



Instructions for Using PCSA Audit Tool in Health.one.

There are two parts to the Audit Tool:

- (1) A Comprehensive Surgical Recording Template- the PCSA Mediform
- (2) A set of database analyses that link your data to the iPCRN.

All you have to do to use the Audit Tool is to download the PCSA Mediform and import it to Health.one in your clinic. The database Analyses are already in your system if you have the 7.5.1.1857 version (June 2015)

If you now use the Mediform for recording all your surgical cases, Health.one and the iPCRN will do the rest.

To get started:

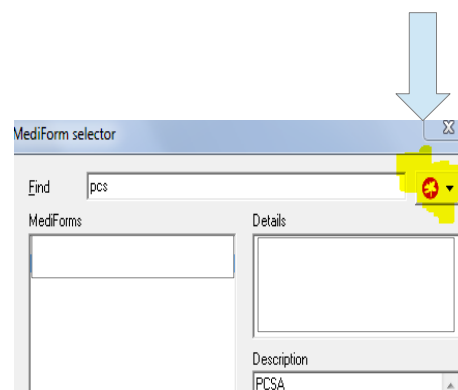
1. IMPORT AND LOCALISE THE MEDIFORM

Save the file PCSA.frm , sent to you as an email attachment, or which you downloaded from the hiug.ie or pcsa.ie websites, to your desktop.

Open mediforms within a patient file. Use the down arrow to select 'import' and select the PCSA mediform.

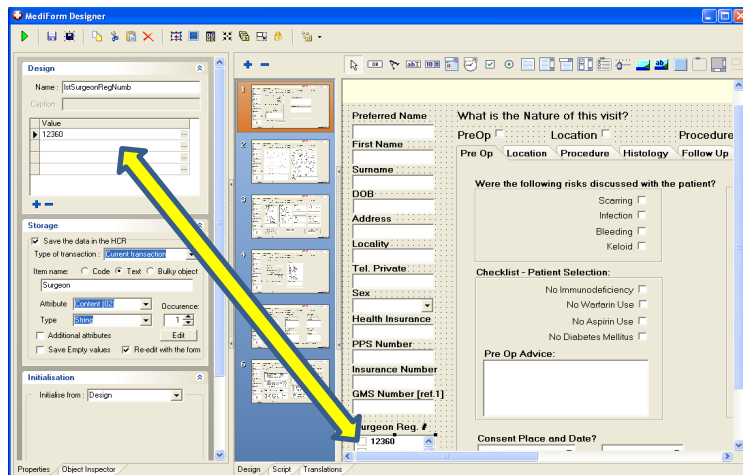
Next, you need to customize the mediform for your site , by editing the mediform.

You do this by clicking on the down-arrow highlighted and selecting the two tabs that need to be edited.



Surgeon Reg No.-on the first tab in the mediform

This will be important for audit function. This is the Medical Council Reg No or people who will be using the form in your practice. Replace the sample numbers '11111' '22222' etc with the MCRNs of the doctors who will be using the form



Billing details

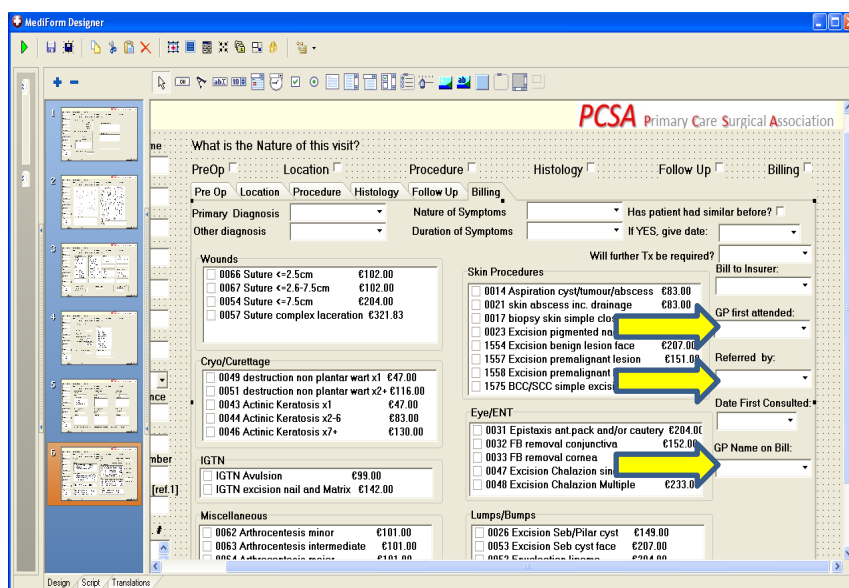
Select the billing tab and select the objects relating to:

Name of GP first attended: (This is the name of the GP who first diagnosed and referred if not yourself)

Referred by: (This is a list of possible referring colleagues)

GP Name on bill: (This is the name to appear on the claim form)

For each of these you will need to edit the options in the object inspector, to match those of your practice.



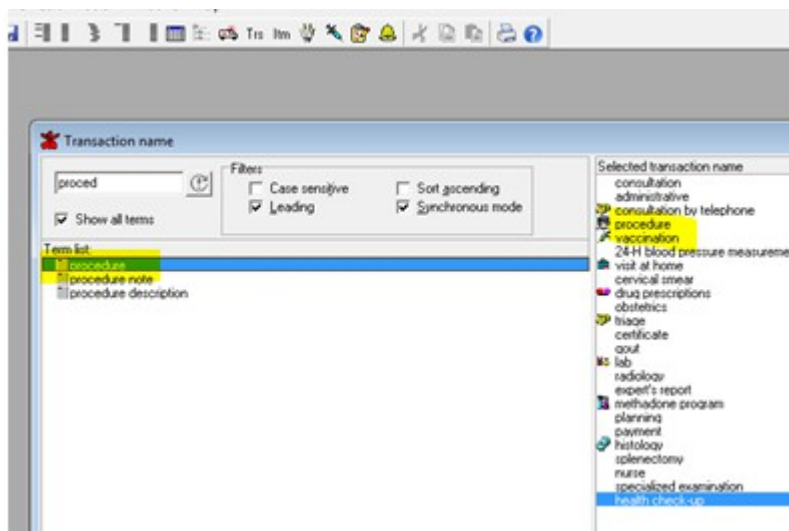
2. MAKE SURE YOU HAVE A TRANSACTION NAMED 'PROCEDURE'

With the Audit Tool, all procedures are stored in a special transaction, named 'procedure'. It is easy to create this transaction type if you do not already have it by opening the Health.one configuration tool and selecting the 'Transaction' icon:



Making sure the 'Show all items' box is checked, type 'procedure' in the selector, click on it and drag it to the 'Selected transaction name' pane on the right-hand side.

Here you can also right click on the word 'procedure' and add an icon if you want to be able to see your procedures at a glance in the patient's file.

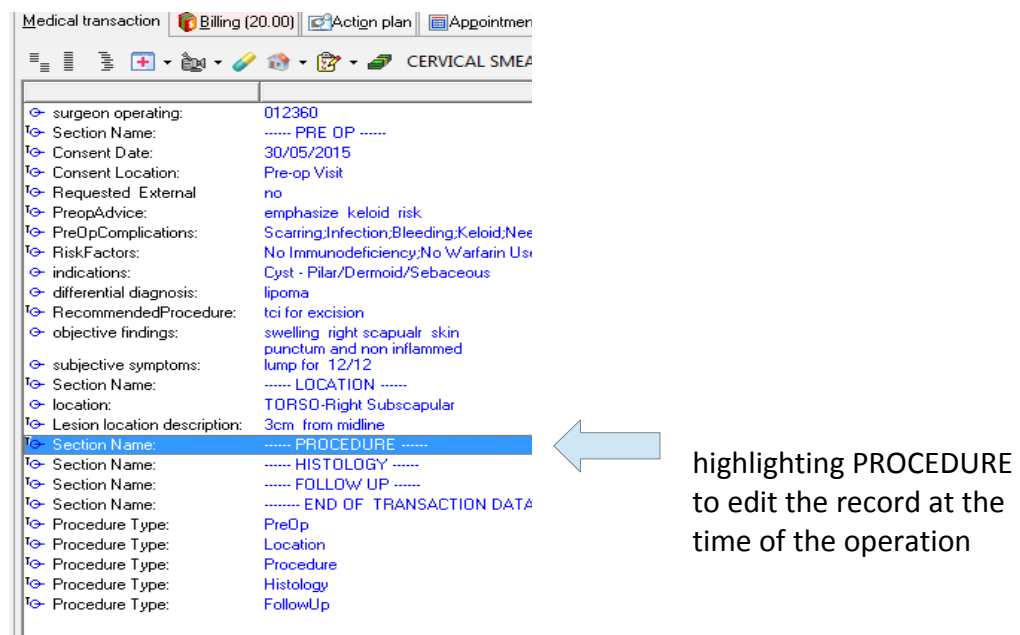


Now you are ready to start recording your procedures so that they are accessible to the Audit Tool.

So, start a new transaction, call it 'procedure' select the PCSA mediform and you are under way!

Do note that it is intended that all phases of the patient's surgery are recorded in this single transaction, from Pre-Op assessment, through the Procedure, to Follow-up and Histology.

To avoid jumbling the record, do make sure to reopen the mediform at the point in the sequence of care that you want to edit. You ensure this by highlighting the section name in the transaction record before you click to call up the mediform:



The screenshot shows a medical transaction window with the following sections:

- surgeon operating: 012360
- Section Name: ----- PRE OP -----
- Consent Date: 30/05/2015
- Consent Location: Pre-op Visit
- Requested External: no
- PreopAdvice: emphasize keloid risk
- PreOpComplications: Scarring;Infection;Bleeding;Keloid;Nee
- RiskFactors: No Immunodeficiency;No Warfarin Use
- indications: Cyst - Pilar/Dermoid/Sebaceous
- differential diagnosis: lipoma
- RecommendedProcedure: tci for excision
- objective findings: swelling right scapular skin punctum and non inflamed lump for 12/12
- subjective symptoms: lump for 12/12
- Section Name: ----- LOCATION -----
- location: TORSO-Right Subscapular
- Lesion location description: 3cm from midline
- Section Name: ----- PROCEDURE -----**
- Section Name: ----- HISTOLOGY -----
- Section Name: ----- FOLLOW UP -----
- Section Name: ----- END OF TRANSACTION DATA -----
- Procedure Type: PreOp
- Procedure Type: Location
- Procedure Type: Procedure
- Procedure Type: Histology
- Procedure Type: FollowUp

highlighting PROCEDURE to edit the record at the time of the operation

We hope that you soon will find the mediform a great way to record cases, store clinical pictures, generate post-op leaflets, complete insurance forms with ease and record follow-up and histology for your patients.

What next?

USING THE AUDIT ANALYSES

Once you have been recording cases for six months, you may wish to participate in the Community-based Surgical Audit. In this way, you will be able to monitor your past six months of surgical practice under the following headings:

Types & numbers of cases.

Accuracy of clinical diagnosis.

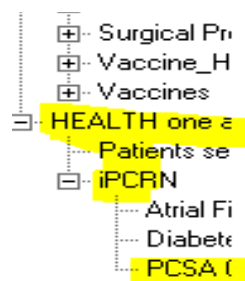
Adequacy of excision of malignant skin lesions.

Proportion of cases where histology was not reported.

Proportion of cases where benign disease was inappropriately treated as malignant.

Types & numbers of early and late complications.

The audit analyses are located in Analysis\Databases(Query plus)\HEALTH one analysis:



For information or help or suggestions please call
Dr Niall Maguire on 087 97 28 793

Please also have a look at the video tutorial for using the Audit Tool
on the HIUG website (www.hiug.ie) , the PCSA website (www.pcsa.ie)
or use the following link: www.youtube.com/watch?v=6qdWCzXU0eE

Credits:

Mediform design:

Niall Maguire, John Kealy, Phillipe Quertemont

Database analysis:

Niall Maguire Rory O Driscoll, Phillipe Quertemont

IPCRN linkage

Rory O Driscoll, Phillipe Queretmont, Ronan McDonnell

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