


ENT

Resource folder for the electronic documentation of ENT Assessments and Clinic Notes

Documentation of ENT Assessment

ENT Assessments and clinic notes are completed via the ad hoc charting icon in PowerChart.

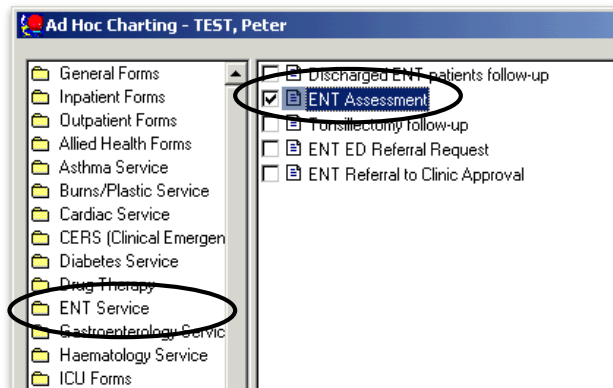
How to Ad Hoc Chart

- Open the patient chart (by selecting the patient from a patient list or by searching for the patient using the Search tool )
- Click on the Ad Hoc Charting icon.



To open the ENT Assessment form

- In the Ad Hoc Charting window, the available charting forms are organised in folders on the left. The ENT Assessment form is under the 'ENT Service' folder.



- Click in the box next to the **ENT Assessment**, then click on the **Chart** button. This will open the **ENT Assessment** form.

Chart

ENT Assessment - CLINDOC, Marg
By: Allen, Margaret

*Performed on: 13/07/2009 1850

ENT Summary

Summary

Information for review

Ear Assessment

Noise Assessment

Throat assessment

Medications

Orders this visit

Management plan

Referral Source

CHW ED CHW - Other GP External specialist Other

Referral source details (if required)

History of ENT related operations

Document operation performed, date and hospital in which operation was performed

Grommet, left ear 15/3/09 Baulkham Hills Private
Grommet, right ear 16/4/09 CHW

The ENT operation history box is a free text box that has unlimited space. *The text can be formatted. The information entered here will appear on the next form at the next visit.*

Problem List

Classification View Active Problems Change View

	Annotated Display	Name of Problem	Onset Date	Classification	Life Cycle St...
<input checked="" type="checkbox"/>		All Problems			
<input type="checkbox"/>		Asthma	26/05/2007	Medical	Active
<input type="checkbox"/>		Congenital heart disease		Medical	Active
<input type="checkbox"/>		Down syndrome		Medical	Active

Significant other conditions

"Problems" are long term problems that will continue to exist over a period of time.

"Diagnosis" refers to the problems THIS visit and will only display on this form

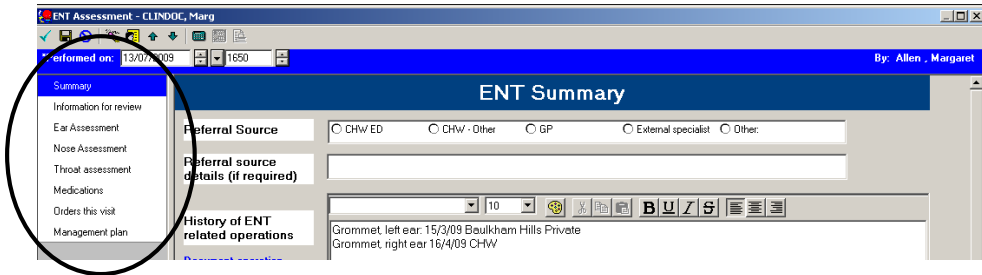
Diagnosis

Date	Clinical Dx
28/05/2009	Glue ear

Add Diagnosis

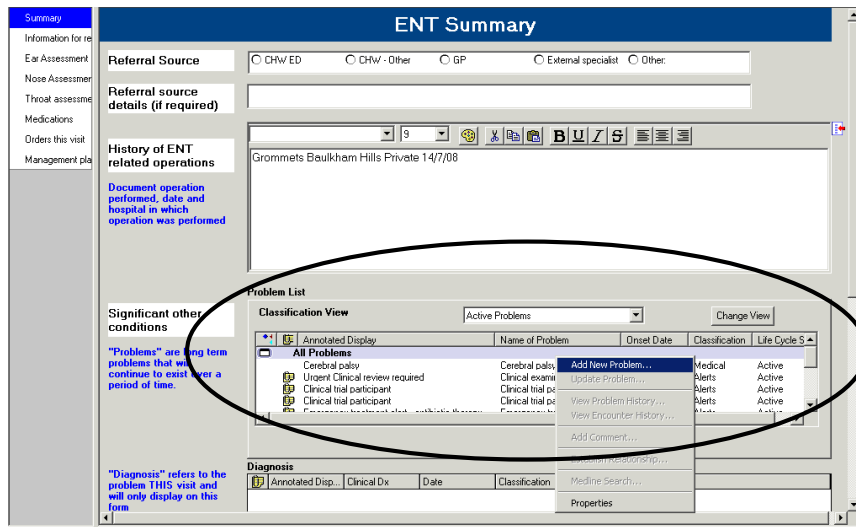
In Progress

- The ENT Assessment form consists of a number of pages. The first page you see is the Summary page. To navigate to a different page/area of the form, click on the relevant section from the list on the left.



Entering a problem into the form

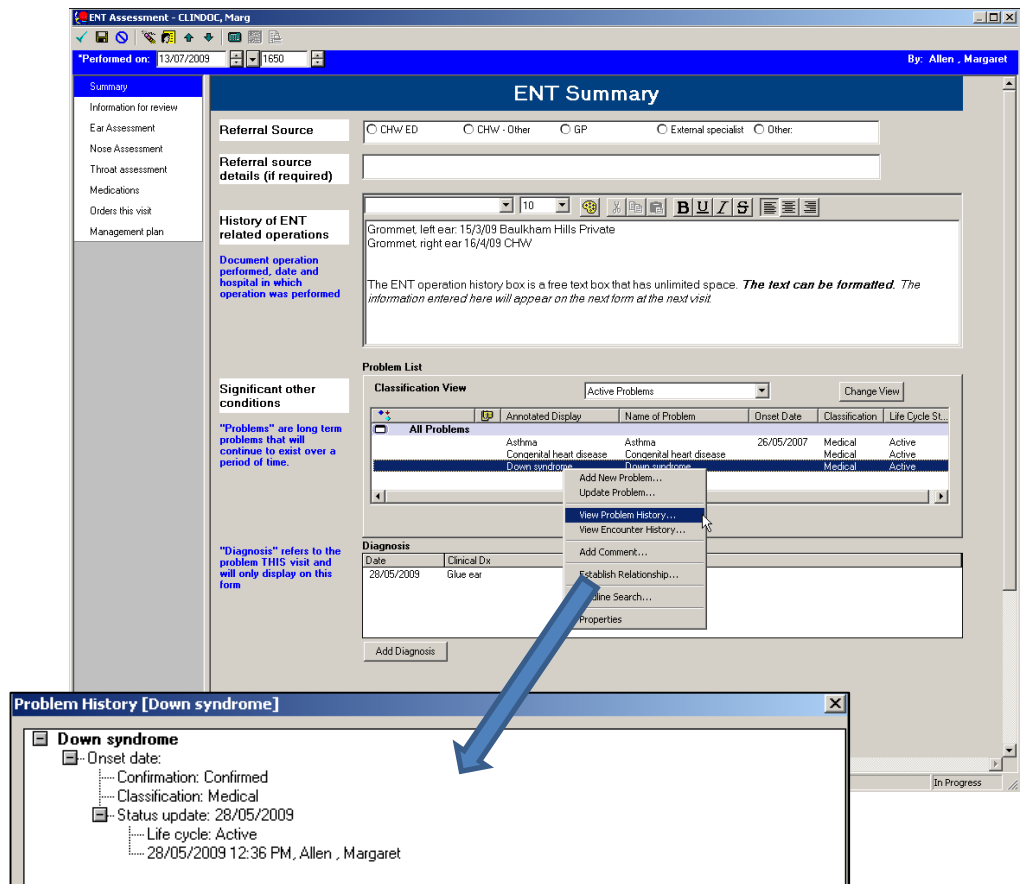
- On the Summary page, one section of this form consists of a **Problem List**. You can add a problem to the Problem List by right-clicking in the white display area of the Problem List and selecting **Add New Problem**.



- You can also modify or update the problem and see who has entered the problems – right-click on the problem and select **View Problem History**.

A “problem” is a condition that exists over a period of time and can be viewed every time the patient is admitted.

This differs from a “diagnosis” which can only be seen for this visit and only in the ENT assessment notes.



Entering a diagnosis into the form

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

The top screenshot shows the 'Diagnosis' form with a table containing one entry:

Date	Clinical Dx
28/05/2009	Glue ear

Below the table is an 'Add Diagnosis' button. The bottom screenshot shows the 'Clinical Diagnosis' dialog box with the following fields:

- Clinical Dx:** [Yellow text entry box]
- Secondary Description:** [White text entry box]
- Comment:** [White text entry box]
- Related Diagnosis:** [White text entry box]
- *Clinical diagnosis:** [Yellow text entry box]
- Annotated display:** [White text entry box]
- Qualifier:** [Dropdown menu]
- *Confirmation:** Confirmed [Dropdown menu]
- *Date:** 17/07/2009 [Date picker]
- Severity class:** [Dropdown menu]
- *Classification:** Medical [Dropdown menu]
- Severity:** [Text entry box]
- *Clinical service:** Non-Specified [Dropdown menu]
- Certainty:** [Dropdown menu]
- *Dx type:** Working [Dropdown menu]
- Probability:** [Text entry box]
- Rank:** [Dropdown menu]
- Responsible provider:** [Text entry box]

- 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*.

The screenshot shows the 'Information for review' section with the following content:

Information for review

This section is for reviewing previously documented information. New allergies and orders can be entered upon completion of this ENT Assessment.

Allergies

No Allergies Recorded

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

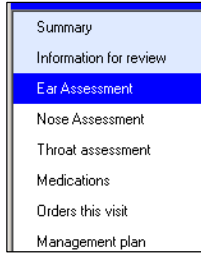
The **Outstanding Orders** section only displays “Future”, “Ordered” and “In process” **electronic** orders. If the order has been completed, the result will display on the **Results** page of the patient chart.

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

The screenshot shows the 'Allergies' page for CLINDOC, Marg. The page title is 'Allergies Not Recorded'. The patient information is: CLINDOC, Marg, DOB: 26/05/2005, Age: 4 years, Gender: Female, MRN: 1022293, Location: Surgical Ward, Adm: 26/05/2009 12:32 PM Dis: [No - Discharge date] | Revi... The 'Allergies' section has a table with columns: D, Substance, Category, Reactions, Severity, Type, C, Est. Onset, Reaction S, Updated By, Source, Reviewed, I... The 'Add' button is circled in red.

Ear Assessment, Nose Assessment and Throat Assessment

To complete an electronic assessment of the Ear, Nose or Throat, click on the relevant page of the form.



Ear Assessment:

The screenshot shows a web-based form titled "ENT Assessment - CLINDOC, Marg". The interface includes a navigation menu on the left with options: Summary, Information for review, Ear Assessment (selected), Nose Assessment, Throat assessment, Medications, Orders this visit, and Management plan. The main content area is titled "Ear Assessment" and is divided into sections for the "Right Ear" and "Left Ear".

Right Ear Section:

- Right Outer Ear:** Atresia Stenosis Otitis Externa Foreign body Other:
- Right Middle Ear:** Otitis media with effusion Cholesteatoma Myringosclerosis - symptomatic
 Acute otitis media Grommet patent Other:
 Tympanic membrane perforation Grommet infected
 Tympanic membrane retraction Grommet blocked
- Hearing loss type, right ear:** Conductive Sensorineural Mixed Congenital Other:
- Hearing loss severity, right ear:** Nil Mild Moderate Severe/profound
- Right Inner Ear:** Vertigo Other:
- Right Facial palsy:** Yes No
- Right Ear assessment notes:** A text area with a toolbar containing icons for undo, redo, bold, italic, underline, strikethrough, and list.

Left Ear Section:

- Left Outer Ear:** Atresia Stenosis Otitis Externa Foreign body Other:
- Left Middle Ear:** Otitis media with effusion Cholesteatoma Myringosclerosis - symptomatic
 Acute otitis media Grommet patent Other:
 Tympanic membrane perforation Grommet infected
 Tympanic membrane retraction Grommet blocked
- Hearing loss type, left ear:** Conductive Sensorineural Mixed Congenital Other:
- Hearing loss severity, left ear:** Nil Mild Moderate Severe/profound
- Left Inner Ear:** Vertigo Other:
- Left Facial Palsy:** Yes No
- Left Ear assessment notes:** A text area with a toolbar containing icons for undo, redo, bold, italic, underline, strikethrough, and list.

Nose Assessment:

ENT Assessment - CLINDOC, Marg

Performed on: 13/07/2009 1650 By: Allen, Margaret

Summary
Information for review
Ear Assessment
Nose Assessment
Throat assessment
Medications
Orders this visit
Management plan

Nose Assessment

Nose assessment

- Nasal obstruction
- Adenoid obstruction
- Allergic rhinitis
- Nasal polyps
- Foreign body
- Sinusitis
- Sinusitis complication
- Epistaxis
- Cleft palate
- Velopharyngeal Insufficiency
- Juvenile Nasopharyngeal Angiofibroma
- Other:

Nose/Sinus assessment notes

Throat Assessment:

ENT Assessment - CLINDOC, Marg

Performed on: 13/07/2009 1650 By: Allen, Margaret

Summary
Information for review
Ear Assessment
Nose Assessment
Throat assessment
Medications
Orders this visit
Management plan

Throat assessment

Tonsillitis Yes No

Tonsillitis frequency Rarely >3 in 6 months >5 in 12 months

Tonsillar size Grade I Grade II Grade III Grade IV

Palate Normal Not normal (eg cleft)

Snoring Assessment

- Sleep disturbed breathing
- PSG ordered
- Other:
- Obstructive sleep apnoea
- PSG done

Drooling Yes No

Tongue tie Symptomatic Non-symptomatic Nil

Stridor at rest Inspiratory Expiratory Biphasic Positional

Stridor with exertion Inspiratory Expiratory Biphasic Positional

Voice disorder Yes No Other:

Foreign body - aerodigestive

- Airway
- Desophageal
- Requires general anaesthetic
- No general anaesthetic
- Other:

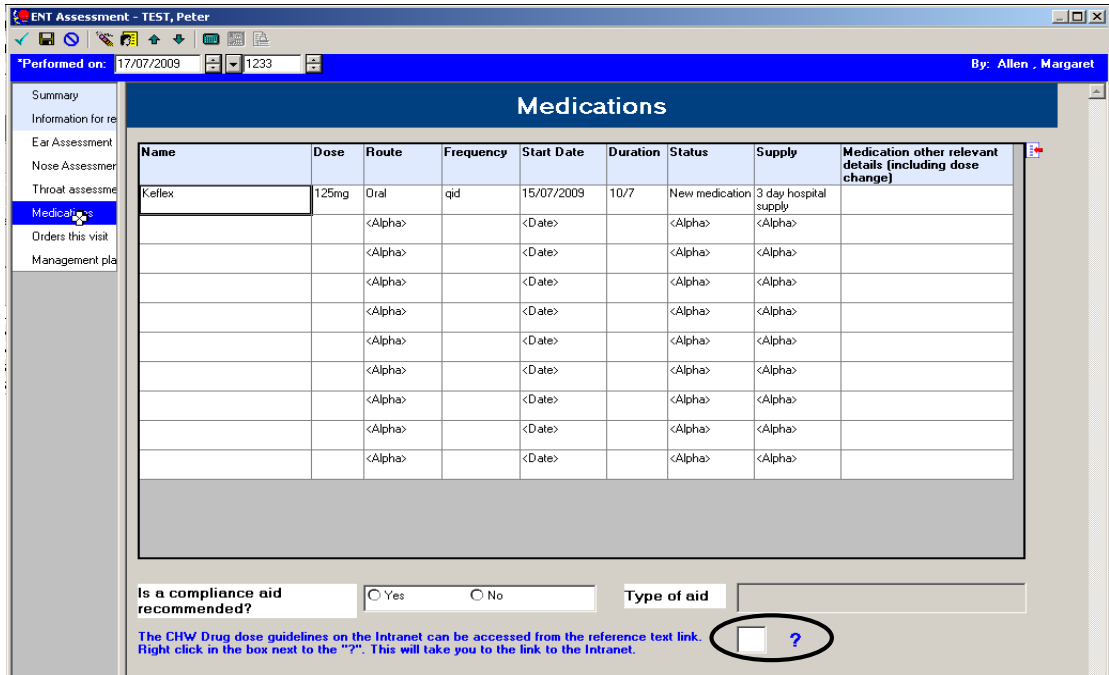
Other - specify

Referred to Speech therapy Voice clinic Other:

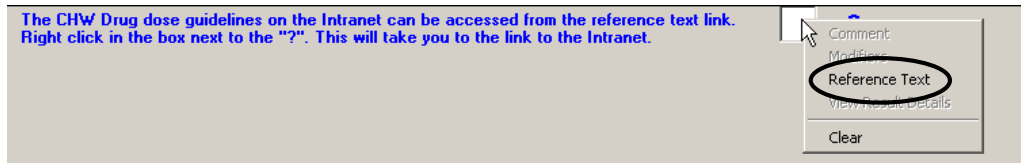
Throat assessment notes

Medications

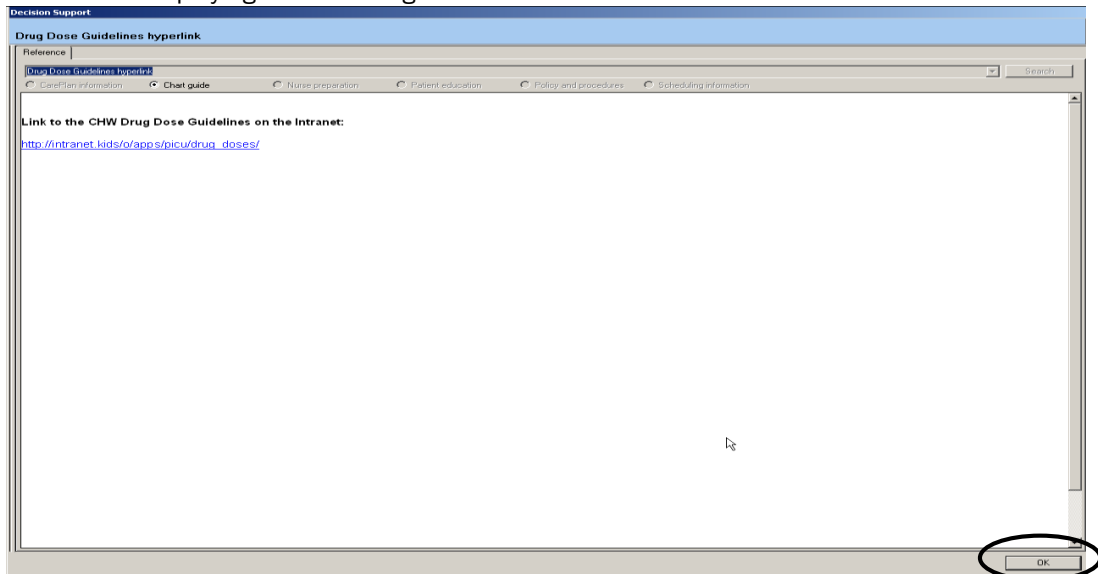
The **Medications** page allows you to record medications and administration details. Once entered, the details ‘pull through’ from one visit to the next so that you can see a record of what was administered previously. Note that it is **NOT** a prescription.



When you see a “?” it means there is additional information available. In this case it is the link to the SCHN Drug dose guidelines. Right-click in the white box and then select **Reference Text**.



This opens a window displaying a link to the guidelines.



To close the reference text window click **OK**.

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.

The screenshot shows the 'Orders organised or ordered this visit' form. The interface includes a sidebar with navigation options: Summary, Information for review, Ear Assessment, Nose Assessment, Throat assessment, Medications, Orders this visit (selected), and Management plan. The main content area is titled 'Orders organised or ordered this visit' and contains several sections:

- Medical Imaging orders organised during this visit:** Includes checkboxes for X-ray, Ultrasound, CT scan - sinuses, CT scan - ear, MRI, and Other.
- Microbiology orders organised during this visit:** Includes checkboxes for Ear swab - right ear, Ear swab - left ear, and Other.
- Audiology referral:** A large empty text area for recording referral details.
- Other orders:** A large empty text area for recording other orders.

Management Plan

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

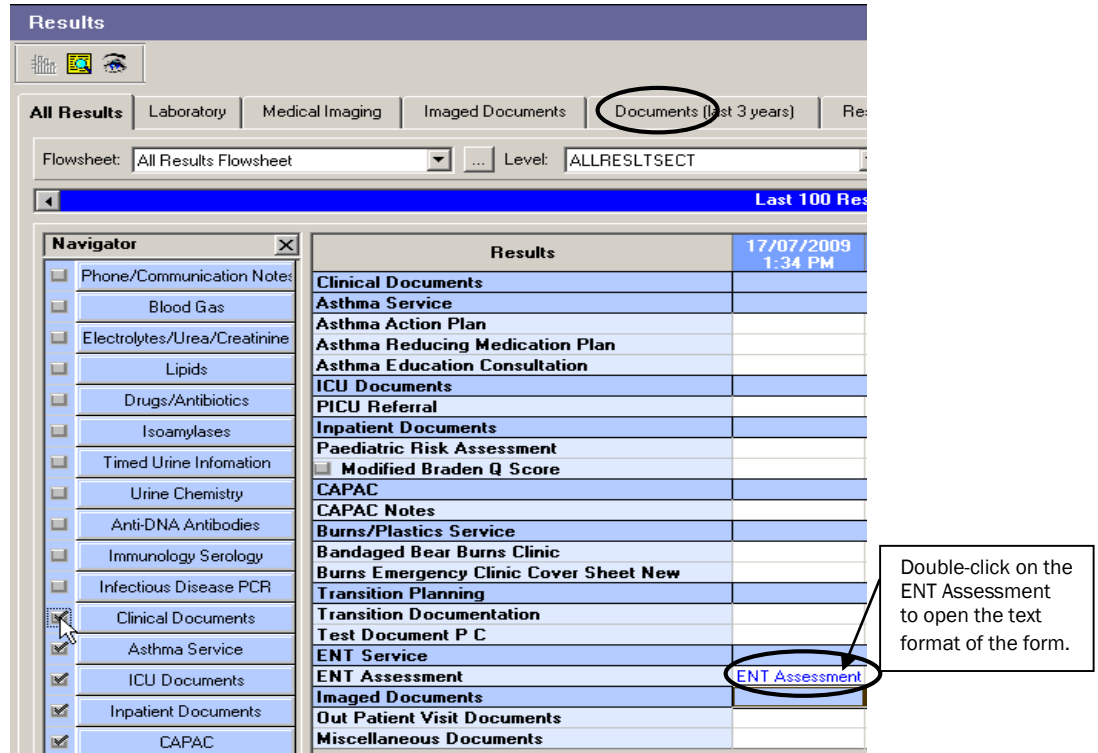
The screenshot shows the 'Management Plan' form. The interface includes a sidebar with navigation options: Summary, Information for review, Ear Assessment, Nose Assessment, Throat assessment, Medications, Orders this visit, and Management plan (selected). The main content area is titled 'Management Plan' and contains several sections:

- Management plan:** A large text area for recording the management plan details, with a toolbar above it containing icons for undo, redo, bold, italic, underline, strikethrough, and list.
- Review within:** Radio buttons for 1 month, 3 months, 6 months, 12 months, and Other.
- Has a letter been sent to the GP?:** Radio buttons for Yes, No, and Not required.
- Has an information sheet been provided?:** Radio buttons for Yes, No, and Not Applicable.
- Is there other documentation related to this visit?:** Radio buttons for Yes and No.
- If "yes" , details of documentation can be noted here:** A large empty text area for recording details of documentation.

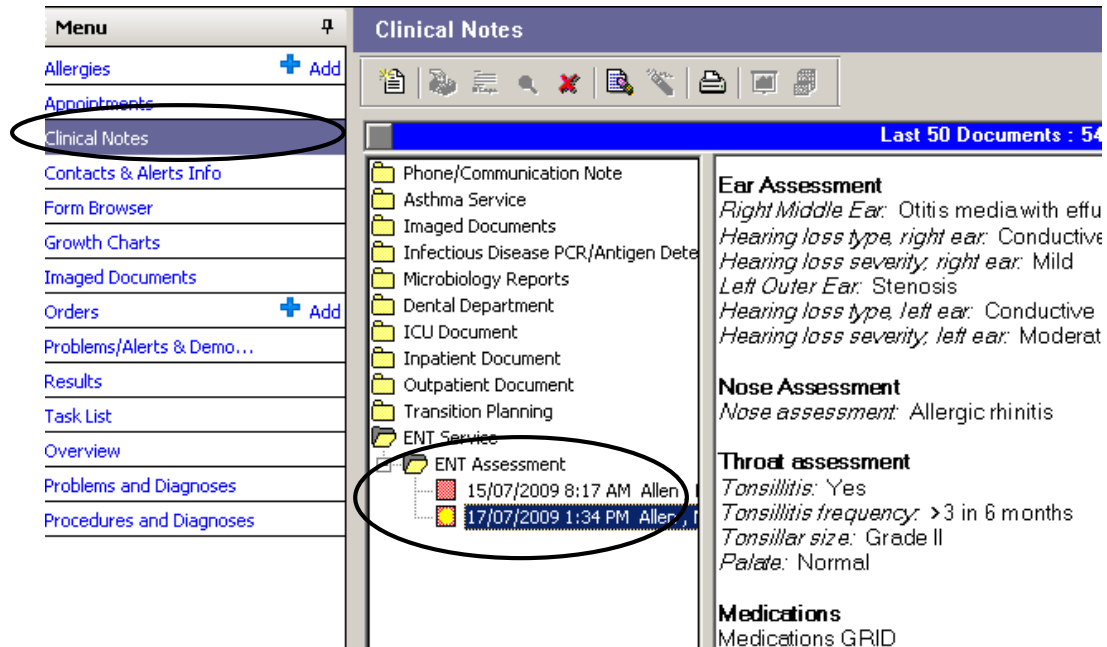
Finding previously completed ENT Assessments

There are various places you can find previously completed assessments:

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



2. The **Clinical Notes** page of the patient chart.

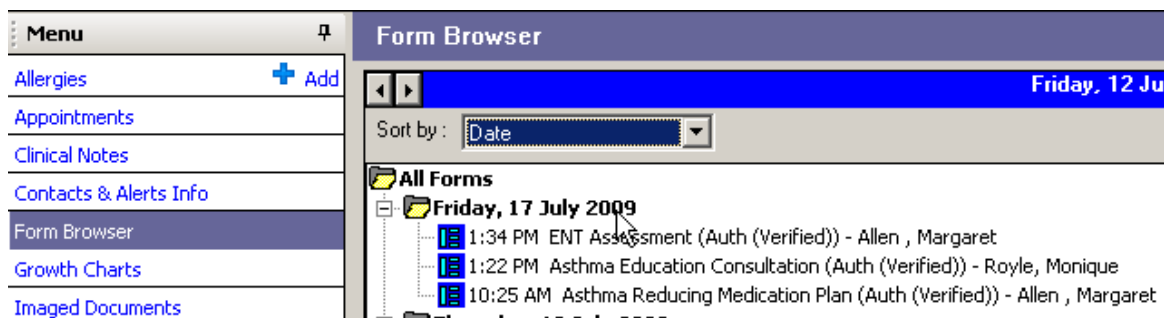


3. The **Form Browser** page of the patient chart.

Modifying a form - Form Browser tab

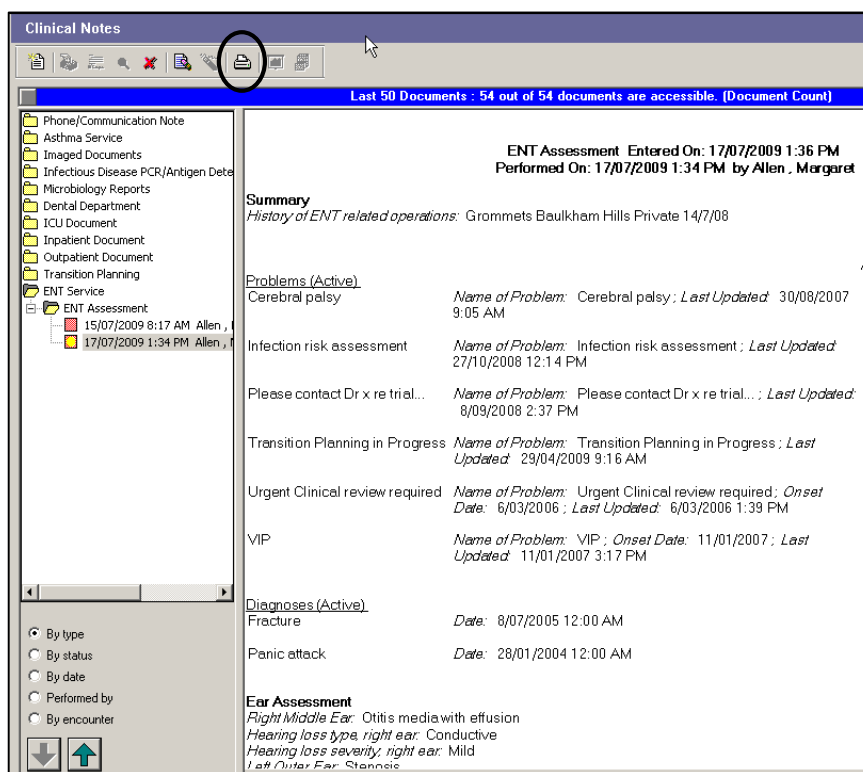
Use the **Form Browser** when you want to modify an assessment you have just completed or if you have entered an assessment on the wrong patient. (Right-click on the form and select **Modify** or **Unchart**.)

Please note: Do not modify an assessment that was completed at another visit or by another clinician.



Printing a form - Print icon

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



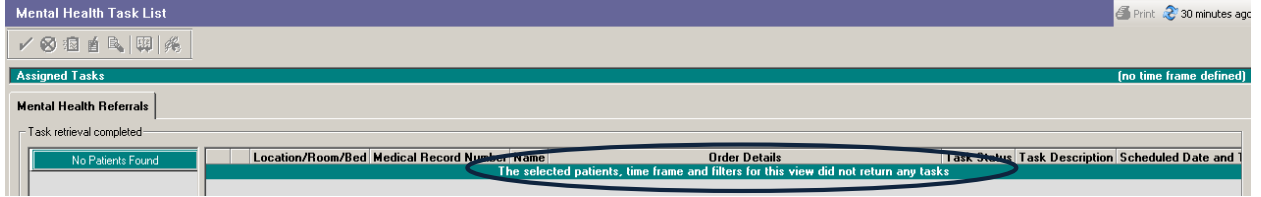
Setting up the Multi Patient Task List

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.

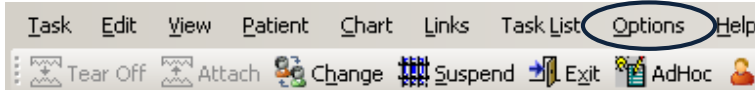
- Click on the **Multi Patient Task List** icon from the PowerChart toolbar.



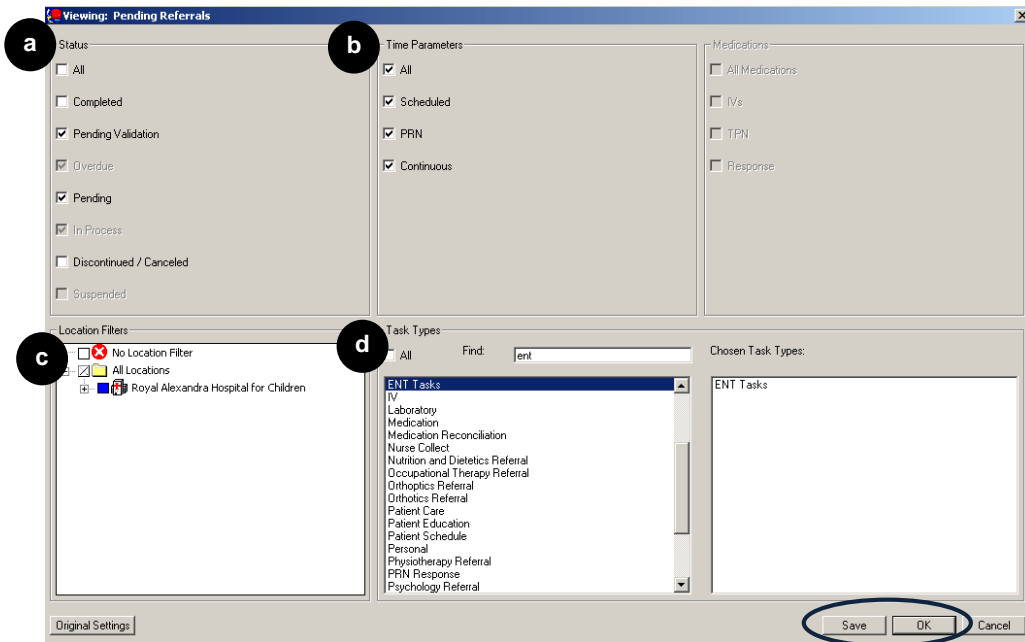
- The task list will appear blank, and the following message will display:
“The selected patients, time frame and filters for this view did not return any tasks”



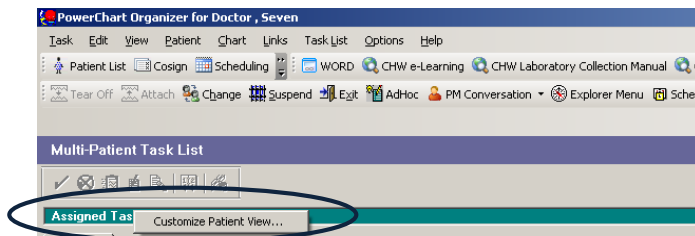
- From the menu at the top of the screen, click on **Options** and select **Task Display**




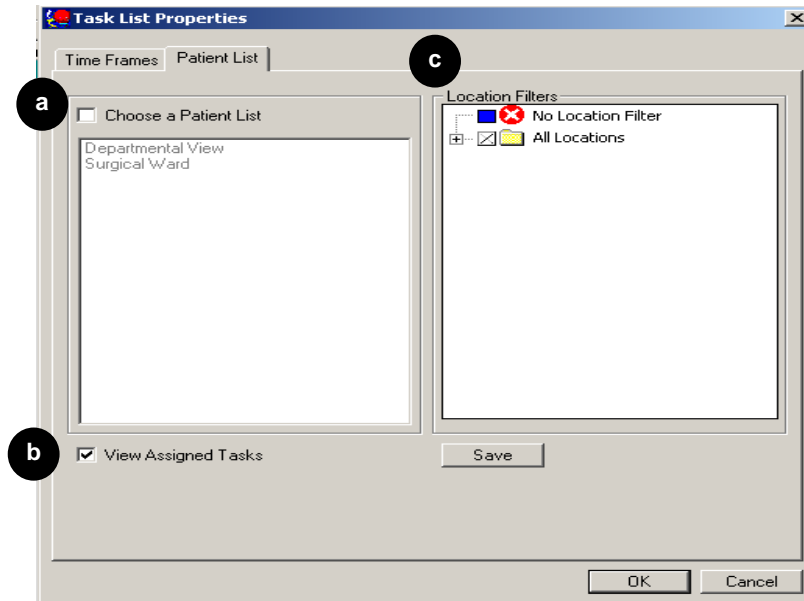
- Ensure you have the following settings:
 - In the **Status** section list select **Pending Validation** and **Pending**
 - In the **Time Parameters** section select **All**
 - In the Location filters section, click on next to **All Locations** and select **Royal Alexandra Hospital for Children** – clicking in the box will change the box from white to blue.
 - In the **Task types** section select **ENT** tasks.
- Click on the **Save** button, then click on **OK** to close the window.



- Right-click on **Assigned Tasks** and select **Customize Patient View**.



- 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.



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



Refresh

Multi-Patient Task List							
Departmental View. Assigned Tasks							
Pending Referrals							
Task retrieval completed							
	Location	Medical Record Number	Name	Order Status	Order Details	Task Status	Task Description
<input checked="" type="checkbox"/>	All Patients						
<input checked="" type="checkbox"/>	BARRAQUIO, Rosalie	1014078	BARRAQUIO, Rosalie	Ordered	17-Jan-12 15:39:...	Pending	ENT Referral to Clinic Approval



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

Reviewing the Referral

- From the Multi-Patient Task list, double-click on the patient's name. The patient's chart opens, with the display defaulting to the ENT Referral to Clinic Approval.
 - a. The first page of the form is the referral request from ED.
 - b. The second page of the form is the ENT Triage screen to determine the type of appointment required.

a

ENT Referral to Clinic Approval - BARRAQUIO, Rosalie

Performed on: 17/01/2012 1541 By: Doctor, One

ENT ED Referral Review

Referral completed by: Doctor, Five

Note: if this patient has had a previous ENT referral, questions may show as pre-completed. Right click in the field to clear and enter new referral information (including current referral password)

Referred from:

- Emergency Department (CHW)
- CHW Inpatient Location - Other
- Other:
- Emergency Department (Randwick)
- CHW Outpatient Other Location

Spoken to ENT: Yes

An ENT referral can only be accepted if you have spoken to a member of the ENT team

ENT team member contacted:

- Registrar
- Consultant
- Resident Medical Officer
- CNC

ENT referral password: xxxxxx

A current referral password is only available from a member of the ENT team following referral discussion

Reason for referral:

- Foreign body, ear
- Otitis media
- Traumatic tympanic membra
- Other:
- Foreign body, nose
- Ear discharge
- Epistaxis
- Fracture, nose
- Otitis Externa
- Stridor

Additional notes

b

ENT Referral to Clinic Approval - BARRAQUIO, Rosalie

Performed on: 17/01/2012 1541 By: Doctor, One

ENT Referral for Follow-up

The purpose of this form is for the ENT Clinicians to triage requests for referral to the ENT clinic

Does this patient require referral to the ENT Clinic? Yes No

Type of appointment required:

- Emergency Follow up
- Registrar new patient clinic
- Registrar Follow up
- Consultant Follow up clinic
- Consultant new patient clinic
- Airway Assessment New
- ENT Foreign Body

Notes regarding referral and 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