**Notes of Minutes for PHS 2017 Electronic Initiative Meeting – 23 January 2017**

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| Date: | | 13 February 2017 1930 - 2150hrs | | |  |
| Recorded By: | | Ng Shen Soon Benjamin | | |  |
| Venue: | | NUS MD6 03-01U | | |  |
|  | |  | | |  |
| Attendees: | |  | | |  |
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| **S/N** | **Name** | **Organisation** |
|  | Ho Jin Yang | PHS 2017 |
|  | Tsai Ren Jie | PHS 2017 |
|  |  | PHS 2017 |
|  |  | PHS 2017 |
|  |  | PHS 2017 |
|  | Goh Chong Jhee | NUS ISS |
|  | Koo Sheng Kiat | NUS ISS |
|  | Ng Shen Soon, Benjamin | NUS ISS |
|  | Yeo Jia Cheng | NUS ISS |
|  | Zhao Yu Heng | NUS ISS |

Action Items and/or Follow Up Items are *Underlined and in Italics*.

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| **S/N** | **Item** | **Action by** | **Due by** |
| 1. | **Agenda of Meeting:**   1. Requirement Gathering    1. Gather requirement for used soft copy forms during Registration, BMI and History Taking    2. To understand the Health Screening 2016 process and how to improve on 2017 with Electronic Initiative |  |  |
| 2. | **Registration Station**  Registration Form  Ren Jie says that event volunteers will hold Ipad and help to fill up the form for the participants.  He went through the last year registration form and says all fields are mandatory. Next he went through individual questions inside the form like:   * Follow up * NRIC * Declaration (will change the paragraph) * Race has Others field beside the four main races * Language for health report * Nationality (only Singaporean and PR only)   When Ren Jie go through Date Of Birth (DOB )and Age, Jia Cheng suggests that DOB will still have format validation and Age will auto populate based on the entered year. PHS Team agreed to the suggestion.  Postal code requires to search for 4 digit postal code and a hyperlink will be provided to link to Singpost URL. For 6 digit postal code, PHS Team will assess if able populate the main address.  *PHS Team will send the copy of the form to ISS Team*  Sticker Label  Ren Jie explains when the volunteer will required re-entering the participant’s NRIC after registration in order to print the sticker label in registration station. Jia Cheng proposes the proposed Electronic system allows of printing of sticker label immediately without re-enter the NRIC. |  |  |
| 3. | **BMI and History Taking Station**  BMI  Ren Jie says that the taking of BMI result does not record and will print out the slip from the BMI machine.  History Taking Form  Ren Jie says that event volunteers will help to fill up the form for the participants.  He went through the last year registration form and says all fields are mandatory. Jia Cheng noticed the form has multiple pages and asked if it is necessary. Ren Jie replied the form does not require having multiple pages but it will be best to have headers to show as different sections.  Next he went through individual questions inside the form (need Chinese characters inside the form for questions and/or answers) like:   * Name * Nric * Blood test * Pictures (like CHAS CARD) to show within the form * Currently smoking (yes and no will show different set of questions) * Family cancer history * Family medical history * Health concerns * System reviews * Second BP reading * BMI (once entered will show or “highlight” the range/risk) * ICIQ Score: A + B + C -> auto compute   Ren Jie highlights about Past medical history where the system will need to retrieve participants that are eligible for free consultation voucher. The criteria are:   * The participant has taken the blood test during the event. Ren Jie mentioned the last year event has invalid like the participant has blood test result but hard copy form (Form A) interest indicated as No for blood taking. * Abnormal (triglyceride, glucose and LDL) based on blood test results after one week of the event) and/or Hypertensions * Cannot have past history in HTN, Diabetes Mellitus and HLD   Quick alerting  Jin Yang hopes after the form has been filled up, the system is able to inform the volunteer to direct the participants where to go after screening based on indication:   * Smoking to direct them to smoking exhibition * No for CHAS card to direct them to the CHAS booth (Will discuss when meeting with outreach team) |  |  |
| 4. | Form A (hard copy)  Ren Jie says there is a mega sorting station and each participant will be given a hard copy Form A for the volunteers to determine which station the participant will need or wish to visit, one way by looking at the interested column in the form and direct them to the station.  The form contains questions like whether the participant has fasted and Age requirement is done on mega sorting station while Blood test done on Registration station. First BP reading is captured in this form and rest of the questions are for History Taking station.  Ren Jie is thinking if there is way for volunteers to enter both soft and hard copy to sync up and prevent missing station or data.  *PHS Team will send a sample to ISS team.* |  |  |
| 5. | **Doctor Consultation Form**  Ren Jie explains that not every participant will need to go through this form and it is indicated when filling up History Taking Form.  He went through individual fields in form like:   * Does require follow up for check up * DOB   For typing out memo field, this field need to capture what doctor has wrote/advised and last year the document will need to copy and paste into a word document to print out and give the participant.  PHS Team and ISS Team discussed on this manual process and understand that the doctors may not register early therefore it is hard to create an account before the event starts.  Both teams reached a conclusion that the system should display a print button and straight away print using a document template (memo) and asked doctor to type out their name and MCR after the document is generated on the soft copy before send to print.  *PHS Team will send a sample to ISS team.* |  |  |
| 6. | **Master Excel**  Ren Jie explains after the event is over, they will export the data from the Registration Form, BMI and History Taking From, Doctor Consultation Form and combined them into a single excel file together with NUHSLABS data. Based on last year data, there might have participants did not take BMI and caused inaccurate data.  Ren Jie says it will be best that the new system is able to generate a Master Excel file.  *PHS Team will send a Master Excel sample file to ISS Team* |  |  |
| 7. | **Free consultation voucher**  Ren Jie explains in **BMI and History Taking Station** that participants who met the criteria are able to receive free consultation voucher.  NUHS will give the PHS team in hard copy even though it has soft copy version. Last year they manually write ID in the voucher like PHS 001 to keep tracking of the status of the voucher. Ren Jie highlight there is one scenario where participant may lose the voucher and PHS team will need to reissue with new voucher with new ID and he hope ISS team can automate the generation of ID and can be easily reconcile, possible for audit purpose.  *ISS will think how to automate or improve the process* |  |  |
| 8. | **Health report**  Ren Jie explains that this report will be generated using “Mail Merge” concept from standard document template in word document format and merge into new document using data from excel. This report will be send to participant with Blood Test Result from NUHS (if any) and Free Consultation Voucher if the participant is eligible.  Important details like Name and NRIC will be retrieving from excel. Other information like BMI and the risk, blood pressure will also be part of the document. |  |  |
| 9. | **Telehealth Buddy Form**  Preparation  Ren Jie says last year they will prepared the list of participants into four groups:   * Participants who have abnormal blood test results and/or HTN without a history of chronic health conditions * Who have abnormal blood test results and HTN with a history of chronic health conditions * Who have abnormal blood test results and normal BP readings with a history of chronic health conditions * Who have not taken the blood test and HTN   First Call  Ren Jie explains that this form is used by volunteer as a checklist before calling the participant to check with them if they received the mailed health report and asked them to go for further check-up if required. The participant’s response will be captured in the form  This form contains a lot of conditional fields depending on the selected option. Last year there are four similar forms based on the grouping and Jia Cheng asked if there is a way to combine them into a single form for maintainability. Ren Jie replied there is a way to use a single form but require extra effort like the form can be automatically fill up important information retrieved from the system and possible highlight those critical in red and display free consultation voucher terms if the participant is eligible.  Ren Jie highlighted that this form must provide an option to indicate that the participant does not wish to be called subsequently.  Second Call  This form will be used by volunteers to call participants that do not indicate they do not wish to be called subsequently. This form contains a lot of conditional fields depending on the selected option and the result for this form will be send back to NUHS. |  |  |
| 10. | **Abnormal Health Report**  Ren Jie mentions there are two types of readings from the health reports: blood test and others  Blood Test   * Cholesterol * Triglycerides * LDL * Glucose * HDL * Chol : HDL ratio   Others   * BMI * Sys HTN > 139 * OIOS HTN > 89   This report is in excel format and system must provide a feature to import it into the system and able to set criteria to generate new excel report  Jia Cheng asked if the health report itself contains any received date that shows when this report is generated. This date can be used for future auditing purpose. *PHS team will check the health report contains any received date.*  *PHS team will send sample health report from NUHS Lab* |  |  |
| 11. | **Feedback form**   * Very general form * Not tied to participants. It can be anonymous |  |  |
| 12. | **Last year misc.**  Logistics  Jia Cheng asked about last year IT logistics in terms of Ipad and laptops. Ren Jie says it estimates about 10 laptops, 50 Ipads and the rest bring by volunteers (around 20 Ipads) The Ipads are mainly used by volunteers to fill up the forms with the participants.  Data Inaccurate  Volunteer entered in NUHS system may cause data inaccurate between PHS and NUHS and they will need to re-enter the NRIC, Name in NUHS system. ISS team will talk with the ops team on wed where they will try to propose and think of ways to synergy between the two systems |  |  |
| 13. | **Wish list**   * Surveys form can be edited * Access by participants from home   Participant can create auto account during registration by doing a search to check if the participant exists in the system and create a new account if does not exists. ISS Team highlight password and security are concern like how to give the password to the participant. ISS may explore health hub to tighten the security and will discuss with the ops team. |  |  |
| 14. | **Miscellaneous**   * FIT station is for above 50 * CERI station is for above 60 * Blood taking itself does not have any form but will have an blood test field captured in the BMI form * During registration, there is an interest indicator to take blood test |  |  |
| 15. | The next meeting will be on 15 February |  |  |
| 16. | The meeting ended at 2150Hrs. |  |  |