

First-Time Setup of Clinical Records

The clinical record in Optinet can be broken down into parts.

A clinical record is assigned an EXAMINATION TYPE; you can have as many examination types as needed to suit your requirements, for example you may have a STANDARD EXAMINATION which as the name suggests contains a set of procedures that are performed during a normal examination, you may also have an EXTENDED EXAMINATION type which contains additional procedures. If your practice offers special diabetic services you may want to create a specific examination type which contains the specific procedures that would be carried out.

Each examination can be broken down in stages and stages can be broken down into individual procedures. A procedure will then require a result to be recorded; pre-formatted results can be drawn from a procedure dictionary.

Example

EXAMINATION TYPE: *Standard Eye Examination*

STAGE: *History*

PROCEDURE: *General Health*

RESULT: *High Blood Pressure*

Use the setup sheets on the following pages to manually draw a plan of your clinical record. List the different examination types you want to define (standard, diabetic etc.), the stages that make up the examination type, the procedures used within the stage and the results you would expect to be able to draw from for each procedure.

Templates are available within the Optinet system and you can add procedures on the fly should you forget something during the initial setup.

Once you have planned your record structure you can then begin to build it within Optinet.

EXAMINATION NAME

TAB - STAGE 1

PROCEDURES

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

TAB - STAGE 2

PROCEDURES

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

TAB - STAGE 3

PROCEDURES

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

TAB - STAGE 4

PROCEDURES

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

TAB - STAGE 5

PROCEDURES

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

TAB - STAGE 6

PROCEDURES

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

TAB - STAGE 7

PROCEDURES

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

| <i>EXAMINATION NAME</i> | | |
|-------------------------|----------------|--|
| <i>STAGE / TAB NAME</i> | | |
| # | PROCEDURE NAME | DICTIONARY TEXT / RESULTS YOU WILL USE |
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |
| 15 | | |
| 16 | | |
| 17 | | |
| 18 | | |
| 19 | | |
| 20 | | |

