

3 DATA ENTRY

Demographic Information

New Patient – New users of DQCMS will be asked to enter at least one patient's demographic information once the clinic name has been entered.

Patient Demographics First Office Visit Date 07/07/05

Last Name * DOE
First Name * JANE MI Gender Female
Address 15 NORTH 23RD STREET
City GRAND FORKS State NORTH DAKOTA Zip 58201
Telephone
Race Asian/Pacific Islander Asian Pacific Islander Other
Medical Record # 09963 Status Active
SSN DSME Education Site DSME Test Site
Physician ROSS, DOUG
Payor BLUECROSS AND BLUESHIELD
Date of Birth 1/1/1954
Date of Death
Diagnosis
Coronary Artery Disease
Renal Disease
Hypertension
NEUROPATHY
DYSLIPIDEMIA
RETINOPATHY
New
Diabetes Type 1
Save and Close Cancel and Close

* Last Name, First Name, Date of Birth, and either SSN or Medical Record Number are required.

- Last Name* – Last name of the patient
- First Name* – First name of the patient
- MI – Middle initial of the patient
- Gender – M for male and F for female
- Address – Patient's street address
- City – City of residence
- State – Select the U.S. state or Canadian province
- Zip – Zip code

- Telephone – Patient's telephone number. If the State field was filled in, the area code of the telephone number will be automatically displayed in the telephone field.
- Race – Race of patient. Available options are:
 - *American Indian/Alaska Native*
 - *Asian/Pacific Islander*
 - *Black*
 - *Hispanic*
 - *White*
 - *Unknown*
 - *Other*

If Asian/Pacific Islander was chosen, select the ethnicity from the options provided to the right.

- Medical Record Number*
- Social Security Number*
- Status – Select Active if the patient is considered to be a current patient. Select Inactive if the patient is deceased or no longer a patient of the clinic.
- DSME Education Site – Location where patient receives diabetes self-management education.
- Physician – Select the primary physician. If the physician's name is not in the list, the user will be prompted to add it to the list.
- Payor – Select the type of insurance/payor from the list.
- Date of Birth* – Birth date. The year of DOB needs 4 digits, i.e., 1954.
- Date of Death – Date patient died
- Diagnosis – Multiple selections. Four coexisting diagnoses are permanently stored in DQCMS (Coronary Artery Disease, Renal Disease, Hypertension, and Neuropathy). Site/provider specific diagnoses of interest may be added to the list. To add a new diagnosis to the list, click on the "New" button next to the diagnosis and enter the information.

Note: An additional “new” diagnosis will not be listed specifically on the patient’s Individual Patient Profile (IPP); rather, it will be listed as “other.”

- Diabetes Type – Select the type of diabetes: Type 1, Type 2, Unknown, or GDM.

- Date Entered – Defaults to today’s date for new patients. The date may be replaced with the date of the first Office Visit if the Office Visit occurred prior to today’s date.

***Required Fields:** To save demographic information, the patient's Last Name, First Name, DOB, and either the Social Security Number or the Medical Record Number must be selected.

Update Patient – To update patient demographic information, a patient must first be selected from the "Clinical Information" screen. On the menu bar, click on the Current menu item and then select Uppate Demographics. **Option 2** for updating patient information is to click on the “Demographics” button on the clinical information screen.

Note: Changes can be made to any or all of the information for the selected patient.

The screenshot shows the 'Patient Demographics' form with the following data:

- Patient: DOE, JANE
- Med Rec #: 09963
- Sex: F
- Age: 54
- Physician: ROSS, DOUG
- Most Recent Date (mm/dd/yy): 04/04/08
- Office Visit: 04/04/08
- Weight: 08/28/07
- Height: 07/11/05
- Blood Pressure: 04/04/08
- City: GRAND FORKS
- State: NORTH DAKOTA
- Zip: 58201
- Race: Asian/Pacific Islander
- Medical Record #: 09963
- SSN: [Blank]
- Status: Active
- DSME Education Site: DSME Test Site
- Physician: ROSS, DOUG
- Payor: BLUECROSS AND BLUESHIELD
- Date of Birth: 1/1/1954
- Diagnosis: DYSLIPIDEMIA

***Once this screen appears, you can make any changes to this patient’s demographic information.**

****Remember to click on the “Save and Close” button after all edits have been made, and you will be returned to the “Clinical Information” data entry screen.**

Clinical Information

- The “Clinical Information” data entry screen is the main screen in the DQCMS application. The flow of data entry in this screen has been prepared to match the IPP report to ease data entry. To enter any clinical information, a patient must first be selected from the "Patient" selection box. Upon selection, the

screen will be refreshed to show the most recent information the patient has on each of the clinical tests.

- To enter **new information** for the patient, **type the date and the result for each available clinical test over the existing information.** **When new information is entered, the background color of the updated field will be changed to a light yellow color.** The **yellow background** indicates that the **data shown in the field is new and needs to be saved.** Enter all relevant information for the patient before clicking on the "Save and Refresh" button on the bottom right-hand corner of the screen.

Note: *There must be a date associated with each clinical result in order to save the entry.*

Data Entry Fields

Office Visit – Enter date of office visit.

Shortcut: After this Office Visit date is entered on line one, the **F2** Key will repeat the Office Visit date in subsequent fields. The **F1** Key will enter today's date in date field.

- Weight – Enter date weight was obtained and the weight in pounds (lb) or in kilograms (kg). If the weight is entered in lb, weight in kg will be automatically calculated and vice versa. You will be prompted for validation if weight entered is less than 100 lbs or greater than 300 lbs.

- Height – Enter date height of patient was measured and height in feet **and/or** inches (without shoes). Note: If inches is equal to zero (0), leave blank.
- Blood Pressure – Enter date blood pressure was taken. Enter systolic and diastolic values, respectively, in the next two fields. You will be prompted for validation:
 - If the systolic value is < 90 or > 165.
 - If the diastolic value is < 50 or > 100.
- Foot Exam – Enter date foot exam was done.
 - Select type of foot exam as Monofilament or Visual.
 - Select the level of risk as High, Low, or Unknown.
 - Select whether a foot problem is currently active or not. (Note: If this is unknown or not documented, you can tab through this field.)
 - If the level of risk is High or Low, select a recommendation provided. (Note: If this is unknown or not documented, you can tab through this field.)
 (Refer to Appendix C for further information on completion of foot exam.)
 (Refer to Appendix D for the Clinical Information – Foot Exam screen shot.)
- Dilated Eye Exam – Enter date of dilated eye exam and select the diagnosis as No Retinopathy, Mild Retinopathy, Severe Retinopathy, or Unknown.
 (Refer to Appendix D for the Clinical Information – Dilated Eye Exam screen shot.)
- Eye Exam Referral – Enter date referred for an eye exam.
- Dental Exam Referral – Enter date referred for a dental exam.
- A1C – Enter date A1C test was done and the result of A1C. A validation prompt will appear if the result is < 5 or > 14.
- Lipid Panel – Enter date and result of lipid panel tests. A validation prompt will appear:
 - If HDL is < 25 or > 60.
 - If LDL is > 200.
 - If Triglyceride is > 400.
- Creatinine – Enter date of creatinine test and result between 0 and 12 with 2 decimals allowed. A validation prompt will appear if the value is > 12.
- E-GFR – Enter date of estimated GFR and result with no decimals. A validation prompt will appear if the value is < 9 or > 186.
- Urine ACR – Enter date of urine ACR and result <= 5000 with 1 decimal allowed. A validation prompt will appear if the value is > 5000. If this field is completed, microalbuminuria and proteinuria are automatically populated based on the following criteria:
 - If the value of urine ACR <30, then microalbuminuria = “-“ and proteinuria = “-“.
 - If the value of urine ACR =30 to 299, then microalbuminuria = “+“ and proteinuria = “-“.

➤ If the value of urine ACR ≥ 300 , then microalbuminuria = “+” and proteinuria = “+”.

- Proteinuria – Enter date of proteinuria urine test and result (“+” or “-”).
- Microalbuminuria – Enter date of microalbuminuria urine test and result (“+” or “-”).
- Influenza – Enter date when the vaccination was provided. If declined, mark the “declined” check box.
- Pneumo – Enter date when the vaccination was provided. If declined, mark the “declined” check box.
- Tobacco Use – Enter date when the patient was asked about tobacco usage. If the patient is a current tobacco user, select Yes. If not, select No. If the patient is a current smoker, select whether an intervention was provided. (Intervention choices are: Counseling, Cessation Group, Quit Line, Rx/NRT, and/or Other.)

The screenshot shows a dropdown menu titled "Intervention List" with the following options: Counseling, Cessation Group, Quit Line, Rx/NRT, and Other.

(Refer to Appendix D for the Clinical Information – Tobacco Use screen shot.)

- Diabetes Education – Enter date diabetes education was provided and select all appropriate type(s) of education from the list.

The screenshot shows a dropdown menu titled "Education List" with the following options: Nutrition, Personal Goal, Physical Activity, SBGM, Medication Counseling, Foot Care Education, Insulin Counseling, and Other.

(Refer to Appendix D for the Clinical Information – Education List screen shot.)

- Diabetes Medications – Enter date diabetes medications were prescribed and select all appropriate medications from the list. If the patient is not currently on any medications, specify the date and unselect all medications.

NOTE: If patient is not on any medications, “No Meds” will appear on the IPP form for this patient
(Refer to Appendix C for the DQCMS Medication List.)

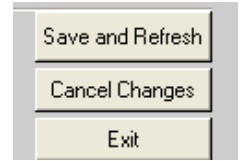
Screen Buttons

- Demographics – View/edit demographic information for the selected patient.
- Print IPP – Print current patient’s IPP form (prints automatically from default printer).
- Other Comments – You can add 75 characters of text that will appear on the bottom of the IPP when it is printed out. This is not meant to be large enough for medical charting, but could serve to note a reminder of what is needed on future visits. **NOTE:** Comments **ARE NOT** saved in the history.

The screenshot shows two buttons: "Demographics" and "Print IPP".

The screenshot shows a button labeled "Other Comments".

- Save and Refresh – Save currently entered information.
- Cancel Changes – Disregard all changes currently made on the screen. This will clear out all yellow background fields and refresh the form.
- Exit – Exit the application.



Pop-Up Screens

- Locked Patient – a message box will pop up, letting the user know that information cannot be added/modified for this patient as another user is currently accessing the information.
- Inactive Patient – a message box will pop up identifying that the patient is currently inactive, with the option to activate the patient.

Shortcut Keys

Whenever the currently selected field in the Clinical Information form is a date field, the following shortcut keys are functional:

- **F1**: Function Key 1 enters the current date into the current date field.
- **F2**: Function Key 2 enters the office visit date into the current date field.
- **'+'** key: The plus sign key adds one day to the date in the current date field.
- **'-'** key: The minus sign key subtracts one day from the date in the current date field.
- **Esc** key: Allows the user to clear the changes in a field on any of the forms.