Adding 30 Day or Additional Long Term Follow Up for Previously Entered Patients in Old System

Steps (Note these steps are only valid for patients with preop info and op details entered into the old system)

- Step 1 – Enter minimal demographic information that allows linkage to old system

- Step 2 – Enter date of operation

- Step 3 – Select either 30 Day or Additional Follow Up

- Step 4 – Enter data into follow up form

Step 1 - Enter minimal demographic information that allows linkage to old system

Patient Demographics

External Id

* First Name

* Last Name

* Sex

Male

* Date of Birth

State

OH - Ohio

Zip

Clinical Information

* Clinic

The James Cancer Hospital

Primary Insurance

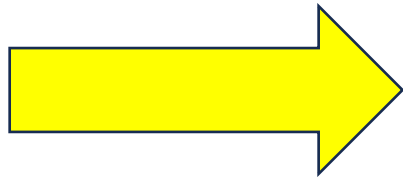Scroll down and click Create Patient to complete entry

Secondary Insurance
Company Name

Create Patient

- External ID (MRN)
- First Name
- Last Name
- Sex
- Date of Birth
- State
- Zip
- Clinic (hospital location)

Step 2 - Enter date of operation and CPT code

- Entering correct date of operation is key...this indexes all follow up time point

Step 3 - Select either 30 Day or Additional Follow Up

ACHQC- Preop Information and Operative Details — -1 months for 2 months 3 weeks 5 days — Actions ✕

Select FU Timepoint

ACHQC 30 Day Follow Up — 1 days for 2 months 3 days — Actions ✕

Answer
Responses

ACHQC Ventral Postoperative Assessment (Patient Reported Outcomes Form) — 2 weeks for 2 months 4 days

ACHQC Ventral Postoperative Assessment (Patient Reported Outcomes Form) — 5 months 2 weeks for 2 months 4 days — Actions ✕

ACHQC Additional Follow Up — 5 months 2 weeks for 2 months 4 days — Actions ✕

- <u>Can SKIP entering Preop Information and Operative Details</u>
- Select appropriate follow up timepoint
  - 30 day follow up
  - Additional follow up (see date windows for 1 year, 2 year, etc)
- Click small arrow on right then select 'Answer'

Step 4 – Enter data into follow up form