypectomy	Contraceptive Services - Hormonal	255008	Punch Cone Biopsy	11111302 Depo - Follow up - Resupply	255013	Shirodkar Suture (GA)	11111301 Depo - Initial consultation	255009	Silver Nitrate Cautery	1111199 Follow up consultation injectable 1 month	255010	TCA	1111101 ORAL - Contraceptive consultation 1st time	255008	Vulval Biopsy	1111102 ORAL - Contraceptive consultation follow-up	252101	Group & Rhesus Factor	Contraceptive Services - Barrier/IUCD	258101	Pregnancy Test	11317201 IUCD insertion (Cooper T 380-A)	258102	Progesterone Level	111001 IUCD Removal	258104	Progesterone Level (BRL)	Contraceptive Services - Permanent Female	258103	VDRL	
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3	<p>Print the Tally Sheet format Hint: you can make basic adjustments in Font and Page Height to fit your TS in the printing paper (see controls at the bottom of the form)</p>	<p><input type="button" value="Print"/> Font Size in Points: 7 <input type="text"/> Page Height in Points: 700 <input type="button" value="Refresh"/></p>																																											
4	<p>Provide Paper Tally Sheet to start visit cycle Either the client or a clinic staff will take the Tally Sheet (TS) to the next service provider (usually the counsellor). The TS will accompany the client along the whole visit, and each service provider will tick (X) the services/products provided.</p>	<p>Tally Sheet</p> <table border="1"> <thead> <tr> <th>Service Packages</th> <th></th> <th></th> </tr> </thead> <tbody> <tr><td>Female Special</td><td>X 255005</td><td>Loop Cone Biopsy</td></tr> <tr><td>Male Special</td><td>255004</td><td>Pap Smear</td></tr> <tr><td>Special Services (MR)</td><td>255003</td><td>Polypectomy</td></tr> <tr><td>Contraceptive Services - Hormonal</td><td>255008</td><td>Punch Cone Biopsy</td></tr> <tr><td>11111302 Depo - Follow up - Resupply</td><td>255013</td><td>Shirodkar Suture (GA)</td></tr> <tr><td>11111301 Depo - Initial consultation</td><td>255009</td><td>Silver Nitrate Cautery</td></tr> <tr><td>1111199 Follow up consultation injectable 1 month</td><td>255010</td><td>TCA</td></tr> <tr><td>X 1111101 ORAL - Contraceptive consultation 1st time</td><td>255008</td><td>Vulval Biopsy</td></tr> <tr><td>1111102 ORAL - Contraceptive consultation follow-up</td><td>252101</td><td>Group & Rhesus Factor</td></tr> <tr><td>Contraceptive Services - Barrier/IUCD</td><td>258101</td><td>Pregnancy Test</td></tr> <tr><td>11317201 IUCD insertion (Cooper T 380-A)</td><td>258102</td><td>Progesterone Level</td></tr> <tr><td>111001 IUCD Removal</td><td>258104</td><td>Progesterone Level (BRL)</td></tr> <tr><td>Contraceptive Services - Permanent Female</td><td>258103</td><td>VDRL</td></tr> </tbody> </table>	Service Packages			Female Special	X 255005	Loop Cone Biopsy	Male Special	255004	Pap Smear	Special Services (MR)	255003	Polypectomy	Contraceptive Services - Hormonal	255008	Punch Cone Biopsy	11111302 Depo - Follow up - Resupply	255013	Shirodkar Suture (GA)	11111301 Depo - Initial consultation	255009	Silver Nitrate Cautery	1111199 Follow up consultation injectable 1 month	255010	TCA	X 1111101 ORAL - Contraceptive consultation 1st time	255008	Vulval Biopsy	1111102 ORAL - Contraceptive consultation follow-up	252101	Group & Rhesus Factor	Contraceptive Services - Barrier/IUCD	258101	Pregnancy Test	11317201 IUCD insertion (Cooper T 380-A)	258102	Progesterone Level	111001 IUCD Removal	258104	Progesterone Level (BRL)	Contraceptive Services - Permanent Female	258103	VDRL	
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6	<p>Returning the completed TS to the Cashier At the end of the visit cycle, the TS should be taken to the cashier so she/he can transfer data into the electronic Tally Sheet, and then proceed to checkout.</p>																																												
7	<p>Note: The Paper Tally Sheet is generated dynamically, according to the services and products that have been recorded in OpenEMR. i.e. if you add a new service, the service will appear in the paper TS the next time you print one.</p>	<p>In cases where power supply is intermittent, it is highly recommended to print a blank Tally Sheet format (i.e. with no active client name and visit date), produce photocopies, and use the copies when printing the form from the system is not possible. Use: Reports > Blank Forms > Tally Sheet</p> <p>Note: Depending on equipment available, this may be an option to be considered for cost-reducing reasons (i.e. ink-based printing may be rather expensive)</p>																																											