

# 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.



SHF Patient ID #

Enter Patient's Id : AAA-###-#####

### 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

1. PHASE 2 – REGISTRATION

Phase 2 Date: 21 / 02 / 2017

Phase 2 Date: 21/Feb/2017

Phase 2 Mission: Rwamagana - 21/Feb/2

### 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:

Save Cancel

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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 1<sup>st</sup> or 2<sup>nd</sup> word in the option will select it.

Examples:

E	<u>E</u> mployed
I	Ear <u>I</u> nfection
N	<u>N</u> o Response
H	Normal <u>H</u> earing
B	Anti <u>B</u> iotic
G	Ana <u>G</u> esic
C	Bone <u>C</u> onductor

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

Section 1 of  
Phase 1 & 2  
Patient Form

Section 2 of  
Phase 1 & 2  
Patient Form

Section 4 of  
Phase 1 & 2  
Patient Form

Section 6 of  
Phase 1 & 2  
Patient Form

## PHASE TWO SESSION

Phase 2 Date

10/Feb/2017

Country

Rwanda

Phase 2 Mission

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## 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 type="radio"/> 675	-
Right Ear	-	-	<input type="radio"/> 13 <input 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

0

# of 675 Batteries Given

0

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

(1) ☐ No (2) ☐ Undecided (3) ☐ Yes

Save

Cancel