

## Using the Data Entry Tools in Outcome Manager

### Alerts - Using the Data Entry Tools

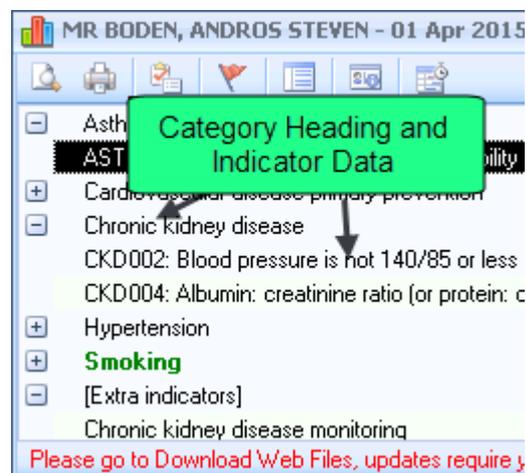
One of the major features of Vision+ is the ability to record key items of information quickly and efficiently using intuitive data entry screens. These same data entry screens are frequently used throughout Vision+. This guide explains the most commonly used screens and how to add data.

### Quick Guide to Adding Data

To add data via the Alert Indicator screen you can either:

- Double click on an indicator line which invokes the data entry screen.
- Right click on the indicator line or category heading and choose from a menu.
- Highlight an indicator or category line and select an icon from the toolbar.

 **Note** - Double clicking on a category line will expand or collapse the heading.



All entries are automatically written back to the patient's record.

 **Note** - The right mouse options and icons vary depending on what indicator is highlighted and they become enabled or disabled based on whether they are relevant for use.

## Toolbar

The Toolbar is located along the top of the Alert Indicator screen and is used to access the various functions eg contract codes, exception codes, depression questionnaire, BP measurements, etc. If you highlight an Indicator the relevant icons on the toolbar become enabled or disabled depending on whether they are available for use.

The table below describes the function for each icon on the Alert Indicator screen:

Icon	Function
	Displays the Contract Read Code Data Entry screen to enter Read codes
	Displays the Contract template of the currently highlighted category
	Displays the Indicator logic screen of the highlighted indicator
	Displays the Smoking data entry screen
	Displays the Rule logic screen for the highlighted indicator
	Displays the BMI data entry screen
	Displays the Read code data entry screen to enter Exception Read codes
	Displays the Read code data entry screen to enter Expiring Exception Read codes
	Displays the Read code data entry screen to enter additional Read codes
	Displays the Blood pressure data entry screen
	Displays the Rule logic exception screen for the highlighted indicator
	Displays the Depression questionnaire
	Displays the GPPAQ questionnaire
	Displays the Scot-PASQ questionnaire
	Displays the Assign Risk Calculator
	Displays the QRISK2 Calculator
	Displays the CHA2DS2-VASc Calculator
	Print preview the contract indicators displayed
	Print the contract indicators displayed
	Perform a Mail Merge from the patient's alert screen

 **Training Tip** - Hover the cursor over the Toolbar for a description of their function.

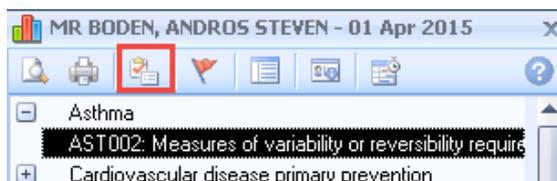
## Read Code Data Entry Screen

The Read code data entry screen is the most used tool in Vision+. You can access this screen by:

- Double clicking on the indicator line
- Highlighting the line and choosing

the Contract icon  on the toolbar

- Or simply by right clicking and choosing **Contract**



The Read Codeset screen is displayed and the table below details the information to be recorded. Once selected, click **OK** to save the data in Vision.

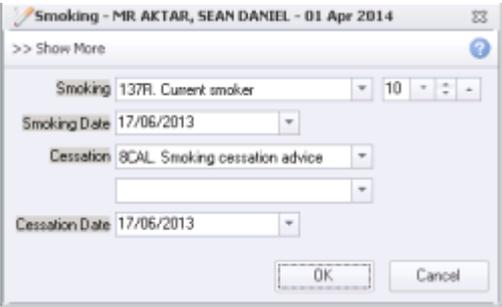
Apply	Priority	Episode Type	Event Date	Read Code	Description	Value	Comments
COPD review							
<input type="checkbox"/>			17/06/2013	66YM.	COPD annual review		
<input type="checkbox"/>			17/06/2013	66YB0	COPD 3 monthly review		
<input type="checkbox"/>			17/06/2013	66YB1	COPD 6 monthly review		

- **Apply** - Tick the entry required.
- **Priority** - Select from the drop down list. If left blank the Priority will be the same as your default setting. Where the entry does not require a Priority eg tests, this box is ignored and not written back to the patient's journal.
- **Episode** - Select the Episode type from the drop down list. If not selected the Episode defaults to the same as that in your setup. Where the entry does not require an Episode type eg tests, this box is ignored and not written back to the journal. The default Episode type is blank.
- **Date Recorded** - A date can be entered or a calendar appears if you choose from the drop down list.
- **Read Code** - This is QOF compliant and shows the commonly used contract codes. It is for information only and cannot be changed.
- **Description** - This is for information only and cannot be changed.
- **Value** - This box is for data requiring numeric values. If not required e.g. for history entries this box should be ignored.
- **Comments** - Optional freetext comments can be accessed from a pre-defined list. Alternatively, you can start typing freetext comments.
  -  - Click on the Comments button to setup a pre-defined list. To enter a new comment start typing. If you press return you move to a new line as if you are creating a new comment. Click **OK** to save the changes.
  -  - The QOF Read code list is quite exhaustive which is why the Read code list displays the most commonly used codes. Clicking Show More allows you to expand the Read selection.

 **Note** - The Apply column is automatically ticked if you change any of the other columns.

## Measurements and Values

Some data entry screens record measurements and values, which automatically add the appropriate Read code. To record the information either double click on the relevant line in the alerts screen, choose the appropriate icon or simply right click.

<h3>Smoking Status</h3> 	<ol style="list-style-type: none"> <li>1. Highlight the indicator and either double click or choose the smoking  icon on the toolbar.</li> <li>2. Select a smoking Read code and optionally enter a quantity.</li> <li>3. Record the smoking date or choose from a calendar.</li> <li>4. If the patient is a smoker or ex-smoker record the smoking cessation advice and optionally enter a second cessation code.</li> <li>5. Enter the date of cessation date or choose from a calendar.</li> <li>6. Click <b>OK</b> to save the changes.</li> </ol>
<h3>Blood Pressure</h3> 	<ol style="list-style-type: none"> <li>1. Highlight the indicator and choose the Blood pressure icon  or right click and choose Blood Pressure.</li> <li>2. Enter the Systolic and Diastolic.</li> <li>3. Enter the date of the blood pressure or use the drop down list to choose from the calendar.</li> <li>4. Click <b>OK</b> to save the changes.</li> </ol>
<h3>BMI</h3> 	<ol style="list-style-type: none"> <li>1. Highlight the indicator and choose the BMI icon  or right click and choose BMI.</li> <li>2. Select either Metric or Imperial.</li> <li>3. Type the Height and Weight values or select by using the drop down list.</li> <li>4. The BMI is calculated automatically.</li> <li>5. Enter the date or choose from the calendar.</li> <li>6. The default Read code is 22K, but can be changed by using the drop down list.</li> <li>7. Click <b>OK</b> to save the changes</li> </ol>

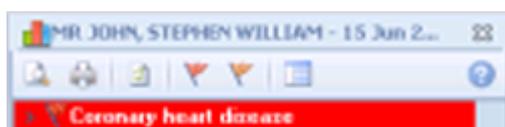
## Exception Read Code

Exception codes are used when you want to exclude a patient from QOF. Click the Exception icon on the Alert indicator screen, or simply right click on the relevant line and select the exception option from here. Two types of Exception codes are displayed:

### Current Exception Codes - Red Flag icon

Apply	Priority	Episode Type	Date Recorded	Read Code	Description	Value	Extension
			21/03/2012	I210	Chronic kidney disease stage 1		
			21/03/2012	I211	Chronic kidney disease stage 2		

*Current Exception Code*



*Category Heading - Current Exception*

1. Highlight the indicator line or the category heading and select the Red Exception flag  icon.
2. The Exception code screen is displayed.
3. Select the Exception details required and click **OK** to save the changes.
4. Where a patient is exempt from a full clinical domain, the whole Category title appears in red.

### Expired Exception Codes - Orange Flag icon

Previously used Exception codes for the selected patient are represented with an Orange flag  icon. If you hover the mouse over the exception icon it displays the exception Read code along with the date of the previous exception entry.



1. To add another exception code select the icon or right click and choose either:
  - Orange icon  - Previously selected exception code.
  - Red icon  - Choose a new exception code.
2. The Exception code screen is displayed.
3. The previous exception code is already selected, either click **OK** to save the changes or choose another code.
4. Where a patient is exempt from a full clinical domain, the whole Category title appears in Orange.

## Templates

Templates are designed to collect information in a step-by-step protocol based format. One way to choose a Contract Template is to select the icon from the Alert Indicator screen, by double clicking on the indicator line or by right clicking and choosing Template.

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 **Note** - For more information on the Contract Template screens, refer to the Template Quick Reference Guide.

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## Additional Codes (Extra Indicators)

Additional Read codes are used to help monitor patient annual reviews. They are displayed on the Alert screen under the heading **Extra Indicators** and can be accessed by:

- Double clicking on the line(s) below Extra Indicators eg in the example below Atrial fibrillation monitoring.
- Highlight the indicator line and

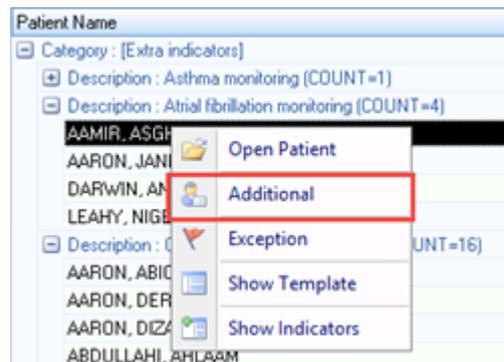
choose the Additional Code  icon.

- Or simply right click and choose Additional codes from the menu.

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 **Note** - Additional codes are used internally by the practice to improve patient care and do not count towards QOF. Extra Indicators is a user specific setting.

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## Calculators

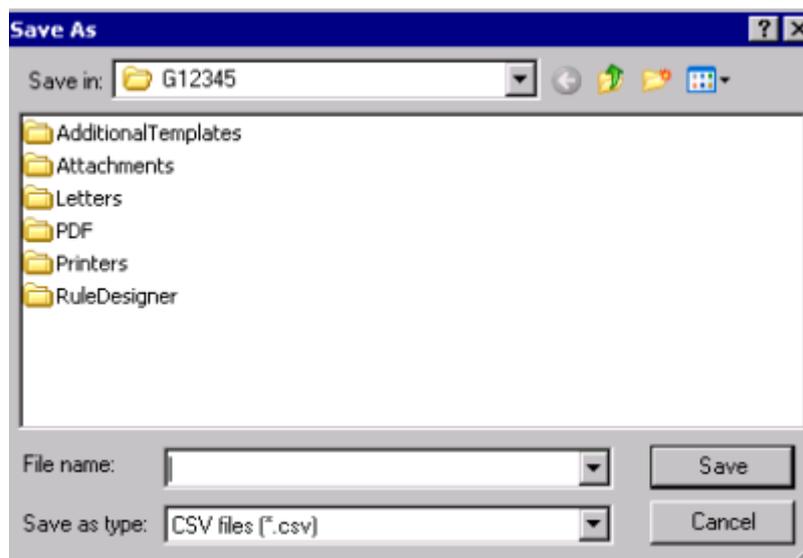
You can launch QOF Calculators from the Alert window if a questionnaire or calculator is a QOF requirement.

## Print or Export Patient Lists

Patient lists can be previewed, printed or exported as a CSV file. Expand the patient list and select **Print Preview** or **Print**.



Alternatively, the information shown in the report can be saved as an Excel spreadsheet. To do this click on **CSV File** on the Toolbar, then give the file a name and specify the location you want to save it to.



## Using the Last Run option

If you are on the Practice Reports home page and want to quickly look at the last report, select the **Last Run** option on the menu. It is particularly useful if choosing the **All** Report which can sometimes take a little while to run.

