



A series of helpful guides provided by the Information Technology Department

# ENT

## Resource folder for the electronic documentation of

## **ENT Assessments and Clinic Notes**





A series of helpful guides provided by the Information Technology Department IT Training & Support



ENT Assessment - CLIN	iDOC, Marg		: اماد
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Performed on: 13/0//20	U9 🔁 🖬 1650 🖶		By: Allen , Margaret
Summary		ENT Summary	
Ear Assessment	Referral Source	C CHW ED C HW · Other C GP C External specialist C Other:	
Nose Assessment Throat assessment	Referral source		-
Medications	details (if required)		
Orders this visit	Histony of ENT	10 I 🕲 🗴 📾 🖻 🛛 🖉 🖇 🗐 🖉	
Management plan	related operations	Grommet, left ear: 15/3/09 Baulkham Hills Private Grommet, right ear 16/4/09 CHW	
	Document operation performed, date and bospital in which	The ENT operation history havis a free text havithet has unlimited enace. The text can be four	metted The
	operation was performed	information entered here will appear on the next form at the next visit.	naueu. me
		Problem List	
	Significant other	Classification View Active Problems Ch	ange View
	conditions	*5 Diset Date Classific	ation   Life Cycle St
	"Problems" are long term problems that will continue to exist over a	All Problems Asthma Asthma 26/05/2007 Medica	Active
	period of time.	Longenital heart disease Longenital heart disease Medical Down syndrome Down syndrome Medical	Active
			<u> </u>
	"Diagnosis" refers to the	Diagnosis	
	problem THIS visit and will only display on this	Date Clinical Dx 28/05/2009 Glue ear	
	form		
		Add Diagnosis	
	1		Þ
			In Progress



#### Entering a diagnosis into the form

Right-click in the white display box of the Diagnosis area and select Add.

will only display on this form	Date Cinical Dx 29/05/2003 Give ear
	Add Diagnosis
Clinical Diagnosis	
Clinical Dx Sec	ondary Description Comment Related Diagnosis
YOU - I - I - I	
-Clinical diagn	IOSIS:
Annotated dis	play:
Qualifier:	
*Confirmation:	Confirmed
Communitie	
*Date:	17/07/2009
*Date: *Classification:	17/07/2009     Severity class:       Medical     Severity:
*Date: *Classification: *Clinical service	17/07/2009     Severity class:       Medical     Severity:       ::     Non-Specified
*Date: *Classification: *Clinical service *Dx type:	17/07/2009     Image: Severity class:       Medical     Image: Severity:       :::     Non-Specified       Working     Image: Severity:
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*Date: *Classification: *Clinical service *Dx type: Rank: Responsible provid	17/07/2009     Image: Severity class:       Medical     Image: Severity:       Non-Specified     Image: Certainty:       Working     Image: Probability:       er:     Image: Mage: Severity class:
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• Complete as required. Note that if a text entry box is yellow, it must be completed. If the text entry box is white, the data is either optional or it has been pre-completed – you can still change it if you wish.

#### Information for Review (Allergies and Outstanding Orders)

The **Information for review** section of the form **reviews** information that has been previously documented into the patient chart i.e. **Allergies** and **Outstanding Orders**. Note that you cannot enter information here\*.

ENT Assessment - CLIND	uc, marg	2
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Performed on: 13/07/2009	9 🗧 🖬 1650 🛱 By: Allen , Marga	aret
Summary	Information for review	1
Ear Assessment Nose Assessment	This section is for reviewing previously documented information. New allergies and orders can be entered upon completion of this ENT Assessment.	
Throat assessment	Allergies	
Medications	No Allergies Recorded	
Orders this visit		
Management plan		
	Outstanding Orders: All orders with a status of 'Future', 'Ordered' or 'In Process'	
	ORDER NAME STATUS ORDERED ORDERED BY	
	X-Ray Head     Ordered     26/05/2009     Allen, Margaret       Full Blood Count     Ordered     26/05/2009     Allen, Margaret	
	Performed or: 12/07/200 Summary Information for regive Ear Assessment Nose Assessment Throat assessment Medications Ordes this visit Management plan	Information for reviewing previously documented information. New allergies and orders can be entered upon completion         Verticate Sessment         Nose Assessment         Nose Aster Astestore         Outsta

The **Outstanding Orders** section only displays "Future", "Ordered" and "In process" **electronic** orders. If the order has been completed, the result will display on the **Results** page of the patient chart.

\*If you wanted to enter an allergy for example, you would need to navigate to the allergy page of the patient's chart:

CLINDOC, Marg		DOB:26/05/2005 Age:4 years	Gender:F MRN:102	emale 2293	Location:Surgica Adm:26/05/2009	ll Ward 12:32 PM Dis: <no -="" di<="" th=""><th>scharge date&gt; [ Revi</th></no>	scharge date> [ Revi
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Allergies Add	Mark All as Reviewed						-
Clinical Notes	Allergies						
Contacts & Alerts Info	🛉 Add 🧹 Modify 💥 No Kni	wn Allergies 🛛 🕫 Reverse A	lergy <u>C</u> heck	Display. Active	-		
Form Browser			· · · ·				
Growth Charts	D Substance Category	Reactions Severity T	ype C Est. Onset	Reaction S Updated E	y Source Reviewed	l	
Imaged Documents							
Orders 🕈 Add							
Problems and Diagnoses							
Problems/Alerts & Demo							
Results							
Test the							

Ear Assessment, Nose A	ssessment and ]	Throat Assessm	ent	
To complete an electronic as	sessment of the Ear,	Nose or Throat, cli	ick on the relevant page	of the form.
		Summary Information for review Ear Assessment Nose Assessment Throat assessment Medications Orders this visit Management plan		
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*Performed on: 13/07/2009 🕂 🔽 10	50 🕂			By: Allen , Margaret
Summary		Ear Assessme	nt	<b>_</b>
E ar Assessment		Right Ear		
Nose Assessment Right Ou	t <mark>er Ear Atresia</mark>	Stenosis 🗌 Otitis Externa	Foreign body Other:	
Throat assessment	Idle Far	with effusion 🗖 Cholesteatoma	Muringosclerosis - symptomatic	_
Orders this visit	Acute otitis I	nedia Grommet patent	Dther:	
Management plan	Tympanic m	embrane retraction 🔲 Grommet blocked		
Hearing	oss type, right ear O Conductive	O Sensorineural O Mixed	O Congenital O Other:	-
Hearing	oss severity, right	O Mild O Moderate	O Severe/profound	-
ear		0.0		
Right in		O Uther:		
Right Fa	cial palsy O Yes	O No		_
Dish Fe		¥ 9 ¥ 🚳 ]		_
	assessment notes			
	J.	Loft Far		
Left Midd	le Ear	with effusion Cholesteatoma nedia Grommet patent	Myringosclerosis - symptomatic Other:	
	U Tympanic m	embrane perforation 🔲 Grommet infected embrane retraction 🔲 Grommet blocked		
Hanning	costupe left cost	O Semerine und	O Concentral O Other	_
Hearing	oss severity, left	O Mild O Moderate		_
ear				
Left Inner	Ear O Vertigo	O Other:		
Left Faci	al Palsy O Yes	O No		
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Left Ear	issessment notes			
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Nose Assessment         Nose Assessment         Nose Assessment         Nose Assessment         State         State         Nose Assessment	*Performed on: 13/07/20	09 🕂 🖵 1650 🕂	By:
	Summary		Nose Assessment
	Information for review		
	Nose Assessment	Nose assessment	Nasal obstruction
With the set of the set	Throat assessment		, Allergic rhinitis   Nasal polyps
	Medications	F	Foreign body   Sinusitis
	Management plan		Sinusitis complication
			Cleft palate
			Velopharyngeal insutriciency Juvenile Nasopharyngeal Angiofibroma
			Other:
Image of the second			
Assessment         void Assessment asses		Nose/Sinus	
		assessment notes	
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For Aussmand Note Aussmand Mediators Under High Margament Jah       Image (Image	Information for review		Throat assessment
Toried Advancement     Toried Advancement     Toried assessment notes     Toried assessment notes     Toried assessment notes	Ear Assessment	Tonsillitis	
Index services   Medicality   Origin the vick   Maragement plan   Palate   Normal   Normal   Normal   Normal   Normal   Normal   Strider at rest   Implantory   Explantation   Implantory   Strider at rest   Implantory   Explantation   Implantory   Explantation <td>Nose Assessment</td> <td>Tonsillitis frequency</td> <td>O Rarely     O &gt;3 in 6 months     O &gt;5 in 12 months</td>	Nose Assessment	Tonsillitis frequency	O Rarely     O >3 in 6 months     O >5 in 12 months
Order in is with   Management plan     Paintie     Shoring Assessment     Sing Subsection     Prooling     Drooling     Drooling     Drooling     Togge tie     Sinder at rest     Sind	Madications	Tonsillar size	O Grade I O Grade III O Grade IV
Managament join       Prainte       O. Noma       Noma       Noma       O. Noma	· Orders this visit		
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Drooling O'Ye No Tongue tie Symptomate No symptomate NI Stridor at rest Impletory Explatory Explanate Protocol Stridor with exertion Impletory Explatory Explanate Protocol Voice disorder O'Ye No Other Foreign body- eerodigestive Protocol Other - specify Referred to Ispeech therapy Voice drive Other Throot assessment notes		Snoring Assessment	Sleep disturbed breathing PSG ordered Dther:
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Other - specify   Referred to   Image: Speech therapy     Image:		Stridor with exertion Voice disorder	O Inspiratory     O Expiratory     O Biphasic     O Positional       O Yes     O No     O Other:
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Referred to     Image: Speech therapy     Image: Speech therapy <td></td> <td>Stridor with exertion Voice disorder Foreign body - aerodigestive</td> <td>Inspiratory       C Expiratory       C Biphasic       Positional         Yes       No       O Uther:         Airway       C Requires general anaesthetic       O Uther:         Desophageal       No general anaesthetic       O Uther:</td>		Stridor with exertion Voice disorder Foreign body - aerodigestive	Inspiratory       C Expiratory       C Biphasic       Positional         Yes       No       O Uther:         Airway       C Requires general anaesthetic       O Uther:         Desophageal       No general anaesthetic       O Uther:
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#### Medications

The **Medications** page allows you to record medications and administration details. Once entered, the details 'pull through' from one visit to the next so that you can see a record of what was administered previously. Note that it is **NOT** a prescription.

nformation for re					Medica	ations				
r Assessment	ame	Dose	Route	Frequency	Start Date	Duration	Status	Supply	Medication other rel	evant
e Assessmer	flev	125mg	Oral	aid	15/07/2009	10/7	New medication	a 3 dau hospital	details (including do change)	se
cations	ilox.	rzönig	(Alpha)	qia	(Date)	10/1		supply		
ers this visit			(Alpha)		(Date)			(Alpha)		
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Is	a compliance aid		O Yes	O No		Туре	ofaid			
Th	commended r e CHW Drug dose guidr	elines on t	, he Intranet (	can be access	ed from the re	ference ter				
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window	displaying a l	link to	o the g	uideline	S.				Madifiers Reference Tex View Result De Clear	Dails
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a window or Support Done Guidelines ence Carel an adomator k to the CHW Dru .//intranet.kids/o/ar	displaying a hyperlink C Chart guide g Dose Guidelines on th pos/picu/drug_doses/	link to	o the g	uideline Net education	S. C Policy and pr	opedares 🕐	Schedung reforms		Modifier Reference Tex VIEW Tread to DE Clear	
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a support or support or support are care are large of the support are to the CHW Drug //ntranet.iods/o/or	displaying a hyperlink a contract of the standard of the sta	link to	o the g	uideline and eduator	S.	condures	Schedung informa		Clear	

#### Orders this visit

The **Orders this visit** page provides an area where you can record in the form what orders have been organised or ordered for this particular visit. This DOES NOT actually place an electronic order. To place the order, you must do so from the **Orders** page of the patient chart.

, Marg		_ <u> </u>
🕂 💌 1650 👘		By: Allen , Margaret
Or	ders organised or ordered this visit	<u>×</u>
Medical Imaging orders organised during this visit Microbiology orders organised during this visit Audiology referral Other orders	King     CT scan - sinuses MRI     Uthescund CT scan - ear Dither:     Ear swab - right ear Ear swab - left ear Dither:	
	Marg Marg Solution Medical Imaging orders organised during this visit Microbiology orders organised during this visit Audiology referral Other orders	Marg         Image: Second Se

#### **Management Plan**

The **Management Plan** page provides an area where you can record the details for your patient's management plan.

ENT Assessment - CLIND	OC, Marg						Bu: Allen Margaret
Summary Information for review			Manag	ement F	Plan		
Ear Assessment Nose Assessment Throat assessment Medications Orders this visit Management Imp	Management plan	1	9		® <u>BU</u> IS≣	E B	
	Review within	O1 month O3 m	onths O 6 m	onths O12	months O Other:		
	Has a letter been sent to	o the GP?	O Yes	O No	C Not required		
	Has an information shee	t been provided?	O Yes	O N₀	O Not Applicable		
	Is there other documents visit?	ation related to this	O Yes	O No			
	If "yes" , details of docu noted here	mentation can be					

## Finding previously completed ENT Assessments

There are various places you can find previously completed assessments:

1. The **Documents** tab on the **Results** page of the patient chart.

Resi	ults			
18th [	<b>3</b> 8			
All B	esults Laboratory Medic	cal Imaging Imaged Documents Documents () st	: 3 years) Re:	
Flow	sheet: All Results Flowsheet	Level: ALLRESLTSECT		
	,		Last 100 Res	
Na	wigator X	Results	17/07/2009	
	Phone/Communication Note:	Clinical Documents	1:34 PM	
	Blood Gas	Asthma Service		
	Electrolytes/Lirea/Creatinine	Asthma Action Plan		
	Lipida	Asthma Reducing Medication Plan Asthma Education Consultation		
		ICU Documents		
	Drugs/Antibiotics	PICU Referral		
	Isoamylases	Inpatient Documents		
	Timed Urine Infomation	Modified Braden D Score		
	Urine Chemistry	CAPAC		
	Anti DNA Antibodios	CAPAC Notes		
	Anti-DINA Antibodies	Burns/Plastics Service		
	Immunology Serology	Burns Emergency Clinic Cover Sheet New		Double-click on the
	Infectious Disease PCR	Transition Planning		ENT Assessment
	Clinical Documents	Transition Documentation		to open the text
- Li	Asthma Service	Test Document P C		format of the form.
		ENT Assessment	ENT Assessment	Y
		Imaged Documents	$\sim$	-
	Inpatient Documents	Out Patient Visit Documents		
	CAPAC	Miscellaneous Documents		

2. The Clinical Notes page of the patient chart.

Menu	<del>р</del>	Clinical Notes	
Allergies	🕈 Add		
Appointments			
Clinical Notes	>		Last 50 Documents : 54
Contacts & Alerts Info		Phone/Communication Note	Far Assessment
Form Browser		Asthma Service	Right Middle Ear: Otitis media.with effu
Growth Charts		Infectious Disease PCR/Antigen Dete	Hearing loss type, right ear: Conductive
Imaged Documents		Microbiology Reports	Left Outer Ear: Stenosis
Orders	🕈 Add	Dental Department	Hearing loss type, left ear: Conductive
Problems/Alerts & Demo		ICU Document	Hearing loss severity, left ear: Moderat
Results		Outpatient Document	Nose Assessment
Task List		🛅 Transition Planning	Nose assessment: Allergic rhinitis
Overview		ENT Service	Throat assessment
Problems and Diagnoses		15/07/2009 8:17 AM Allen	Tonsillitis: Yes
Procedures and Diagnoses		17/07/2009 1:34 PM Aller , I	Tonsillitis frequency: >3 in 6 months
			Palate: Normal
			Medications
			I <u>meticatoris a NiD</u>

3. The Form Browser page of the patient chart.

## Modifying a form - Form Browser tab

Use the **Form Browser** when you want to modify an assessment you have just completed or if you have entered an assessment on the wrong patient. (Right-click on the form and select **Modify** or **Unchart**.) **Please note**: Do not modify an assessment that was completed at another visit or by another clinician.

Menu P	Form Browser
Allergies 🕈 Add	Friday, 12 Ju
Appointments	Sort by : Date
Clinical Notes	
Contacts & Alerts Info	All Forms
Form Browser	I 34 PM ENT Assessment (Auth (Verified)) - Allen , Margaret
Growth Charts	📲 1:22 PM Asthma Education Consultation (Auth (Verified)) - Royle, Monique
Imaged Documents	10:25 AM Asthma Reducing Medication Plan (Auth (Verified)) - Allen , Margaret

## Printing a form – Print icon

- Locate the ENT Assessment from the Patient's Clinical Notes or Results.
- Click on the **Print** icon.



### Setting up the Multi Patient Task List

The **ENT Task List** is used by the ENT Team to review patients who have been referred for clinic follow-up from ED. The Task List in PowerChart will initially be blank and several steps are required to set up the list so that it is always displayed when you log into PowerChart. The following procedure explains how to set up your task list.

• Click on the Multi Patient Task List icon from the PowerChart toolbar.

<u>T</u> ask	Edit	⊻iew	Patient	⊆hart	Links	Task <u>L</u> ist	Options	Help
: 🖭 T	ear Off	Att	ach 🚑 c	: <u>h</u> ange		nd 🗐 Exit	AdHo	c 🚨 PM Conversation 🔻 🛞 Explorer Menu 🔀 Scheduling Appointment Book 💂
- 🗼 P	atient Li	st 🔳	Cosign 🏢	Schedu	uling 🔐 M	Aulti-Patient	Task List	🚬 WORD 🔇 CHW e-Learning 🔇 CHW Laboratory Collection Manual 🔇 CH



- Ensure you have the following settings:
  - a. Tick the white box next to Choose Patient List then select Department View.
  - b. Unclick View Assigned Tasks.
  - c. Under Location Filters, click on 🗄 next to All Locations and select Royal Alexandra Hospital for Children clicking in the box will change the box from white to blue.

a Choose a Patient List		ns o Location Filter Il Locations	
Surgical Ward			
Level Micro Assigned Tasks	Save		

- Click Save and then click OK.
- Patients should now be visible on the task list.
   *Hint*: you may need to refresh the screen

, ,									
Multi-Patient Task List									
✓ ⊗ ⊠ á B, 🖽 🦗									
Departmental View, Assigned Tas	sks								
Pending Referrals									
Task retrieval completed									
All Patients	Location Medical Record Number	Name	Order Status	Order Details	Task Status	Task Description			
	1014078	BARRAQUIO, Rosalie	Ordered	17-Jan-12 15:39:	Pending	ENT Referral to Clinic Approval			
BARRAQUIU, Rosalie									

1

3

Refresh

Information: This procedure of setting up the task list will only need to be performed once

NT Referral to Clinic		of the form is the ENT Thage screen to determine the type of appoint	mer
	Approval - BARRAQUIO, Rosa	slie	
formed on: 17/01/	2012 🕂 🔽 1541 🗧	By: Doctor ,	One
NT ED Referra NT Clinic Refe		ENT ED Referral Review	
	Referral completed by	Doctor, Five M Note: if this patient has had a previous ENT referral, questions may show as pre-completed. Eight click, in the field to clear and enter new referral information (including current referral password)	
	Referred from	C Emergency Department (CHW) C CHW Inpatient Location - Other C Other: Emergency Department (Randwick) C CHW Outpatient Other Location	
	Spoken to ENT	An ENT referral can only be accepted if you have spoken to a member of the	
	ENT team member	ENIteam     Eniteam     Consultant	
	contacted	C Resident Medical Officer C DNC	
	ENT referral password	A current referral password is only available from a member of the ENT team following referral discussion	
	Reason for referral	Foreign body, ear     Othis media     Traumatic tympanic membra 0 ther:     Foreign body, nose     Ear discharge     Epistaxis	
		Fracture, nose Ditits Externa Stridor	
·	Additional notes		
			~
T Referral to Clinic	: Approval - BARRAQUIO, Rosa	sie	
🖬 🚫   📽 🌠 4  formed on:  17/01/	▶ � 📖 📖 🖳 2012 🕂 ✔ 1541 🕂	By: Doctor ,	0ne
NT ED Referra		ENT Referral for Follow-up	
	т	he purpose of this form is for the ENT Clinicians to triage requests for referal to the ENT clinic	
	Does this patient require to the ENT Clinic?		
	Type of appointment req	uired C Emergency Follow up C Registrar new patient clinic	
		C registrat Follow-up C Consultant Follow up clinic C Consultant water up attent clinic	
		C Airway Assessment New C ENT Foreign Body	
	Notes regarding referral		
	Notes regarding referral management plan		
	Notes regarding referral management plan		
:	Notes regarding referral management plan		

- Once an appointment type has been selected and the form is signed, the patient automatically appears on the Scheduling Appointment List. This list is managed by the ENT clerical staff.
- A tick now appears against the patient's name on the Multi-Patient Task List