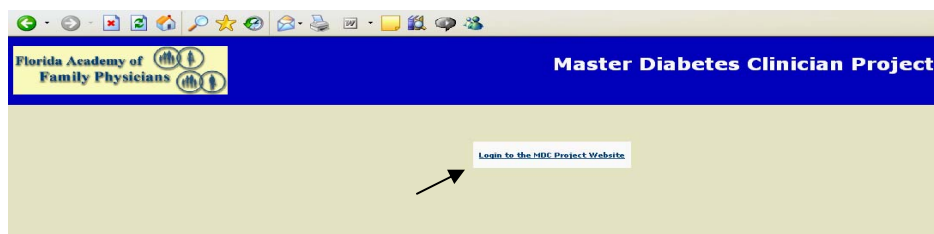


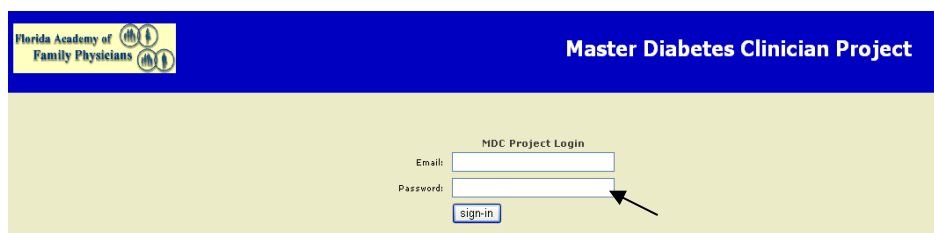
Diabetes Master Clinician Program FAFP

Using the diabetes registry-data entry and report production

Log on to the internet through your browser. Usually it is internet explorer but each office may have its own unique set up. Once into the internet type in **www.mdcproject.org** on the line for internet addresses and click on go or touch the key Enter on your keyboard. The page that opens will look like this.

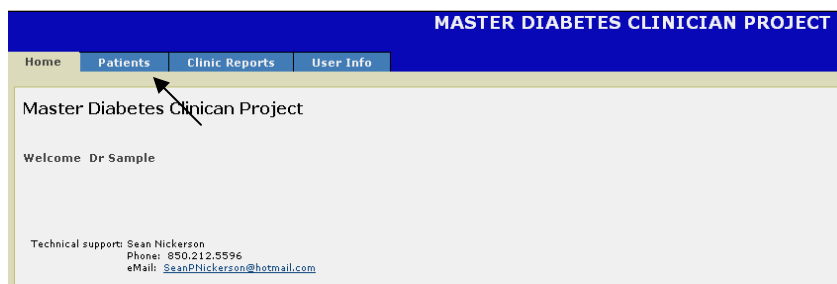


Point your cursor to logon and click the mouse. The next screen will appear.



Enter your email address and password. This information will be given to you by Dr. Shahady or another member of the teaching team. The email address may not be your actual email address. Be sure to change the password so your individual patient information remains secure. Dr. Shahady as project administrator has access to aggregate data. This data is used for comparing one practice to others and for publications. See the last part of the registry section for discussion of how this data will be used.

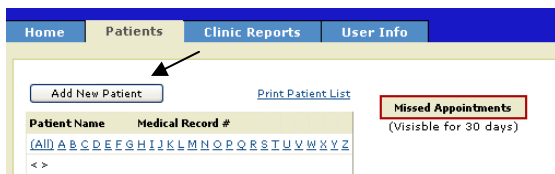
After you enter your email and password click on sign in and the following screen will appear.



Your name would replace that of Dr. Sample. Also note the name of Sean Nickerson. He is our IT consultant who manages the technical aspects of the registry. Initially you should contact Dr. Shahady for technical help. If you are not able to contact Dr. Shahady then call Sean for help. The registry has been 99% free of problems and the 1% have been easily resolved.

Next point your mouse to Patients at the top of the page and click. The following screen

will appear.



Initially no patients will appear on the screen but as you add patients their information will appear automatically. Point your mouse to the box titled add a new patient and click.

The following screen will appear.

The screenshot shows a software interface with a blue header bar containing 'Home', 'Patients', 'Clinic Reports', 'User Info', and 'Administration'. Below the header, there is a 'Return to Patient List' button. Below this button is a 'Patient Information' form. The form contains the following fields: 'First Name' (text input), 'Middle Name' (text input), 'Last Name' (text input), 'Birthdate' (text input with a placeholder '(mm/dd/yyyy)'), 'Medical Record #' (text input), 'Sex' (dropdown menu), 'Ethnicity' (dropdown menu), 'Clinician' (text input), 'Insurance Provider' (dropdown menu with a placeholder 'Select insurance...'), and 'Insurance Number' (text input). At the bottom of the form, there is a 'Delete Account' checkbox and a note '(Accounts delete nightly at 1:00 am.)'. Below the form is a 'Save & Add New Patient' button.

Fill in the information requested. For names be sure to start with a Capital Letter and then use lower case. (e.g. Smith) Be sure the dates are entered as suggested above. Month and day should always have 2 numbers and year 4 numbers e.g. June the second 1938 is 06/02/1938 (note slashes are always forward). Assign a medical record number. Some practices have one assigned. If not create one starting with the number 1 and increasing as you go. Be sure to enter sex and ethnicity by using the dropdown boxes. If there is more than one clinician in the practice and charts are clearly marked with a number like 101 or a letter like A that identifies that clinician. Fewer errors are made when numbers or letters are used rather than names. If a patient leaves the practice for any reason the delete account button is clicked. Insurance provider and number helps you if you want to negotiate with insurance companies and show them your quality.

After all data is entered click the mouse on save and add new patient. Do not click the enter button. This will take you out of the system and require reentry. If all the information you entered disappears you have successfully entered the patient. If the date has not been entered correctly a message letting you know the format needs changed will appear.

After you enter the patient then click on return to patient list. The following screen will appear

You may need to go to the bottom of the screen and click on the letter of the alphabet for the patient's last name.

Point the mouse to **new visit** for the patient (Sue Doe) and click and the next screen appears.

Test	Status	Next Test Due	Most Recent Test
Eye Check	OVERDUE		
Foot Check	OVERDUE		
UMA Check	OVERDUE		
Flu Shot	OVERDUE		

Because this is **not** your legal record you should combine data from visits as long as they have occurred within 8 weeks of each other. This helps because many patients obtain their tests before or after their visits. Fill in all the fields that you can for data you can find. Some of the fields are just check boxes. Give credit only if the test is documented on the chart. **For eye tests this is a dilated eye exam that has been performed by an optometrist or ophthalmologist.** Ordering the test is not sufficient. If the chart notes that it was done or a letter from the eye doctor is in the chart give credit for the eye test. For certain tests like HBA1C, LDL, HDL, triglycerides the number should be entered.

HBA1C requires a decimal point e.g. do not enter 7 enter 7.0. For others like urine microalbumin just check to note that it was done. **Foot exam credit is given if the note states that the feet were inspected and the patient could or could not feel touch. A monofilament or tuning fork may have been used to also check for sensation.** Do not give credit for a foot exam unless touch, monofilament or vibratory sense is noted in the chart. Give credit for ASA if the note says the patient takes aspirin daily. If the patient takes drugs named plavix also give credit for ASA. Click save and add new visit when done and if the screen goes blank you can add another visit or click return to the patient list.

Once returned to the patient list you now have several options. You can click on the edit button and edit the demographic data. The following screen will appear.

Return to Patient List

Patient Information

First Name

Middle Name

Last Name

Birthdate (mm/dd/yyyy)

Medical Record #

Sex

Ethnicity

Clinician

Insurance Provider

Insurance Number

Delete Account (Accounts delete nightly at 1:00 am.)

You can edit any of the prior information that you entered including placing the patient on the inactive list. If the patient leaves the practice or expires they should be removed by clicking the delete account button. Save your edit and then click on return to patient list.

Once back to the patient list you can also edit the past visits by clicking on the visits button.

Patient Name	Medical Record #						
Doe, John	123	Edit	Visits	New Visit	Report(Med Rec)	Report Card	Graph
Doe, Sue	5	Edit	Visits	New Visit	Report(Med Rec)	Report Card	Graph
Smith, John	2	Edit	Visits	New Visit	Report(Med Rec)	Report Card	Graph

The following screen will appear.

Return to Patient List

John Doe Age: 70 Sex: Male Medical Record #: 444444

Height inches

Pneumovax Completed
 2nd Pneumovax (When patient is over 65)

	<input type="button" value="-Edit-"/>	<input type="button" value="-Edit-"/>
Date	07/08/05	05/22/05
Weight	222	220
BMI	27	27
BP	160/99	150/88
EyeCheck	True	True
FootCheck	True	False
HbA1c	8.0	7.5
Total Chol	199	333
LDL	133	188
HDL	33	33
Non-HDL	166	300
Triglycerides	345	222
U Micro Alb	True	True
FluShot	False	False
Daily ASA	False	True
Group Visit	True	False
Current Smoker	False	False

If you want to delete the visit just click delete. If you want to edit click on Edit for the 05/22/05 and the next screen appears that will permit edited information.

Return to Patient List

John Doe Age: 70 Sex: Male Medical Record #: 444444

Height inches

Pneumovax Completed
 2nd Pneumovax (When patient is over 65)

	<input type="button" value="-Edit-"/>
Date	07/08/05
Weight	222
BMI	27
BP	160/99
EyeCheck	True
FootCheck	True
HbA1c	8.0
Total Chol	199
LDL	133
HDL	33
Non-HDL	166
Triglycerides	345
U Micro Alb	True
FluShot	False
Daily ASA	False
Group Visit	True
Current Smoker	False

Visit Date

Weight lbs.

Height inches

BP /

Eye Check Completed

Foot Check Completed

HbA1c

Total Cholesterol

LDL

HDL

Triglycerides

Urine Micro Albumin

Flu Shot

Daily ASA

Attended Group Visit

Current Smoker

Update any information and be sure to click on save. The screen will return to the

previous page and the information should be updated.

Return to patient list to now review other items on the patient list page and click on Report (Med Rec).

Patient Name	Medical Record #						
Doe, John	123	Edit	Visits	New Visit	Report(Med Rec)	Report Card	Graph
Doe, Sue	5	Edit	Visits	New Visit	Report(Med Rec)	Report Card	Graph
Smith, John	2	Edit	Visits	New Visit	Report(Med Rec)	Report Card	Graph

The following screen will appear.

Return to Patient List
Format for Printing

MDCP Medical Record for Santa Claus

Age: 63 Sex: Male Non-Smoker Medical Record #: r7554

	Goal	Oct 2008	Apr 2008	Jan 2008
Weight		210	235	240
BMI		28	31	32
BP	< 130/80 Best < 120/80	130/80	125/80	148/88
Tests				
HbA1c	< 7 Best < 6	6.1	6.5	7.5
Total Cholesterol	< 135	167	237	250
LDL	< 100 Best < 70	101	170	165
HDL	> 40	44	37	35
Non-HDL	< 130 Best < 100	123	200	215
Triglycerides	< 150	130	150	250
Medication				
Daily ASA	Take daily	Yes	Yes	Yes
Other				
Group Visit		Yes	No	No

Important Yearly Activities	Goal	Status	Next Test Due	Most Recent Test
Eye Check	1 time a year	Completed	10/18/2009	10/18/2008
Foot Check	1 time a year	OVERDUE	1/21/2009	1/22/2008
Urine Micro Albumin	1 time a year	OVERDUE	1/21/2009	1/22/2008
Flu Shot	1 time a year	Completed	10/18/2009	10/18/2008

Special Vaccine	Goal	Status
Pneumovax (Twice if over 65)	1*	1st Shot Completed

Do not print this page as it will be too small. Click on Format for Printing and a new screen will appear. You can then print that page.

If it does not appear it may be that you are not allowing pop-ups on your internet site. You usually can disable this at the top of your screen. After the new screen appears click on file and print to obtain a print out that can be used for the chart. This form is placed on the chart at the time of the visit. The best way now to return back to your patient is to click the back button at the top of your screen. This returns you to the prior page. If you click on the return to patient visit page you will be at the start of the alphabet.

Once back to your patient list click on Report Card.

Patient Name	Medical Record #						
Doe, John	123	Edit	Visits	New Visit	Report(Med Rec)	Report Card	Graph
Doe, Sue	5	Edit	Visits	New Visit	Report(Med Rec)	Report Card	Graph
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Medication				
Daily ASA	Take daily	Yes	Yes	Yes
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Group Visit		Yes	No	No

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Flu Shot	1 time a year	Completed	10/18/2009	10/18/2008

Special Vaccine	Goal	Status
Pneumovax (Twice if over 65)	1 st	1st Shot Completed

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This is the patient report card that is given to the patient to take home with them from routine visits and group visits. Do not print this page as the print is too small for the patients to read. Click on format for printing and follow the same instructions that were given for Report (Med Rec).

After returning to the patient list you can also click on other buttons like graph, print patient list and patients that missed appointments.

Practice Reports

Practice reports are available by clicking on [clinic reports](#) at the top of the page.

This will produce the following screen. (this report is from an actual clinic)

Home	Patients	Clinic Reports	User Info																																																																																
<table border="1"> <tr><td>Averages</td></tr> <tr><td>Patients' Goals by Clinician</td></tr> <tr><td>HbA1c</td></tr> <tr><td>LDL</td></tr> <tr><td>Non-HDL</td></tr> <tr><td>Blood Pressure</td></tr> <tr><td>Annual Checks</td></tr> </table>				Averages	Patients' Goals by Clinician	HbA1c	LDL	Non-HDL	Blood Pressure	Annual Checks																																																																									
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This report informs the practice about their degree of achievement of diabetes standards of care. These standards were derived from the ADA, NCEP (ATP3), and the JNC7 as discussed previously. The HbA1c goal of 6 is the goal of the project participants because <6 is considered normal HbA1c.

This screen also demonstrates which of their patients are not achieving goal for HbA1c, LDL, Non-HDL, Blood Pressure, immunizations and yearly checks.

For example by clicking on HbA1c on the left the following screen appears.

Average HbA1c					
Clinic	Very High (avg HbA1c>8)	High (>6.5 & <=8)	Target (avg HbA1c<=6.5)	# of Tests	# Patients Tested
15	142	199	302	1530	643

Avg HbA1c					
Very High		High	Target	ALL	
	MR Number	Patient	Avg HbA1c	# of Tests	# of Visits
+	18682-00		17.1	1	2
+	8037-01		16.9	1	3
+	3774-00		16.3	1	1
+	10165-00		15.9	1	2
+	3912-00		15.8	1	3
+	41247-00		15.6	1	2
+	35407-00		15.1	1	1
+	31798-00		14.6	2	3
+	28972-00		14.6	1	2
+	2377-00		14.4	1	1
+	32392-00		14.3	2	3
+	36814-00		14.0	1	1
+	10434-00		13.8	1	4
+	22763-00		13.6	1	1
+	9383-01		13.4	1	5
+	42125-00		12.9	1	2
+	8424-02		12.7	1	2

This report identifies patients at various risk levels. The names of the patients would have appeared under the column marked patient but are covered to assure privacy. For example 142 patients have HbA1c >8. A list of patients in this category can be printed by pointing your mouse to the button labeled very high and clicking. Once that screen appears the list can be printed by going to file at the top of the screen and clicking on print from the drop down box. Similar reports could be produced for the LDL, Non-HDL and Blood Pressure by following the same routine. By identifying high risk patients the clinician and staff can develop additional strategies to help these patients achieve their goals. The high risk patients are ideal for inviting to group visits.

Reports can also be generated to see which of you patients have not had their immunizations or yearly checks like a dilated eye exam or a complete foot exam. Point your mouse to annual checks and click. The following screen appears.

Averages	Foot Check
HbA1c	←.....
LDL	Patients who have not completed a Foot Check in the last 365 days
Non-HDL	Patient
Blood Pressure	Last Checked
Annual Checks	
	04/22/2004
	10/04/2004
	09/20/2004
	12/02/2003
	08/30/2004
	07/21/2003
	04/12/2004

This is a list of patients (real names blocked) who have not had a foot check in the last year. If it is blank it means it never has been documented and dates indicate the last time the exam or test was done. The drop down table at the top of the page (where the dashed arrow points) can be clicked and the other tests (microalbumin) and (exam eye exam) results will appear.

The other reports that are periodically provided include ones that compare individual practices to all others in the DMCP as well as national standards. Tables 3 and 4 are examples of these reports. Dr Shahady will provide these reports to your practice.

Who sees your data?

Your data will never be shown to others in a way that identifies you or your patients. Because this is a demonstration project aggregate data will be shared publicly for educational purposes. This will include published articles and educational seminars. The aggregate data will also be shown to funding agencies to obtain further funding for the project.