



**TIPS AND TRICKS TO.....  
Completing a Comprehensive Foot Exam**

**RATIONALE:**

*Adults with type 2 diabetes should have a comprehensive foot exam annually.*

**Objective:**

To reduce complications to the feet and lower extremities by conducting comprehensive foot exams and to promote active foot care to minimize the risks of nerve damage, circulation problems and infections.

**INSTRUCTIONS FOR Conducting and Tracking Comprehensive Foot Exams**

1. To select patients in DQCMS, go to advance search under the utilities tab. Select the foot exam tab and insert dates to include patients not receiving a foot exam during the past 12 months.
2. Click on search and then reports. Print the report listing these patients.
3. Make a note on the IPP of the noted patients to include a comprehensive foot exam during their next appointment.
4. Record the comprehensive foot exam results on the crack and peel form or other documentation form used by the Provider.
5. Enter the results into DQCMS.

**INSTRUCTIONS FOR FOLLOW UP**

6. At approximately 6 months following the initiation of the foot exam QI project re-run the reports noted in #1 using the dates from the start of the project to see if the number of patients receiving comprehensive foot exams has increased.

Contact Information

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