PROCESS DESCRIPTION - VERSION 4.0 (JUNE 2010)

ROLES: CLINIC DATA CLERK / NURSE / DOCTOR

PROCESS 2.2.0: UPDATING CLINIC HISTORY DATA

#	Step	Observations	Menu options or screen information
0	Preliminary steps: In order to update a Client Clinic History, you first need to have an Active Client, by creating a new client record or finding an existing one. Note: The Clinic History Data section is intended to collect most relevant clinic information generated in the past (i.e. before the client first came to the clinic) and that is somewhat 'static', because it will not change significantly over time. More 'current' data can be collected through forms, issues, and checks (see corresponding process guidelines)	Active client indicator (below Main Menu) Active Client: Edith Castro (2) Active visit: None Popups Active client indicator (Top line onscreen) Active Client: Edith Castro (2) DOB: 1980-12-30 Age: 28	Creating or selecting an active client
1	Select Clinic History Form For the active client select: Client > Medical Record > History to access the existing Clinic History record	Pederal Hology LiBengler Inno Personal Band Group Band Group Annound Lang datafal and Lang datafal annound Lang d	E Medical Record Prescp & Disp History
2	Open the Clinic History Form By selecting the link Patient History / Lifestyle (More), you will open de Clinic History form for data entry. Expansible/Collapsible sections will be shown.	 Personal Relatives Reproductive Women Reproductive General Other 	Patient History / Lifestyle (More)
3	Select the Personal data section By marking/unmarking the Personal checkbox, this section will be open/closed. This section records data on Blood Group, RH Factor, Risk factors, Exam/Tests taken, Surgical History and other relevant personal clinic data.	Present Ref Service Pages Bat Service Bat Service Cases Trans Bat Service Bat Service </td <td>Personal</td>	Personal
4	Select the Relatives data section By marking/unmarking the Relatives checkbox, this section will be open/closed. This section records relevant data on relatives' health status.	Father: Heavy smoker Mother: Died from cancer Siblings: Spoore: Othpring: Cancer: Taberculosis: Diabetes: High filocd Pressure: 10.50 Heart Problems: Stroke: Suicide: Mental Illness:	Relatives
5	Select the Reproductive (woman) data section By marking/unmarking the Reproductive woman checkbox, this section will be open/closed. This section records data on Menstrual, Obstetric and Abortion status.	Network O Distance of distance line (*) I Berner of distance line (*) H Her of the "Property (*) H Berner of distance line (*) H Her of the "Property (*) H Berner of distance line (*) H Her of the "Property (*) H Berner of distance line (*) H Her of the "Property (*) H Berner of distance line (*) H Her of the "Property (*) H Berner of distance line (*) H Her of the "Property (*) H Materies in Age of distance line (*) H Her of the "Property (*) H Materies in Age of distance line (*) H Her of the "Property (*) Her of	Reproductive Women
6	Select the Reproductive (general) data section By marking/unmarking the Reproductive General (male or female) checkbox, this section will be open/closed. This section records data on other key SRH areas, such as HIV/AIDS, ITS/ITR, Fertility and Urology.	WVARDS. Constrict Adverse dated HPV trader Constrainty Constrict National HPV trader FSMTR: Object National NetWorks Constrict National HPV trader Constrict National HPV trader Object National NetWorks Constrict National HPV trader Constrict National HPV trader Object National HPV trader Constrict National HPV trader Constrict National HPV trader Object National HPV trader Constrict National HPV trader Constrict National HPV trader Object National HPV trader Constrict National HPV trader Constrict National HPV trader Object National HPV trader Constrict National HPV trader Constrict National HPV trader Object National HPV trader Constrict National HPV trader Constrict National HPV trader Object National HPV trader Constrict National HPV trader Constrict National HPV trader Object National HPV trader Constrict National HPV trader Constrict National HPV trader Object National HPV trader Constrict National HPV trader Constrict National HPV trader Object National HPV trader Constrict National HPV trader Constrict National HPV trader National HPV trader Constrict National HPV trader Constrict National HPV trader	Reproductive General
7	Select the Other data section By marking/unmarking the Other checkbox, this section will be open/closed. This section records additional data in free text form.	Name/Value: Menstrual Regi 2005 Name/Value: L/D User 2007 Additional History:	Other
8	Save the updated data Select the Save button to store the updated clinic history permanently.		Save To Issues Back