

Easy Health Stats

User Guide

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5 Minute Guide to Easy Health Stats

This section is for people who hate reading manuals. It describes the best features of Easy Health Stats and how to use them in seconds.

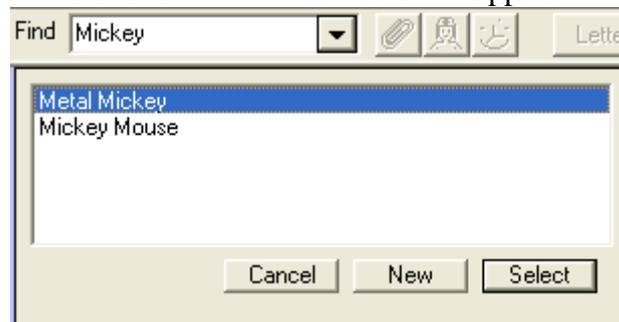
For more information consult the relevant parts of this manual.

Entering a new Client

To enter a new client it is best to search for them first,

1. Click in the  Find Box.
2. Type the name of the client to be found and press the **enter** key on the keyboard.

A list of clients with that name will appear.



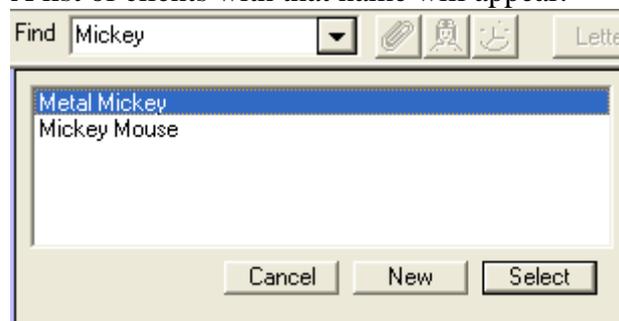
3. If the client is not listed then click **New**. An empty client screen will appear.
4. Remember to click  **Save** to save the information.

Finding a Client

To find a client,

1. Click in the  Find Box.
2. Type the name of the client to be found and press the **enter** key on the keyboard.

A list of clients with that name will appear.



4. If more than one client appears, click on the row containing the client.

Entering a new Assessment

To create a new Assessment,

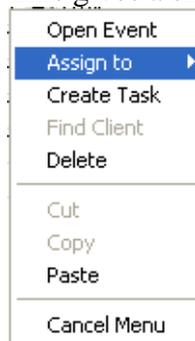
1. If the task is to be recorded against a particular client then find and select the client. (Instructions shown above)
2. Click in the Date Column on the Event Grid and select a date.
3. Click on the  Patient Assessment Button.
4. Enter the details of the assessment.
5. Press the **Enter** Key or Click the **OK** Button to save the new task

Assigning a task to someone else

To reassign a task to someone else,

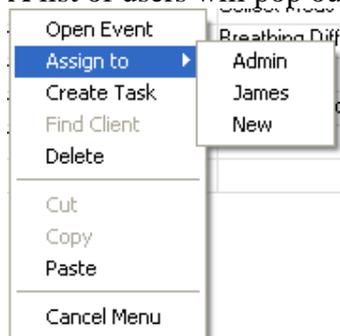
1. Use the right mouse button to click on the task that is to be reassigned.

This gives a shortcut menu.



2. Select the **Assign to** choice by holding the mouse pointer over it. (There is no need to click on it)

A list of users will pop out from this list



3. Click (using any mouse button) on the User to which the task is to be reassigned.

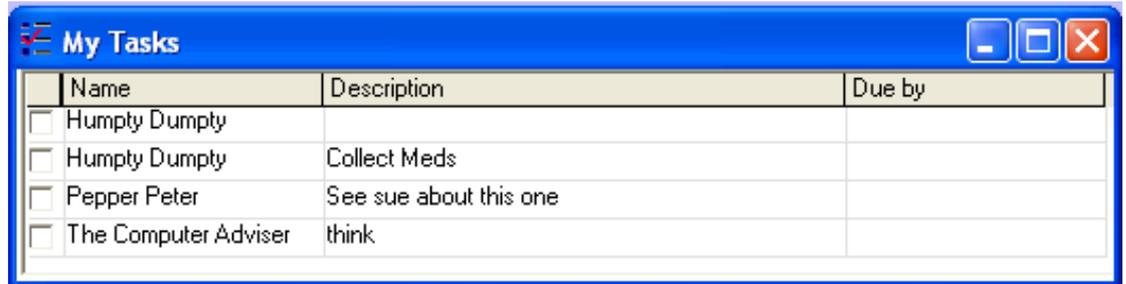
The task will disappear indicating that the task has been sent to the selected user.

Completing a task

To complete a task,

1. Click the  **My Tasks** Button to open the My Tasks Window.

2. Click in the blank box next to the left of the task.



The task will disappear, as it no longer needed to be displayed.

Writing a letter

Easy Health Stats offers a quick way of addressing and dating a letter to a client.

Writing to the client directly

To write a letter to the client,

1. Find and select the client using the find technique shown above.
2. Click on the  document template button on the toolbar. (The buttons on your screen may have different names)

Easy Health Stats will now switch to the word processor and create a new document using this template. The letter will be automatically addressed and dated with the current date.

The letter may now be completed.

Note: Easy Health Stats will automatically record that a letter was written to the client.

The Philosophy

Contacts & Events

Easy Health Stats records **contacts** and the interaction organisations have with the contacts. These interactions are call **events**. Examples of events are,

- Tasks - Things that need to be done for or about the contact.,
- Reminders – Reminder of things that need doing for the contact,
- Incoming call – A incoming call about or from the contact,
- Assessment – An assessment of the client’s health needs.
- Attachment – a document that is attached to the contact file.

There are other event types and it is also possible to add your own.

All events must belong to a contact.

A contact many have many events.

The Screen

Easy Health Stats is a multiple document interface (MDI) application. As such users can have open many windows simultaneously including opening several clients and events.

The Contact Window

The screenshot shows a window titled "Humpty Dumpty" with a blue title bar. The window is split into two panes. The left pane contains a form with the following fields:

- URN: 123456789
- Title: Mr
- Given: Humpty
- Surname: Dumpty
- Address: 12 High St
- Suburb: LAUNCESTON (dropdown)
- Phone: 123456
- Mobile: (empty)
- Fax: (empty)
- Email: (empty)
- Date of Birth: 12/02/1941 (dropdown)
- Entry Source: (dropdown)
- RACF Patient:
- Current Outreach Client:
- Facility: Fred French (dropdown)
- Inactive:
- Deceased:

The right pane contains a table with the following data:

Date	Event Type	Description	Assigned
20/02/2011	Task	Collect Meds	James
21/02/2011	Assessment	Breathing Difficulty	James
21/02/2011	Wrote Letter	to RACF	James
21/02/2011	Completed Task	This task is so long that it flows across many lines. But even so it is still easy to read. Long Descriptions may be entered	James
24/02/2011	Completed Task		James

The contact window is divided into two sides. The left side stores information about the client, such as name address and phone. The right side of the window is made up of a grid which lists the clients history.

The Events Window

Event Type Task

Description

Collect Meds

Date 20/02/2011 Date Due

Assigned James

Time Taken (Mins) 0

Set a Reminder

Date for Reminder 4/03/2011

Cancel OK

The events windows appearance can change depending upon the type of event.

Event Type Assessment

Description

Breathing Difficulty

Date 21/02/2011 Date Due

Assigned James

Time Taken (Mins) 50

Set a Reminder

Date for Reminder 4/03/2011

Assessment

Outreach

Admitted

Outcome Referred to ACAT

Length of Stay 5

Fall

Transferred To

Discharged To Discharged to with HALT Outreach

KPIs

Care co-ordination

Gave education/information.

Post discharge follow up

Prevented DEM presentation

Prevented hospital admission

Prevented outpatient visit

Prevented re-presentation within 28 days

Reduced length of stay

Referred To

Continence Nurse

Diabetes Clinic

Dietician

Occupational therapy

Physiotherapy

Registered Nurse

Registrar

Social Worker

Speech Pathology

Cancel OK

A non Outreach Assessment

Humpty Dumpty - Assessment

Event Type: Assessment

Description: Breathing Difficulty

Date: 21/02/2011 Date Due:

Assigned: James

Time Taken (Mins): 50

Set a Reminder:

Date for Reminder: 4/03/2011

Assessment

Outreach:

Visit Type: Nursing

Discharge Reason: No further Input Required

Intervention:

KPIs

- Care co-ordination
- Gave education/information.
- Post discharge follow up
- Prevented DEM presentation
- Prevented hospital admission
- Prevented outpatient visit
- Prevented re-presentation within 28 days
- Reduced length of stay

Cancel OK

An Outreach Assessment

Data Entry

Entering Dates

In addition to simply typing in a date there are Two other ways to enter dates in Easy Health Stats.

Date of Birth 12/02/1941

Calendar entry

Clicking the drop down arrow will display a calendar.

February 1941

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1
2	3	4	5	6	7	8

Today Abort

Quick Key Date entry

When in a date field, these keys will perform the following actions

- Press the **T** key. This will enter the current date.
- Press the **+** key. This will advance the date by 1 day.
- Press the **-** key. This will decrement the date by 1 day.

Special Events

Task Event

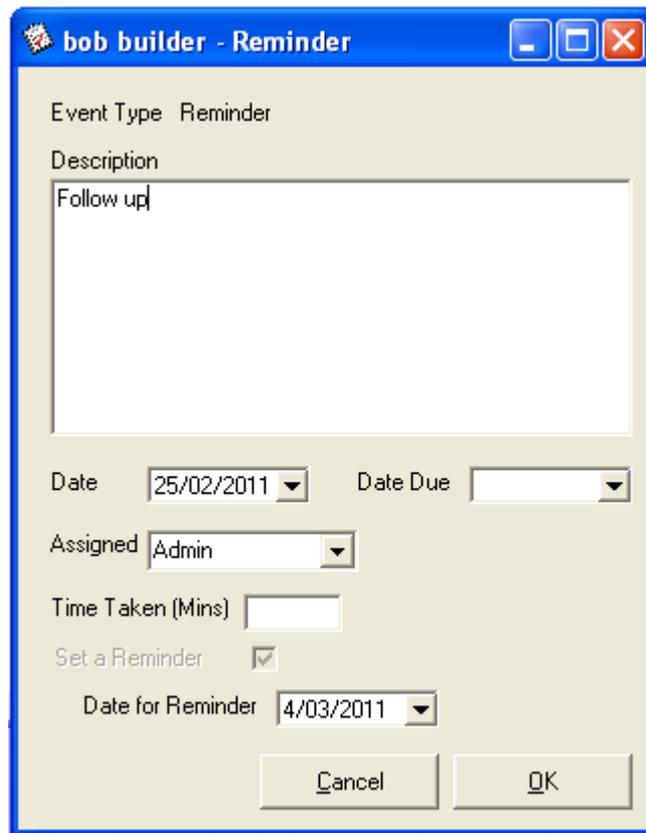
A Task event is a to do item. It will display in the **My Tasks** Window of the user who is responsible for it.

Reminder Event

A reminder event is similar to an alarm. It exists to remind a user to perform some action.

To add a reminder event,

1. Open the Contacts record.
2. Click the  **Add a Reminder Button**.



The screenshot shows a dialog box titled "bob builder - Reminder". It has a standard Windows-style title bar with minimize, maximize, and close buttons. The main area contains the following fields and controls:

- Event Type:** Reminder
- Description:** A text area containing "Follow up".
- Date:** A dropdown menu showing "25/02/2011".
- Date Due:** An empty dropdown menu.
- Assigned:** A dropdown menu showing "Admin".
- Time Taken (Mins):** An empty text input field.
- Set a Reminder:** A checked checkbox.
- Date for Reminder:** A dropdown menu showing "4/03/2011".
- Buttons:** "Cancel" and "OK" buttons at the bottom.

This will display the reminder event window.

3. Enter a description and a date for the reminder.

Assessment Event

An assessment event records the details of an interview and assessment of a patient.

Attaching Documents

Easy Health Stats can attach any file to a contacts record. It could be a picture, a word document, x-ray, spreadsheet or a scanned document.

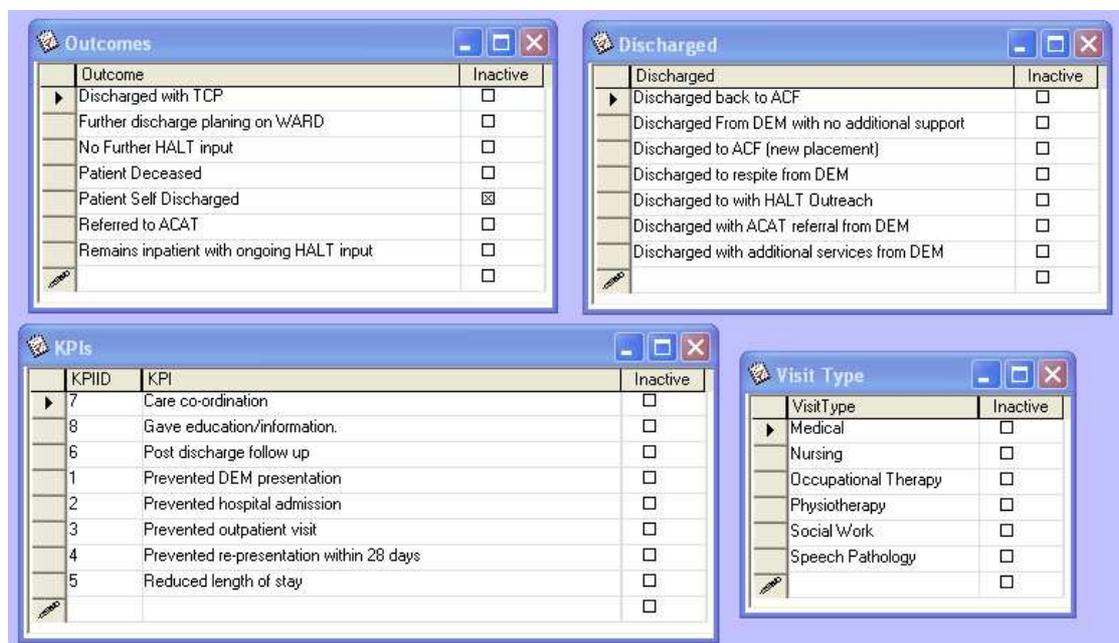
To attach a document to a contact,

4. Open the Contacts record.
5. Click the  **Attach Document** Button.
6. Use the Open Dialog to locate the file to be attached.

Lists

There are a number of dropdown lists and checkbox lists in Easy Health Stats. All of these lists may be altered, or have list items removed or added.

Access to most lists is limited to those users with administrative access in Easy Health Stats. See **User List** Below.



Samples of some of the lists

Lists may be accessed from the Lists menu on the Menu Bar.

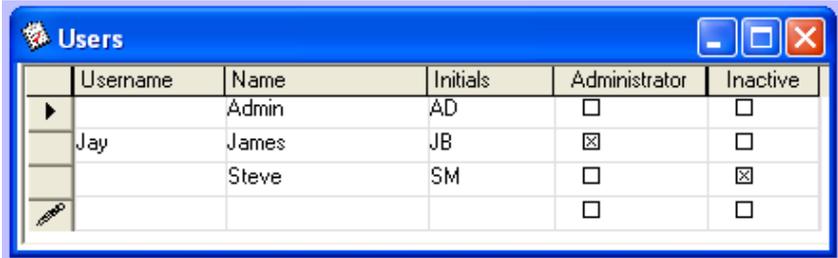
Add a New list item

To add a new list item, simply type it on the last line of the list.

To delete a list item

To remove a list item, tick the inactive column of the list item. This will cause it not to be displayed in the screens so that the item can no longer be selected but it will still be reported on for existing records that have that list item selected.

User List



Username	Name	Initials	Administrator	Inactive
	Admin	AD	<input type="checkbox"/>	<input type="checkbox"/>
Jay	James	JB	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Steve	SM	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

The user list controls who has access to Easy Health Stats. If a user is not listed in this screen, then they will not have access to the Easy Health Stats.

Create a New User

To create a new user

1. Click into the last line of the Users Grid, in the Username Column.
2. Enter the users Username. That is the username that the user uses to log onto the computer.
3. Enter the users name and Initials.
4. Close the user list or click on another cell to save the last cell entered.

The new user should now be able to start Easy Health Stats.

Administrators

Administrators are a special type of user. Administrators can modify the drop down lists and check box lists used in Easy Health Stats. For this reason it is wise to restrict use of the Administrator account to Senior staff or a manager.

It is recommended to only have 1 Administrator plus 1 as a backup in the case of leave. The backup administrator should NOT use their administrative access to alter lists unless the permanent administrator is absent.

Lists should really only be altered after much discussion and agreement within the organisation. Having too many staff alter lists can result in the following kind of list.

- Nursing
- Phisyo
- Socail Work
- Physiotherapy
- Social Work
- Pysiotherapy

Notice that there are two entries for social work and three for Physiotherapy. This would result in three rows of statistics for Physiotherapy where only one row is required.

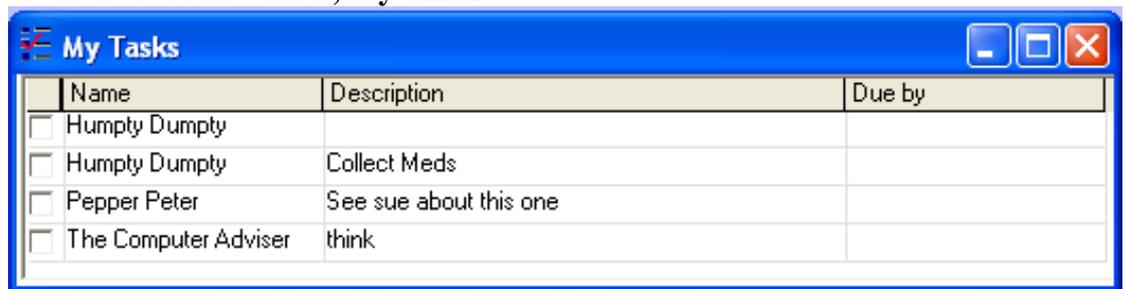
Tracking Tasks

There are two ways to track tasks. Users can display their own tasks through the My Tasks Window, or they can see the tasks of everyone in the system via the outstanding tasks report.

My Tasks

To view your own tasks,

1. Click the  **My Tasks** Button to open the My Tasks Window or from the menu bar select **Lists, My Tasks**.

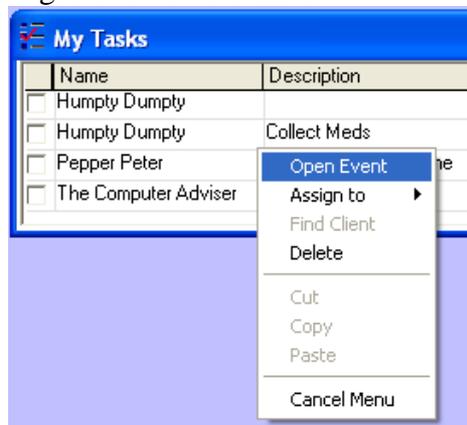


This will open the My Tasks Window

Open the task and client from My Tasks

To open the details of the task,

1. Right Click on the task.

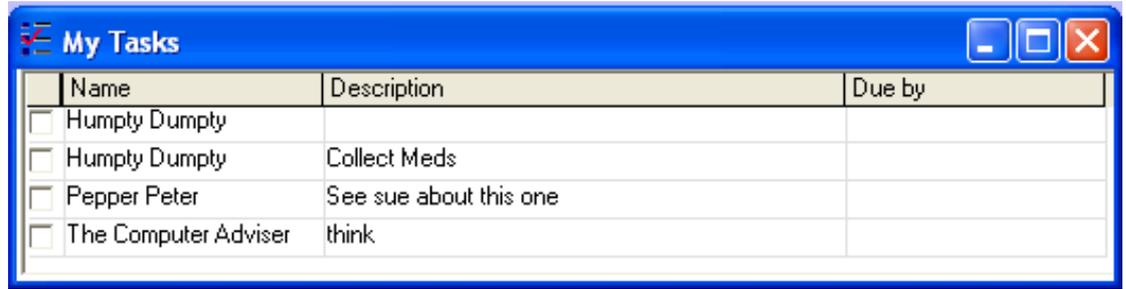


This will display the right click menu.

2. Select Open Event.

Completing a task

1. Click in the blank box next to the left of the task.

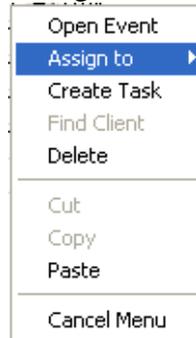


The task will disappear, as it is no longer needed to be displayed. The event will no longer be a task but will be a completed task.

Assigning a task to someone else

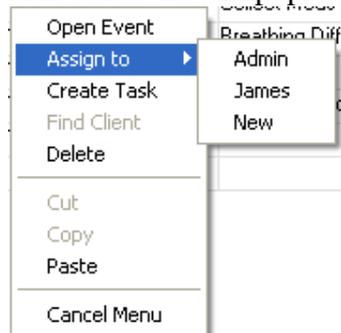
To reassign a task to someone else,

4. Use the right mouse button to click on the task that is to be reassigned. This gives a shortcut menu.



5. Select the **Assign to** choice by holding the mouse pointer over it. (There is no need to click on it)

A list of users will pop out from this list



6. Click (using any mouse button) on the User to which the task is to be reassigned.

The task will disappear indicating that the task has been sent to the selected user.

Reports

Reports can be accessed from the Menu bar, Reports Menu

Zooming

Some reports have the ability to zoom directly to the source data. Typically these are the non summary type reports.

The Contacts report is an example of a zoom-able report.

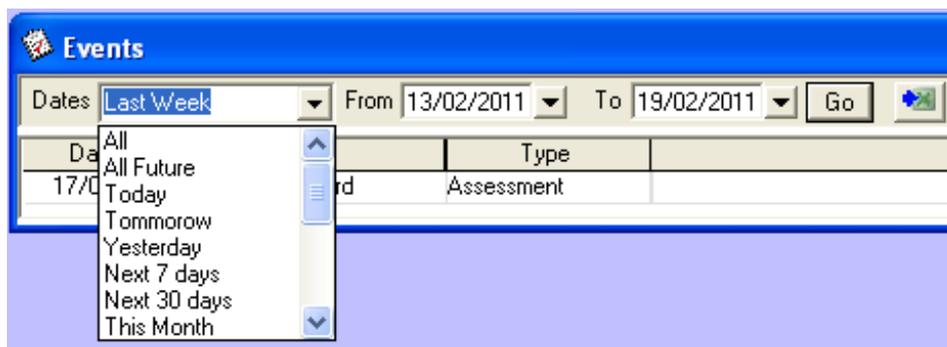


Moving the mouse pointer over a zoom-able report will cause the pointer to change to an  Arrow and Question mark.

Clicking anywhere on a line with this icon will cause Easy Health Stats to open the detail screen for the data. In the case of the Contacts report this will be the client screen.

Quick Dates

Some reports allow the selection of a range of dates. To make this task easier, Easy Health Stats has entered a number of common preselections of date ranges so that they may be quickly selected.



Export to Excel

Any report or list may be exported to Excel.

To export a report,

1. Click the  **Export Report** Button.

Dealing with Duplicate clients

Occasionally the same individual may be entered into Easy Health Stats more than once. To avoid this *before entering a new client it is best to search for them first.*

Protection against duplicate

Easy Health Stats will automatically detect if there is another contact with the same given and surname entered on the system at the time of saving a new record. A warning message will be displayed



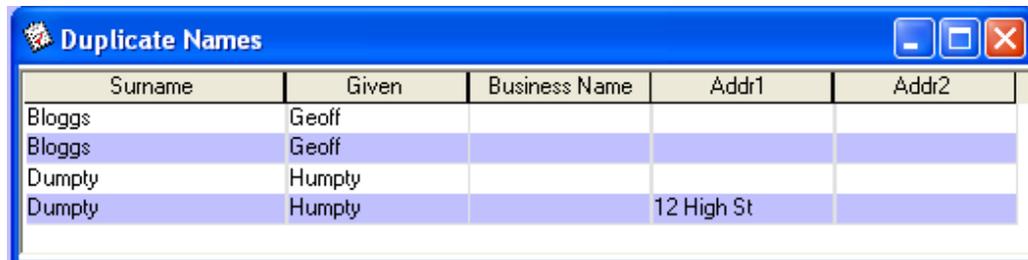
Even so duplicate entries for clients can find their way into the system.

Searching for Duplicates

To find possible duplicates,

1. From the menu bar select **Tools, Find Duplicate Names.**

This will display all the duplicate names in Easy Health Stats.

A screenshot of a window titled "Duplicate Names" with a table of data. The table has five columns: Surname, Given, Business Name, Addr1, and Addr2. The rows show duplicate entries for "Bloggs Geoff" and "Dumpty Humpty". The second row of each pair is highlighted in blue.

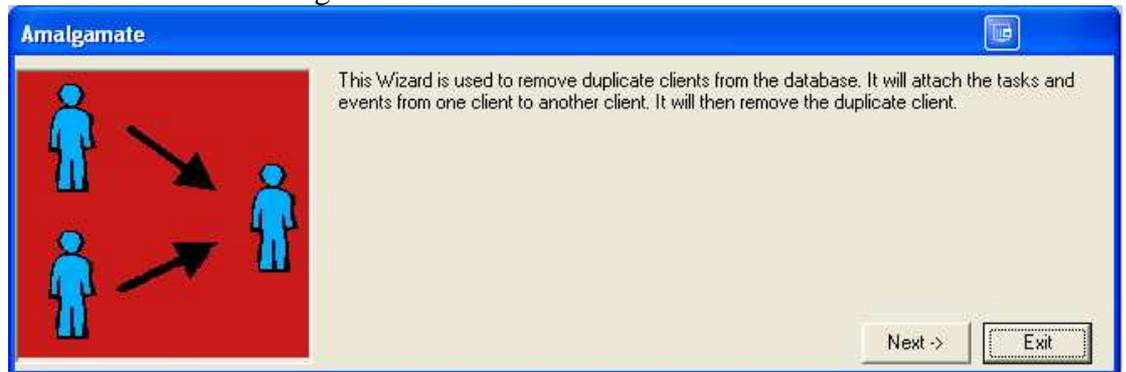
Surname	Given	Business Name	Addr1	Addr2
Bloggs	Geoff			
Bloggs	Geoff			
Dumpty	Humpty			
Dumpty	Humpty		12 High St	

Fixing the Duplicates

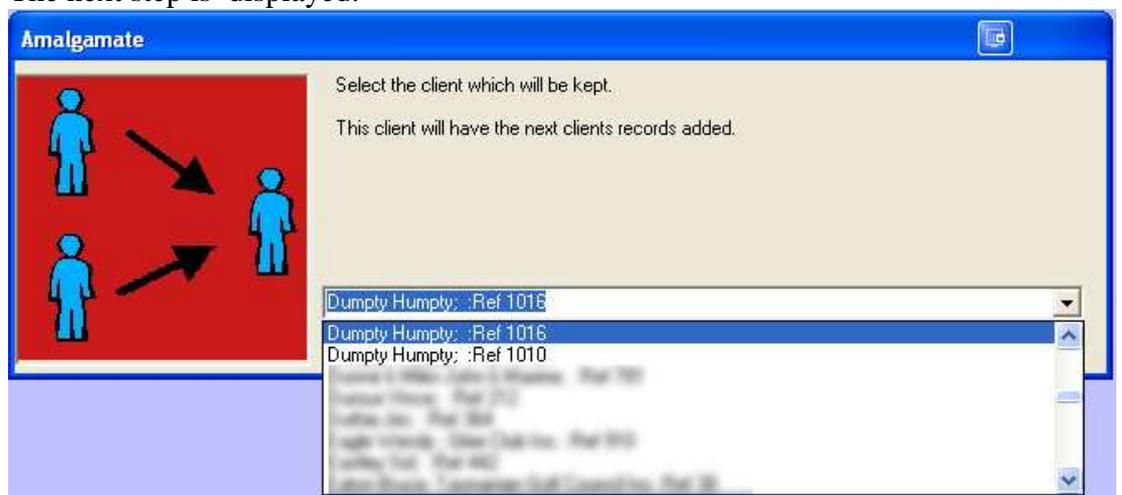
The easiest way to fix duplicates is to amalgamate them. Amalgamating to clients' records will amalgamate all events from both clients.

To amalgamate two clients,

1. From the menu bar select **Tools, Amalgamate Two Clients into One**. This will start the Amalgamate wizard.

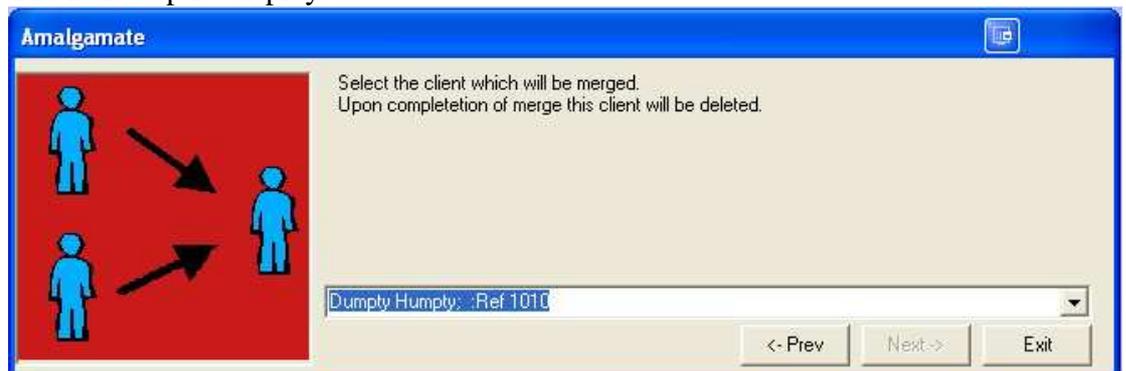


2. Click **Next** to begin
3. The next step is displayed.



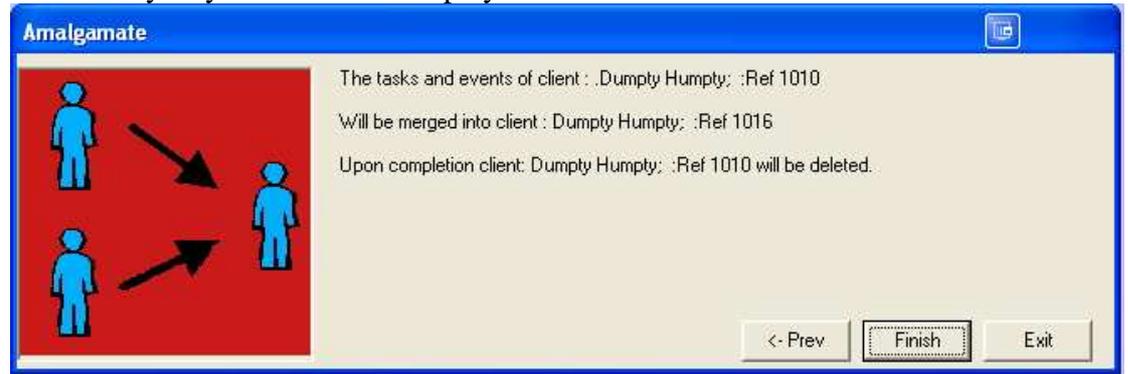
Select the client whose client record is to be kept and then click **Next**

4. The next step is displayed.



Select the client who will be merged and then click **Next**

5. A summary of your choices is displayed.



Click Finish to proceed with the merge.

Writing Letters

It is possible to write letters to contacts directly from within Easy Health Stats.

To create a letter,

1. Open the contact's record.
2. Click the  **Letterhead Button**. This Button may be named differently on your system.

A letter will be started, complete with today's date and the name & address of the contact.

Envelopes

It is possible to create envelopes to contacts directly from within Easy Health Stats.

To create an envelope,

3. Open the contact's record.

Click the  **Envelope Button**.

An envelope will be created, complete with the name & address of the contact.

Templates

Editing a template or envelope for use with Easy Health Stats

Templates are the basis for which Easy Health Stats uses to create its automatic documents such as letters, filenotes and envelopes

To modify a template,

1. Click **Tools, Edit Templates**.
2. Click the template that is to be modified.
3. Click **Open**.
3. Make the changes that are required and save the template.

Modifying a template for use with Easy Health Stats

In order for a template to be used with the Easy Health Stats program it needs some modifications.

To modify a template,

1. Open the template in Microsoft Word.
2. Select all of the Text. Press **CTRL A**
3. Copy the text
3. Open an existing Easy Health Stats template.
4. Choose **Edit, Paste**.
5. Click **File, Save As**
6. Enter a new name for the template
8. Open Easy Health Stats.
9. On the Menu bar select View, Options.
10. Enter the name of the template in the templates area. The template is now ready for use.

Tip: For an example, examine the template, which comes with Easy Health Stats.