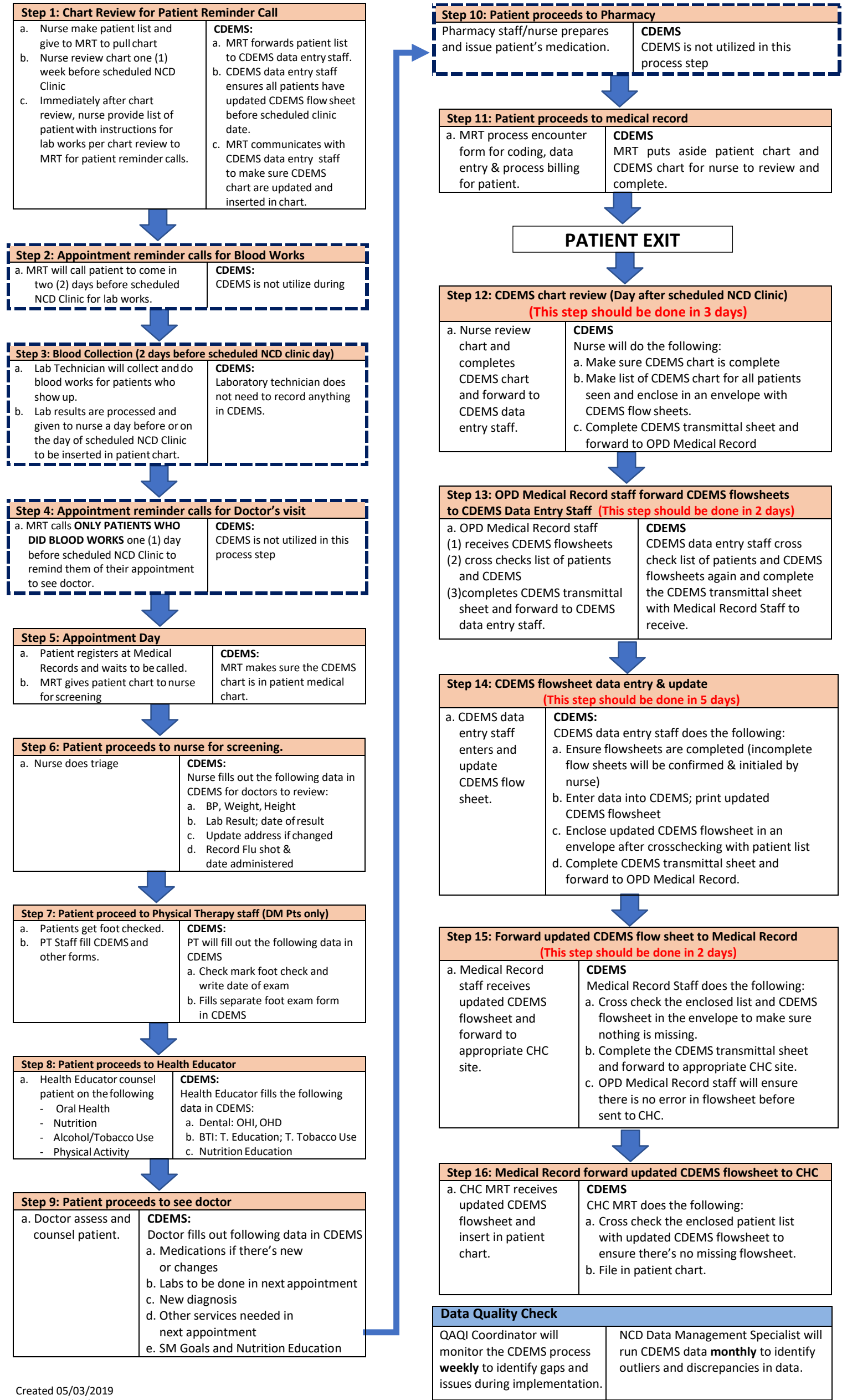


CDEMS Process Flow in CHCs NCD Clinic



CDEMS PROCESS IN OPD NCD CLINIC FLOW

Step 1: Chart Review for Patient Reminder Call	
a. Pull chart: Friday PM Nurse Review: Monday AM Review charts for Tuesday & Wednesday Clinics	CDEMS: CDEMS data entry staff will retrieve patient list for each clinics and ensure that there is updated CDEMS chart in each patients' medical chart.
b. Pull chart: Monday PM Nurse review: Tuesday AM Review charts for Thursday & Fridays clinics	
c. After each chart review, nurse will forward list of patient for each clinic with instructions (labs and other services) for patient reminder calling.	

Step 2: Reminder Call (Day before clinic)	
a. Elchesel/Nurse/Medical record will call patient a day before with instructions per chart review.	CDEMS: CDEMS is not utilized in this process step.

Step 3: Appointment Day	
a. Patient registers at Medical Records and waits to be called	CDEMS: CDEMS is given to patient who needs to do other services (e.g. foot exam, chest x-ray) to bring to PT or Radiology.
b. Medical Record Technician brings chart to OPD clerk	
c. OPD clerk/Nurse calls patient and gives forms and instruct to go to PT then Lab/Radiology (if needed)	

Step 4: Patient proceed to PT if needed	
a. Patients get foot checked.	CDEMS: PT will fill out the following data in CDEMS a. Check mark foot check and write date of exam b. Fills separate foot exam form in CDEMS c. Give patient to return
b. PT Staff fill CDEMS and other forms and give CDEMS chart to patient to return.	

Step 5: Patient proceeds to Laboratory if needed	
a. Laboratory staff will perform necessary testing. Lab results will be forward to Medical Records for nurse to document in CDEMS	CDEMS: Laboratory staff does not need to document anything in CDEMS

Step 6: Nurse screen patient	
a. Nurse does triage	CDEMS: Nurse fills out the following data in CDEMS for doctors to review: a. BP, weight, height, BP b. Lab Results c. Update address if changed d. Record Flu shot if administered

Step 7: Patient proceeds to Health Educator	
a. Health Educator counsel patient on the following - Oral Health - Nutrition - Alcohol/Tobacco Use - Physical Activity	CDEMS: Health Educator fills the following data in CDEMS: a. Dental: OHI, OHF b. BTI: T. Education; T. Tobacco Use c. Nutrition Education

Step 8: Patient proceed to eye exam (done once a year)	
a. Nurse performs vision test for patient before Eye Specialist appointment	CDEMS: a. Attending nurse will check mark retinal exam in CDEMS and record date of exam
b. Eye specialist perform eye dilation and retinal exam on scheduled appointment	

Step 9: Patient proceeds to see doctor	
a. Doctor assess and counsel patient.	CDEMS: Doctor fills out following data in CDEMS a. Medications if there's new or changes b. Labs to be done in next appointment c. New diagnosis d. Other services needed in next appointment e. SM Goals and Nutrition Education

Step 10: Patient proceeds to OPD Clerk for Appointment and Scheduling	
a. OPD Clerk receives patient chart, schedule next appointment in system and issue next appointment slip to patient.	CDEMS: a. OPD clerk pull out patients' CDEMS chart and place it in designated location for data collection. b. QA/QI Coordinator will ensure CDEMS data is completed properly before it is placed in designated location. (This process will be done once a week)

Step 11: CDEMS data entry staff collects CDEMS chart placed in the designed location (CDEMS chart should be updated & returned to OPD in two (2) days)	
a. CDEMS data entry staff collects CDEMS chart.	CDEMS: CDEMS data entry staff does the following: a. Cross check patient list for the clinic day with nurse to identify who came to their appointment to determine how many CDEMS are to be collected for the clinic day. b. cross check with the CDEMS chart in the designated location if any charts were missing. c. Both OPD clerk and CDEMS data entry staff completes transmittal sheet before charts are removed from OPD area. d. After collecting charts, ensure flow sheets are completed (incomplete flow sheets will be confirmed & initialed by nurse) e. Enter data into CDEMS f. Return CDEMS chart to medical record g. Complete transmittal sheet with OPD clerk and cross checking if all collected charts are returned.

Step 12: Patient proceeds to medical record	
a. Process encounter form for coding and data entry.	CDEMS Medical Record technician ensures that the patients' CDEMS chart is not in the chart and is placed in the designated location for data collection.

Step 13: Patient proceeds to Finance/Collection	
a. Finance/Collection staff process bill for patient.	CDEMS CDEMS is not utilized in this process step

Step 14: Patient proceeds to Pharmacy	
Pharmacy staff prepares and issue patient's medication.	CDEMS CDEMS is not utilized in this process step

Patient Exit Clinic

Data Quality Check	
QA/QI Coordinator will monitor the CDEMS process weekly to identify gaps and issues during implementation.	NCD Data Management Specialist will run CDEMS data monthly to identify outliers and discrepancies in data.