Medical Conditions Review

County of San Diego
**Behavioral Health Services**

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This handout contains screen shots of confidential and proprietary information for view only. It shall not be copied or shared for anything other than its intended purpose as a training device for the County of San Diego, Mental Health Management Information System.

ENTERING A MEDICAL CONDITIONS REVIEW

![hand cursor icon] *Note: Medical Condition information must be entered in order for the safety features of the DHP to function. If Medical Condition information is not added for a client, it is not checked against the Multum database for potential medication/medical conditions interactions.*

1. Select the appropriate client, and from the "Client tab", click on the new "New Medical Condition Review" button.
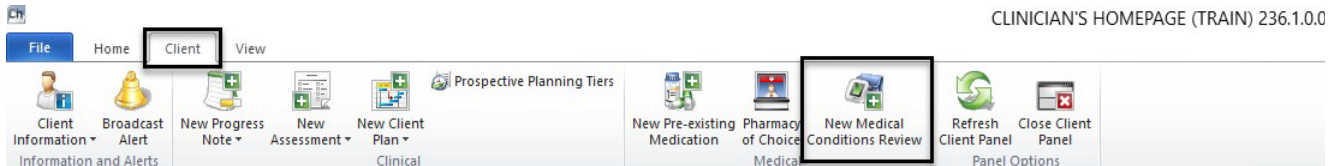
2. The "Medical Conditions Review" window displays. It has 5 separate containers for data entry.

1. **General-** The container marked "General" is for recording the client's height and weight. BMI will auto calculate based on the information entered for height and weight. For children, BMI Percentile may be calculated by using an external website. It also may be left blank.

   The "Pregnant," "Lactating/Nursing," or "Fathering a child" check boxes at the bottom become enabled based on the gender of the client as indicated in the Demographic form. Make the appropriate selection or leave blank.

General Information

Height: ___ ft ___ in   BMI 0.0   BMI Percentile ___

Weight: ___ lbs ___ oz

Waist Circumference: ___ in

☐ Pregnant   ☐ Lactating/Nursing   ☐ Fathering a child

Source: R - Medical Conditions Review ▼

2. **Vital Signs-** This container is for documenting the client's vital signs. This information will not pre-populate when you add a new Medical Conditions Review as it should be current information from your visit.

Vital Signs

Blood Pressure: ___ mmHg systolic   ___ mmHg diastolic

Temperature: 0.0 F

Heart Rate: ___ /min

Respiratory Rate: ___ /min

Blood Glucose Level: ___ mg/dL

3. **Liver/Renal Conditions-** If the client has Liver Disease, indicate it by clicking in the "Liver Disease" checkbox with your mouse. If there are Renal Conditions, enter the appropriate value in the "Renal Function" field. To enter Dialysis Type, use your mouse to click on the words "Dialysis Type".

Liver/Renal Conditions

☐ Liver Disease

Renal Function: ___ mL/min

Dialysis Type: ___

Dialysis Types Lookup (TRAIN)

File | Lookup Panel

Select | Close Panel

Actions | Close

ℹ Select a Dialysis Type from the list.

Dialysis Type List

| [ID]	Description
15	Hemodialysis
16	Peritoneal Dialysis
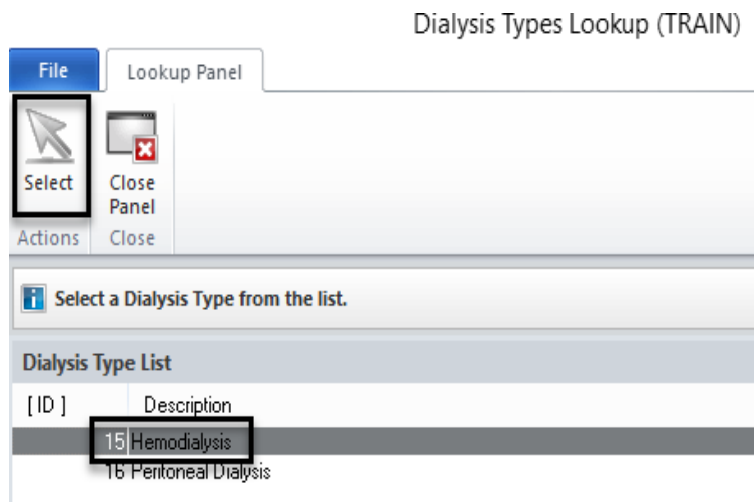
a. The "Dialysis Types Lookup" Window will launch.

b. Click on the type of dialysis the client receives.

c. Click "Select" at the top.

d. The window will close and your selection will be populated in the Medical Conditions Review.

*Note: An alternate method is to enter the data entry code in the "Dialysis Type" field, then press your "enter" key. The data entry code for Hemodialysis is **15** and the data entry code for Peritoneal Dialysis is **16.***
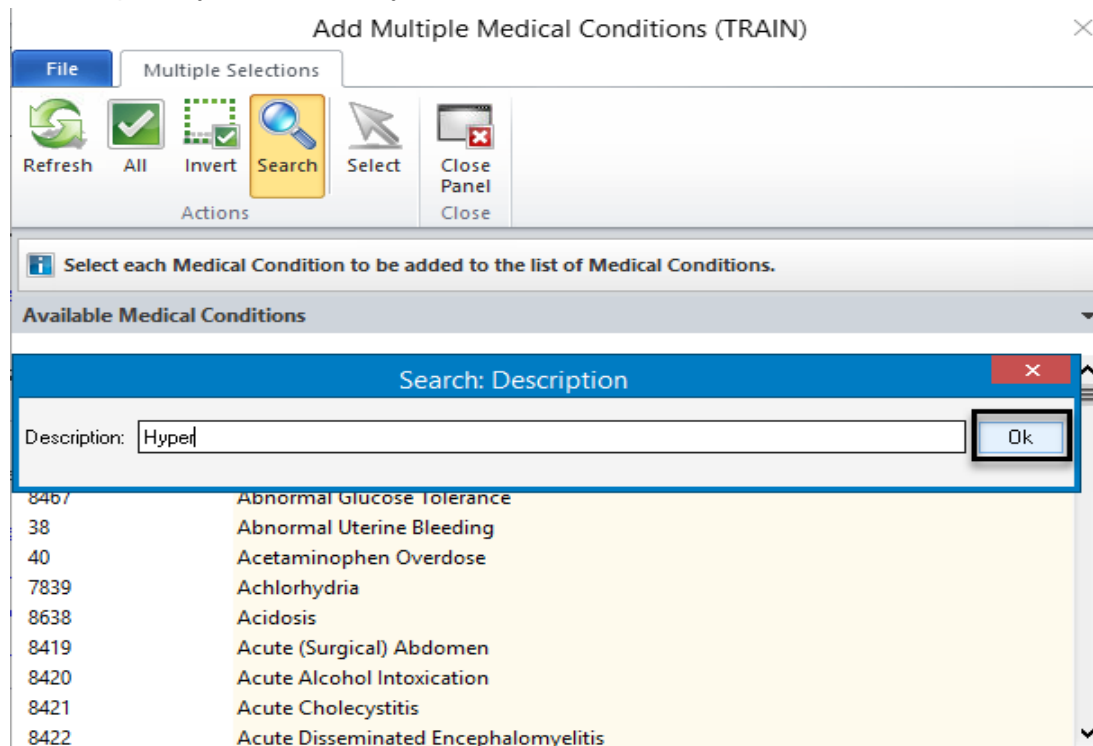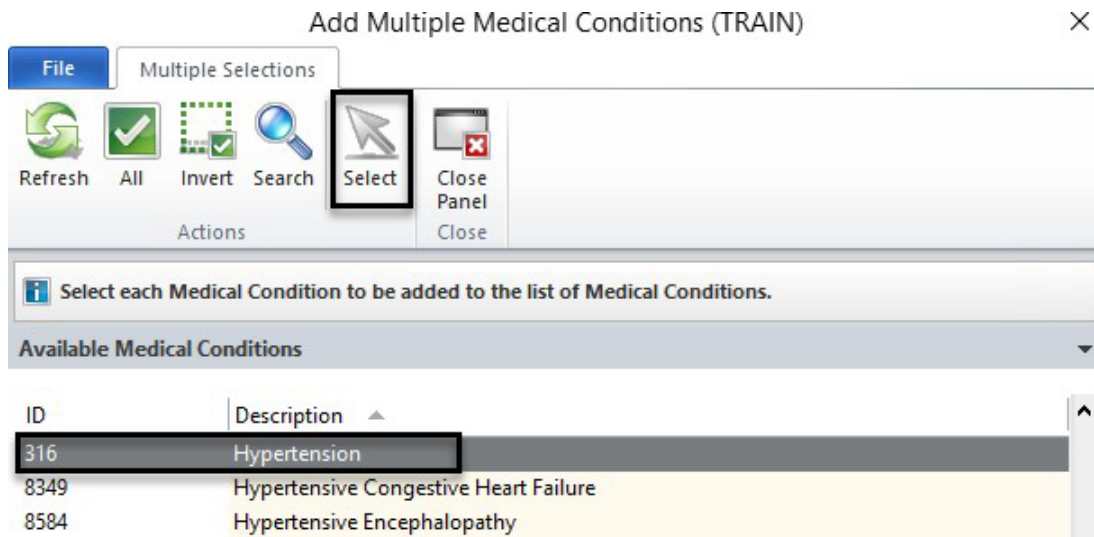
4. **Adding Medical Conditions**
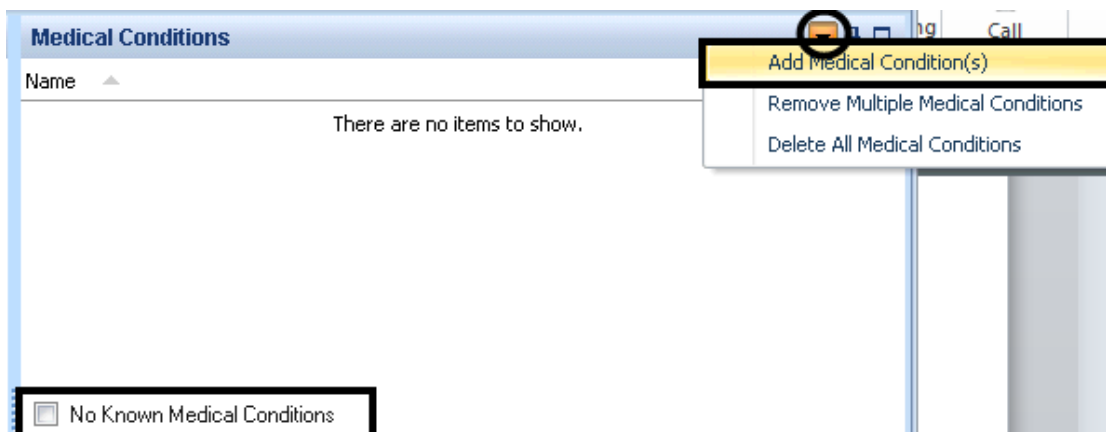
Indicate if there are no known medical conditions for the client by using your mouse to click on the check box in the lower left-hand corner of this container.

To select medical conditions for the client, use your mouse to click on the down arrow as indicated above. Select the "Add Medical Condition(s)" option.

A new window will launch. To search the list of medical conditions, select the "Search" button. The "Search Description" window appears. Enter as many letter of the condition you would like. In this example, we typed "hyper" to search for "Hypertension." When finished typing, select the "Ok" button **or** press your "Enter" key.

The list of medical conditions is launched. Select the condition you were looking for by double clicking on it with your mouse (or single click on it and then choose "Select").

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The medical condition that you selected now populates in the Medical Conditions container.
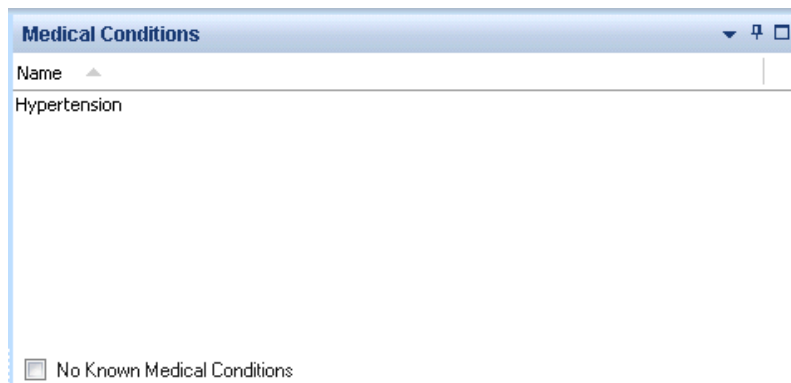
 Note: To select multiple medical conditions at one time, hold down your "Ctrl" key on the keyboard while using your mouse to point and click on the medical conditions in the list that you want to select.

Deleting a Medical Condition: Deleting a medical condition is easy. Select the condition you wish to delete by clicking on it with your mouse. Then, right click your mouse. The option "delete" is launched. Click on the word "Delete" and the medical condition will be removed.


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5. **Allergies: Adding a Medication Allergy**

The process for adding allergies is very similar to that of adding the medical conditions for a client.

Indicate if there are no known allergies for the client by using your mouse to click on the check box in the lower left-hand corner of this container.

To select a medication allergy for the client, use your mouse to click on the down arrow as indicated below. Select the "Add a Medication Allergy" option.
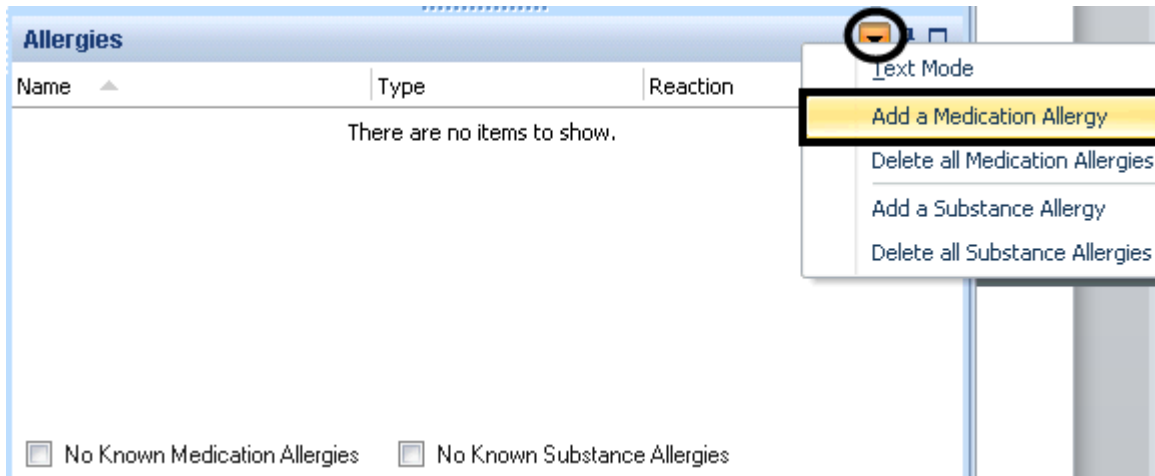

A new window will launch. Enter as much of the medication allergy you want. In this example, "Ampi" was typed to search for "Ampicillin." When finished typing, select the "Search" button **or** press "Enter".
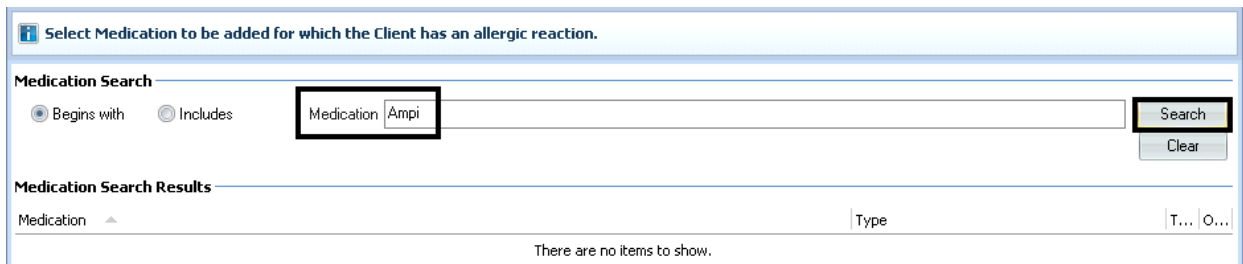
The medications that most closely match your search criteria will be displayed. Since the first medication is "Ampicilin" (the one we wanted) select it by either double clicking on it with your mouse **or** selecting the "Next" button, as indicated.
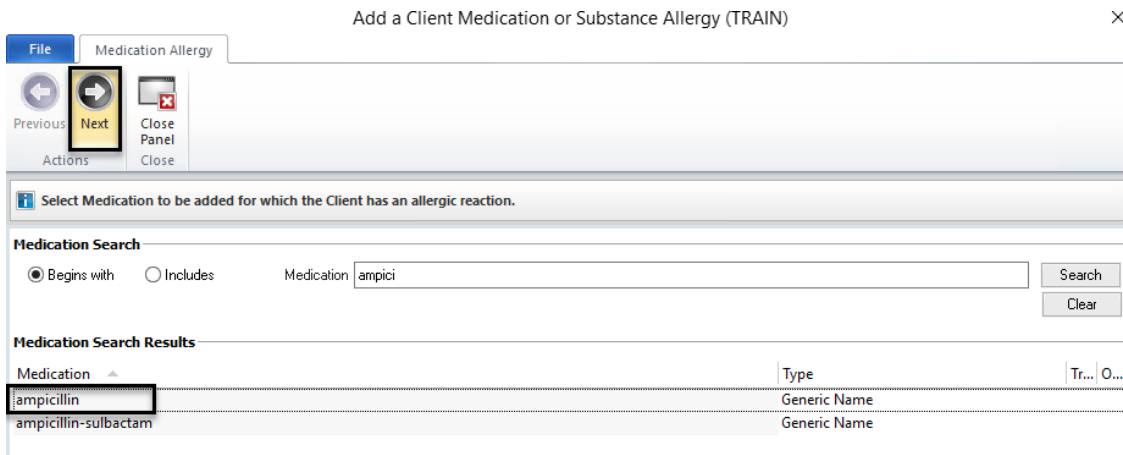
Another window launches for you to describe the type of allergic reaction the client experiences when taking this medication.
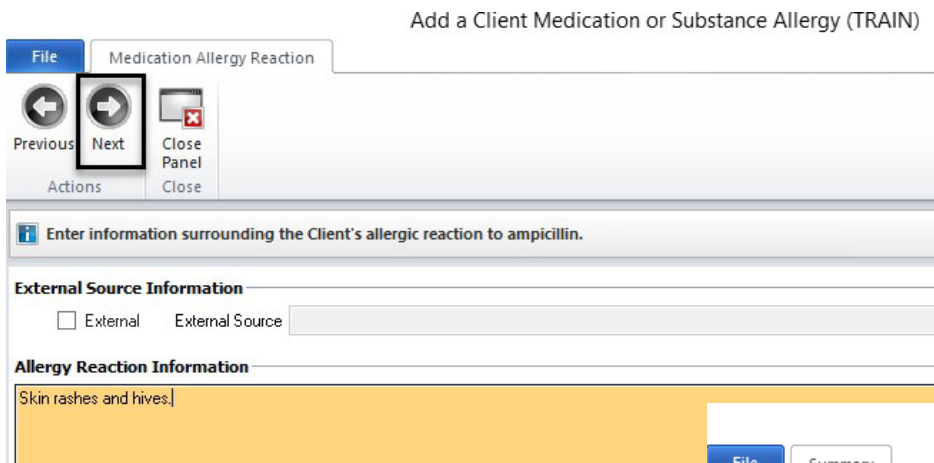

In this example we wrote "Skin rashes/hives." Select the "Next" button as indicated.

When "Next" is selected, a confirmation window is launched.

This provides the opportunity to double check the accuracy of your selection. If the Medication and Allergy Reaction are correct, select the "Next" button as indicated.

👆 *Note: If you need to make a correction, click on the hyperlink (or blue underlined words "Medication Description" or "Medication Allergy Reaction"). This will take you back a screen so you can correct any error before continuing.*
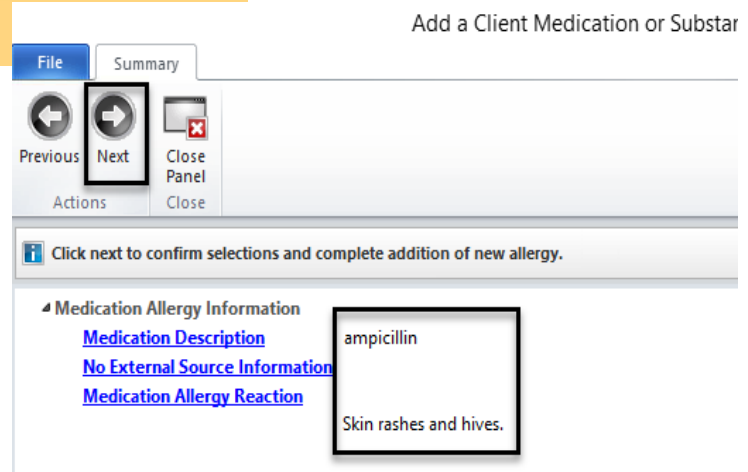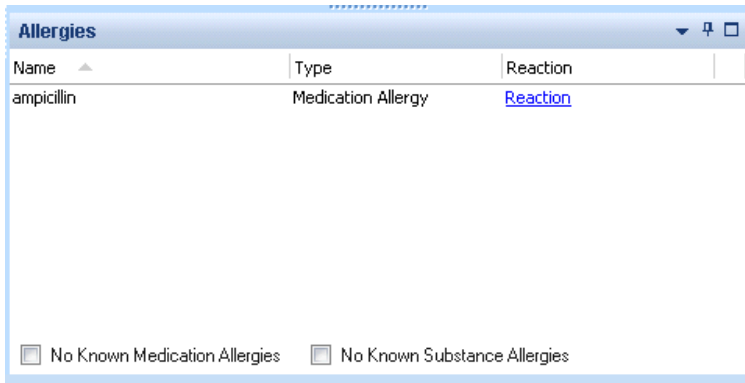
Once "Next" has been selected, you are taken back to the completed Medical Condition window. The allergy that was selected now populates in the Allergies container.

6. **Allergies: Adding a Substance Allergy**

Non-medication allergies are referred to in the DHP as "Substance Allergies." The process for entering this information is nearly identical to adding a medication allergy.

Indicate if there are no known substance allergies for the client by using your mouse to click on the check box in the lower left-hand corner of this container.

To select a substance allergy for the client, use your mouse to click on the down arrow as indicated below. Select the "Add a Substance Allergy" option.


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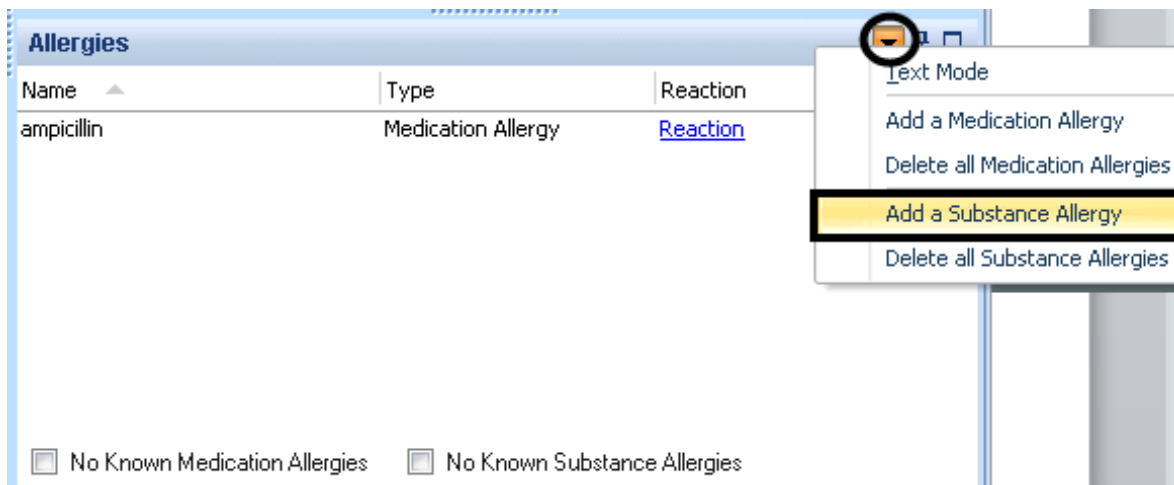
A new window will launch. Select the substance that the client reports an allergic reaction to and select "Next".
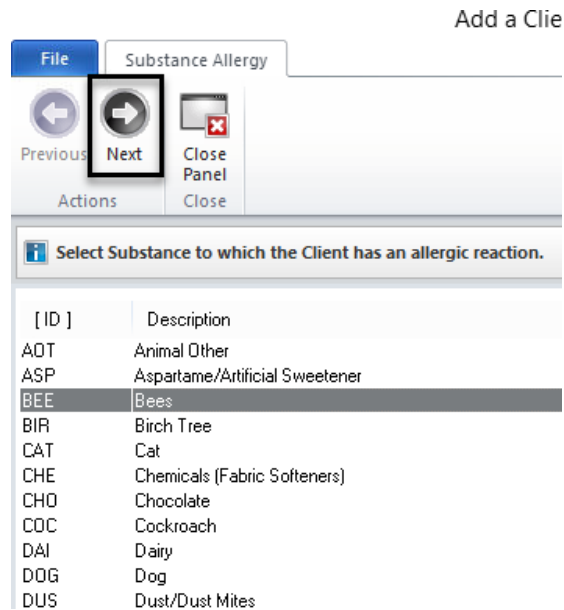
A new window will launch for you to describe the type of allergic reaction the client experiences when exposed to this substance. In this example, "Sneezing and watery eyes" was entered. Select "Next".
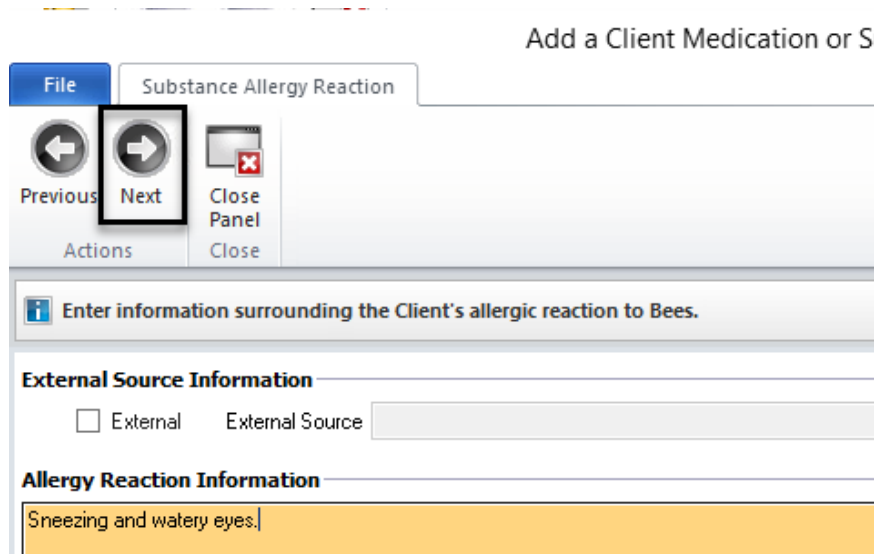
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When "Next" is selected, a confirmation window is launched.
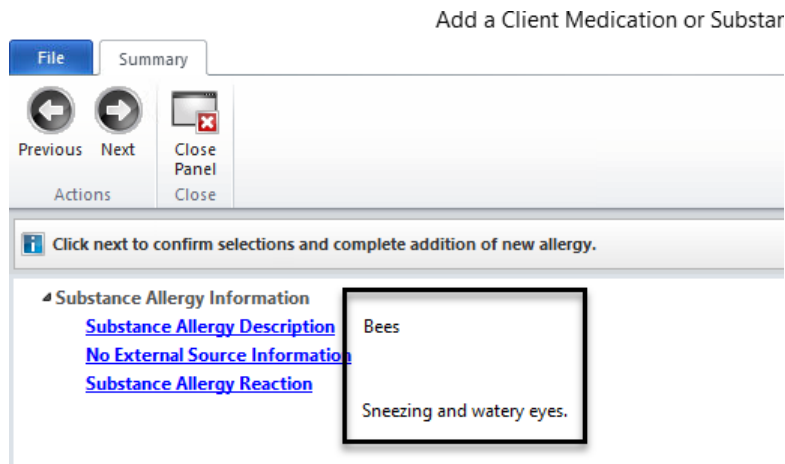
This provides the opportunity to double check the accuracy of your selection. If the Substance and Allergy Reaction are correct, select the "Next" button as indicated.

Note: If you need to make a correction, click on the hyperlink (or blue underlined words "Substance Allergy Description" or "Substance Allergy Reaction"). This will take you back a screen so you can correct any error before continuing.

Also, Allergies is a required field. You must indicate at least one allergy or select the "No Known Allergies" checkbox in order to final approve the Medical Conditions Form.

Once "Next" has been selected, you are taken back to the completed Medical Condition window.

Your next step is to **final approve** the Medical Conditions Review you have just completed. Click your mouse on the "Final Approve" button as indicated.
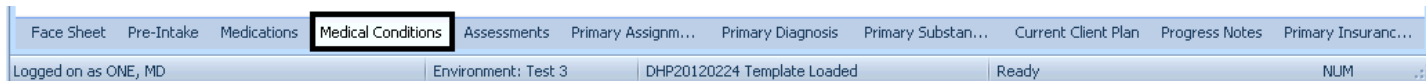

Enter your password and click "Ok".

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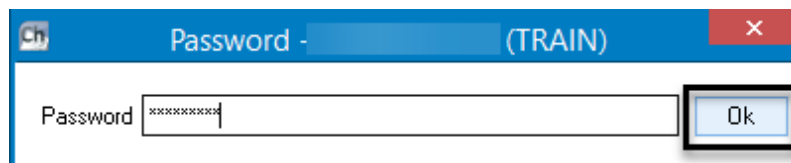
Viewing a Final Approved Medical Conditions Review

1. With the client panel open, select the "Medical Conditions" pane at the bottom.

| Face Sheet	Pre-Intake	Medications	**Medical Conditions**	Assessments	Primary Assignm...	Primary Diagnosis	Primary Substan...	Current Client Plan	Progress Notes	Primary Insuranc...
Logged on as ONE, MD			Environment: Test 3		DHP20120224 Template Loaded		Ready		NUM	

2. The client's general information and vital signs display for easy access. Notice on the extreme left there is a red exclamation point. Hover your cursor over this red exclamation point and any medication allergies, substance allergies, or medical conditions entered will be displayed.
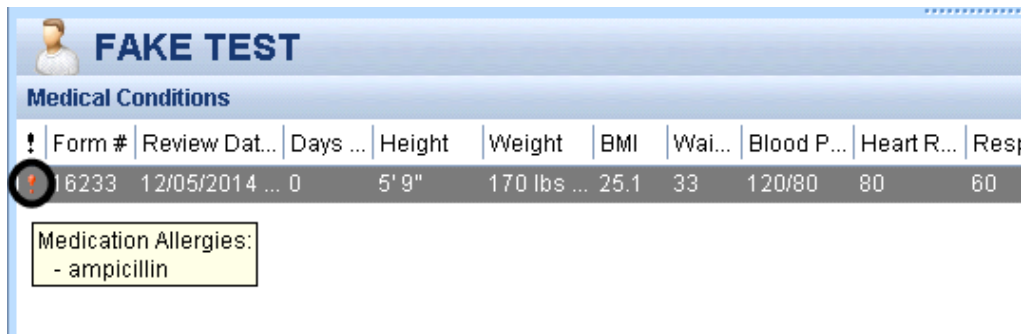

Voiding a Final Approved Medical Conditions Review:

If you have entered a medical condition review in error (for example, entered information for the wrong client) it is simple to void the information from the client's chart.

1. From the Medical Conditions pane in the Client panel, double click on the Medical Condition Review you wish to void.
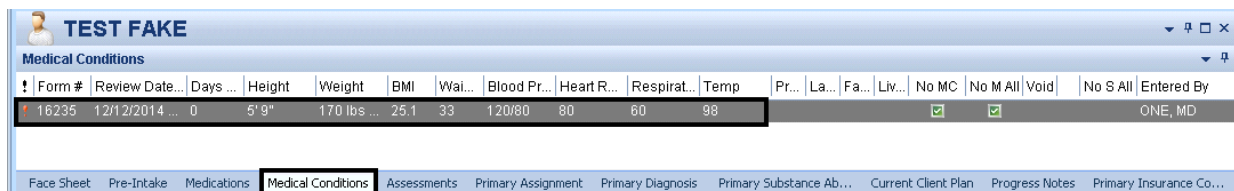

2. The Medical Condition Review you selected will launch. Select the "Void" button on the ribbon.
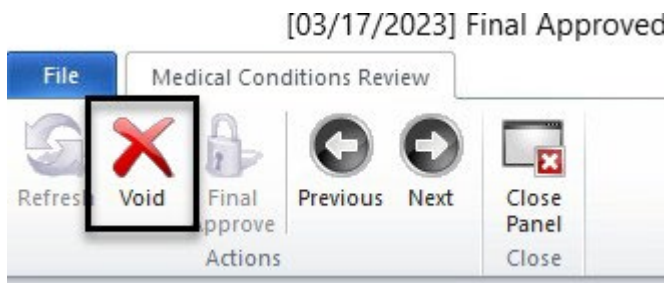
3. This will launch a window for you to explain the reason for voiding the Medical Condition Review. Once you have entered your narrative, select the "Next" button as shown.

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Void Medical Condition Review for
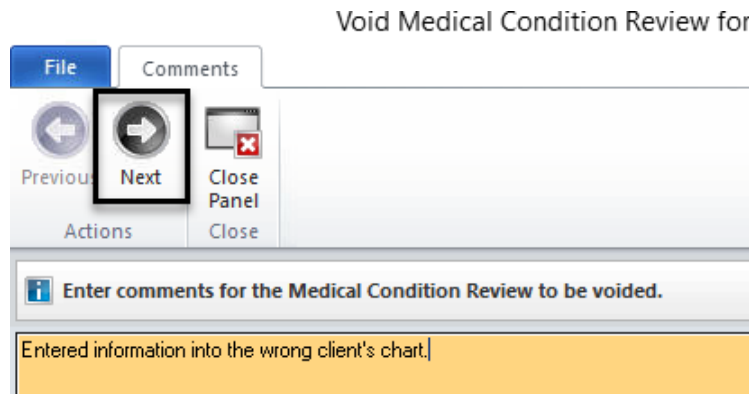
4. This launches a confirmation window. If the information is correct, select "Next" as indicated.
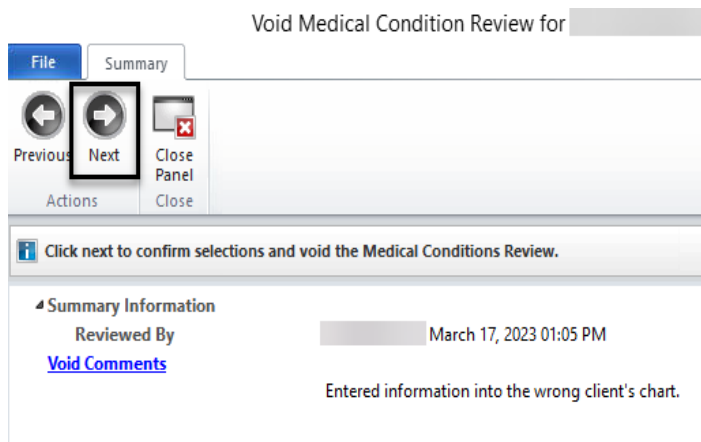
🖐 *Note: If you need to make a correction, click on the hyperlink (or blue underlined words "Void Comments").This will take you back a screen so you can correct any error before continuing.*

5. Enter your password and click "Ok".

6. The Medical Conditions Review has been voided. It will no longer be visible on the "Medical Conditions Review" tab of the client panel.

🖐 *Note: If you want to view the voided information, change the filter options on "Medical Conditions" pane of the Client Panel. See the section "Filters on the Doctor's Homepage" for detailed instructions.*

🖐 *Note: A reminder that if you are billing for a service, you still need to write a progress note.*

Note: After you have received training, all Medical Condition and Medication information is to be entered in the DHP and not in the Assessment forms. Remind non-medical staff at your programs to check the Medical Conditions Review and Medications tabs on their Clinician's Homepage for updated information.

"Allergic Reaction" Documentation

In the case that a client reports a previous medication allergy which is present in the client chart on the Safety Alert/Face Sheet or in Medication Allergies, and a medical staff determine through the evaluation process that the reported allergy does not meet the criteria for an allergic reaction (i.e. drowsiness, fatigue, upset stomach versus anaphylaxis shock, rash, severe vomiting, swelling), the current medical staff will retain the reported allergy in the client chart. The medical staff must update the reported allergy in the Medication Allergy on the Medical Conditions Pane to maintain the client report with an update to the comments outlining the reported reaction to the medication. If the medication allergy is also reported on the Safety Alert then the medical staff will update the Safety Alert outlining the reported reaction to the medication allergy. This will assure the most up to date and accurate information in the client chart for medication allergies.

<u>NOTES PAGE</u>