SUMMARY GUIDE OF UPDATING PROCESSES – VERSION 4.0 (JUNE 2010)

POSSIBLE ROLES: ADMIN & CLINIC STAFF	PROCESS 2.1.0 to 2.5.0

#	Step	Observations	Menu options or screen information
	The **EMR** Concept (see User's Manual 2.1.5 Updating the Electronic Medical Record) The **Electronic Medical Record** (EMR) for a particular client, includes: • **Client Socio-Demographic Client data:** Basic data, employer, financial, poverty level, etc. • **Client PAST Clinic History profile:** Personal Data, Relatives Data, SRH Women, SRH General, Other. • **Client CURRENT Transactional Clinic Data (Forms & Issues):** Contraceptive data, **Abortion** Data; as well as other Problems, Allergies, Medication, Surgeries, Lab Orders & Results, Referrals, etc. • **Clinic CHECKS Data:** Vital Signs, Physical Check-up, Review of Body Systems, Counter-Referral Data, etc.		
1	2.1.0 Updating client profile data 		 **Demographics**(More) (Delete)
2	2.2.0 Updating clinic history data Personal Family SRH Woman SRH General Other		 **Patient History / Lifestyle** (More)
3	2.3 0 Updating forms Main Forms: • IPPF GCAC Form • Referral Form • Procedure Lab Order Form Other forms: • IPPF SRH Form • Physical exam	Example: IPPF GCAC Form 	New Visit Form | Main Menu
4	2.4.0 Updating issues Main issues: • Problem • Allergy • Medication • Surgery		New Visit Form Main Menu
5	2.5.0 Updating visit data checks 		New Visit Form | Main Menu