

Phase 2 Best Practices

Station 7 – Data Entry

The purpose of the Data Entry Station is to accurately input the patient information into the SHF Online Platform. Accurate patient information helps ensure that SHF delivers quality patient care and efficient services.

Step 1: Search for the patient

At the top of the screen, select “Find Patient” to begin entering Phase 2 patient information into the SHF Online Platform



Step 2: Scan the SHF Patient ID Number

Select the text box for SHF Patient ID# and use the barcode scanner to scan the barcode on the Phase 1 & 2 Patient Form.

Step 3: Add new Phase 2 data

Add new Phase 2 data

Once the patient information has loaded, make sure that the patient information matches the patient information on the Phase 1 & 2 Patient Form. Then select “Add new Phase 2 data”

Using the keyboard shortcuts, type and enter the patient's information (section 1 on the form) into the corresponding fields in the SHF Online Platform.

- Some fields, like “Age” will automatically populate after entering the patient’s date of birth.

Step 4: Phase 2 Session

Next begin entering the Phase 2 information in sections 2B-4 on the Phase 1 & 2 Patient Form

- Ensure that the Phase 2 Date matches the date on the Phase 1 & 2 Patient Form
- Ensure that the correct Phase 2 Mission is selected

Step 4: Check & save the entered data

Double check that the patient information was entered correctly

If everything is correct and the data has been entered properly, click save:

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Data Entry Keyboard Shortcuts

Using the computer keyboard instead of the mouse helps make data entry more efficient and faster

Tab Cycles forward → through the options

Shift + **Tab** Cycles backwards ← through the options

N - or - **1** “**No**”

2 “**Undecided**” or “**a little**”

Y - or - **3** “**Yes**”

L “**Left**”

R “**Right**”

B “**Both**”

For most options, pressing the key of one of the initial letters of the 1st or 2nd word in the option will select it.

Examples:

E	Employed
I	Ear Infection
N	No Response
H	Normal Hearing
B	Antibiotic
G	Analgesic
C	Bone Conductor

The corresponding letter of the keyboard key is always underlined on the SHF Online Platform

**Section 1 of
Phase 1 & 2
Patient Form**

PHASE TWO SESSION

Phase 2 Date

10/Febr/2017

Country

Rwanda

Phase 2 Mission

**Section 2 of
Phase 1 & 2
Patient Form**

PATIENT INFORMATION

Patient Type:

Registered Phase 1 Walk-in

No Earmolds

No Earmolds

OTOSCOPY

Wax:

Left Right Both

Infection:

Left Right Both

Perforation:

Left Right Both

Tinnitus:

Left Right Both

Atresia:

Left Right Both

Other:

Left Right Both

Medical Recommendation:

Left Right Both

Medication Given:

Antibiotic Analgesic Antiseptic Antifungal

HEARING AID FITTING

Fitter Name

Student Ambassador

Hearing aids

Results	Power Level	Volume	Battery Type	Ear Mold Size
Left Ear	-	-	<input type="radio"/> 13 <input checked="" type="radio"/> 675	-
Right Ear	-	-	<input type="radio"/> 13 <input checked="" type="radio"/> 675	-

of Hearing Aids Fit:

0 1 2

of Ear Molds Fit:

0 1 2

Special Device:

Bone Conductor Body Aid None

If patient received 0 or 1 hearing aid or a difficult fit?

Left Normal Hearing

Right Normal Hearing

Distortion

Distortion

Recruitment

Recruitment

No Response

No Response

Other

Other

FINAL QUALITY CONTROL

of 13 Batteries Given

of 675 Batteries Given

When wearing your hearing aid(s) are you satisfied with your hearing?

(1) No (2) Undecided (3) Yes

**Section 6 of
Phase 1 & 2
Patient Form**