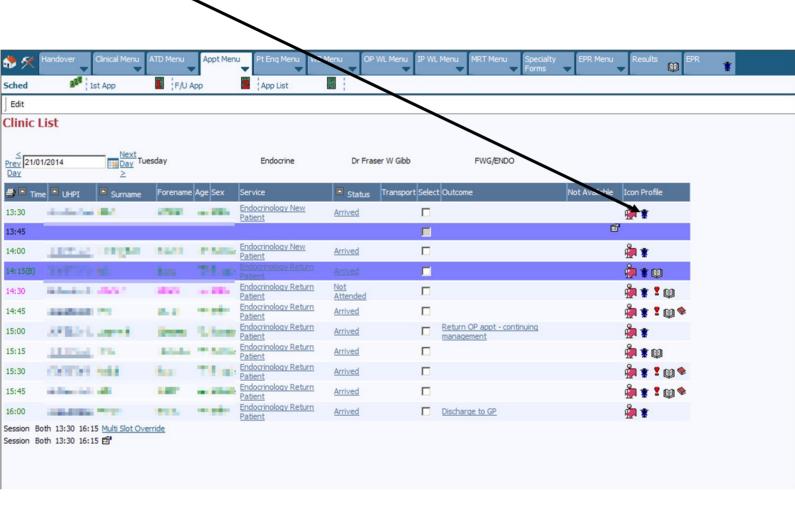


Step-by-step guide to the Endocrine TRAK pages

January 2014



Access to the endocrine consultation is via the EPR. The most efficient route in is to open up your clinic list and select the small blue 'EPR' icon beside the patient's details:

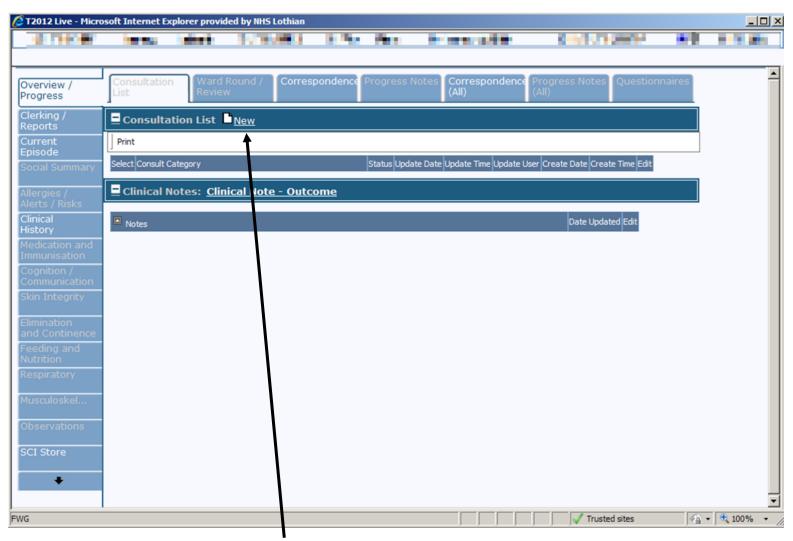


The benefit of selecting this icon is that your clinic list remains active in the background.

If you access the EPR by another route, you must ensure that it is via the Endocrine clinic encounter and not, for example, a 'General Medicine' or 'MDM' encounter.



You will now be on the EPR screen. If your patient has not had an 'Endocrine consultation' created previously, the screen will look like this:



At 'consultation list' click 'New'.

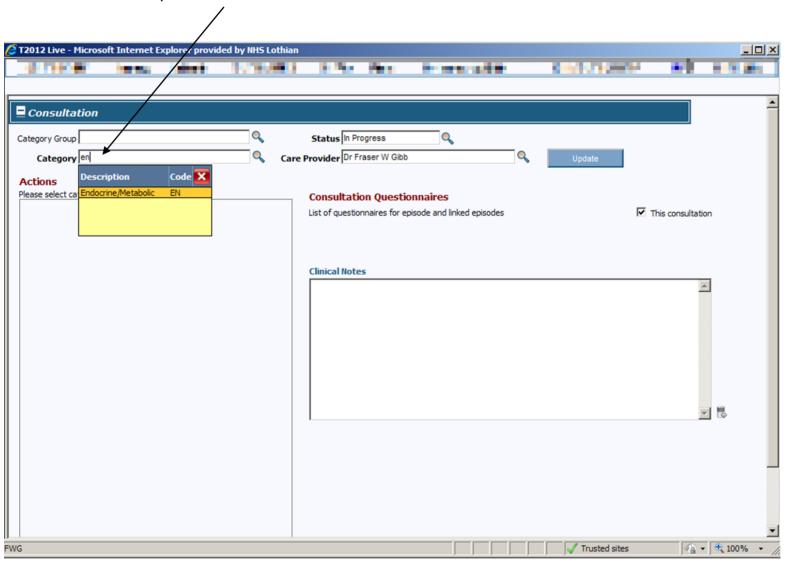


You will be prompted to enter your TRAK password:

Overview / Progress Clerking / Reports Current Episode Social Summary Allergies / Allergies / Allergies / History Medication and Immunisation Cognition / Cognition / Communication Skin Integrity Elimination and Continence Feeding and Nutrition Respiratory	T2012 Live - Micro	osoft Internet	Explorer prov	vided by NHS Lothian					×
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	FWG						✓ Trusted sites	€ -	100% - //.

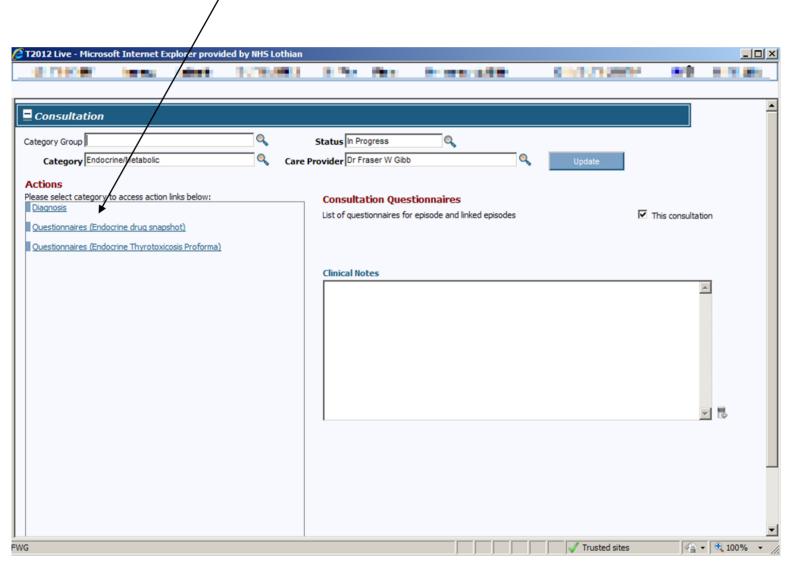


This will open the consultation page. In the 'category' box, type 'en' and select 'Endocrine/Metabolic'





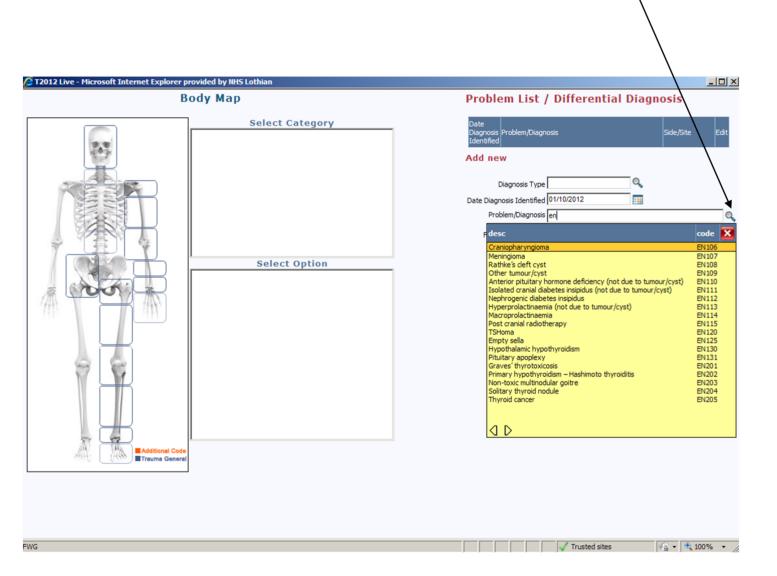
You are now presented with three choices: 'Diagnosis', 'Endocrine drug snapshot' or 'Thyrotoxicosis Proforma':



Select 'diagnosis'



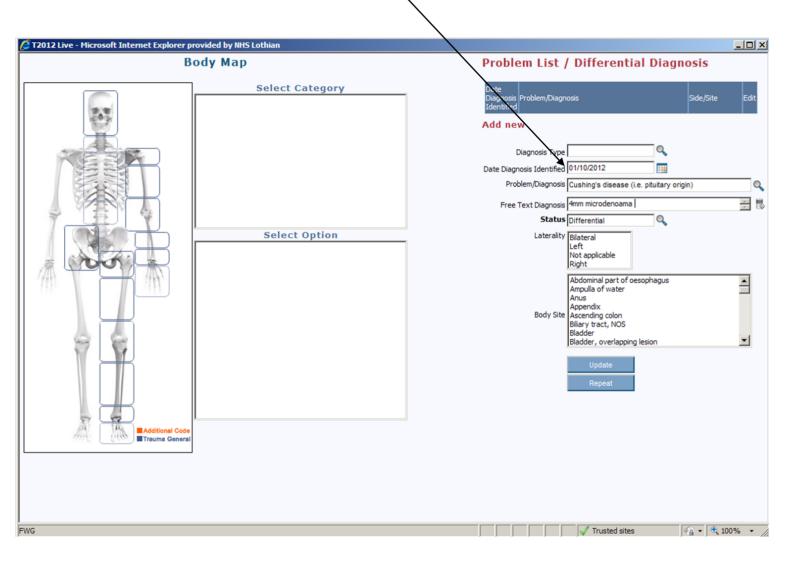
In the 'Problem/Diagnosis' box, type 'en' and click on the magnifying glass icon.



This will bring up the complete list of endocrine diagnosis codes. Select the relevant diagnosis.



When known, add the date of diagnosis:



You also have the option to add 'free text' which will be displayed under the main diagnosis (and can be edited at subsequent appointments). Examples:

Graves' Disease TRABS >40 at diagnosis Rash on carbimazole Slow to respond to PTU Thyroid cancer Papillary thyroid cancer pT2 N1b M0 Awaiting ablative RAI

When complete, select 'update'.

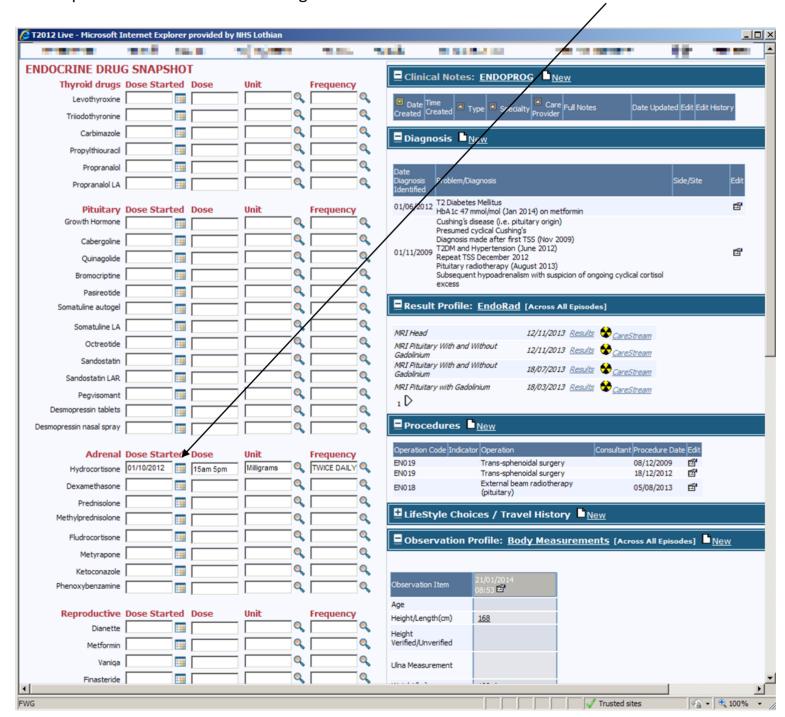


Now select 'Endocrine drug snapshot' STATE OF STATE OF 100 Britania (Britania) ☐ Consultation Category Group Status In Progress Category Endocrine/Metabolic Q Care Provider Dr Fraser W Gibb Actions Please select category to access action li **Consultation Questionnaires** Diagnosis ▼ This consultation List of questionnaires for episode and linked episodes Questionnaires (Endocrine drug snapshot) Questionnaires (Endocrine Thyrotoxicosis Proforma) **Clinical Notes** ۸

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This is the most useful screen, as it displays diagnosis, progress notes, radiology, procedures and is where changes in endocrine medication should be recorded.



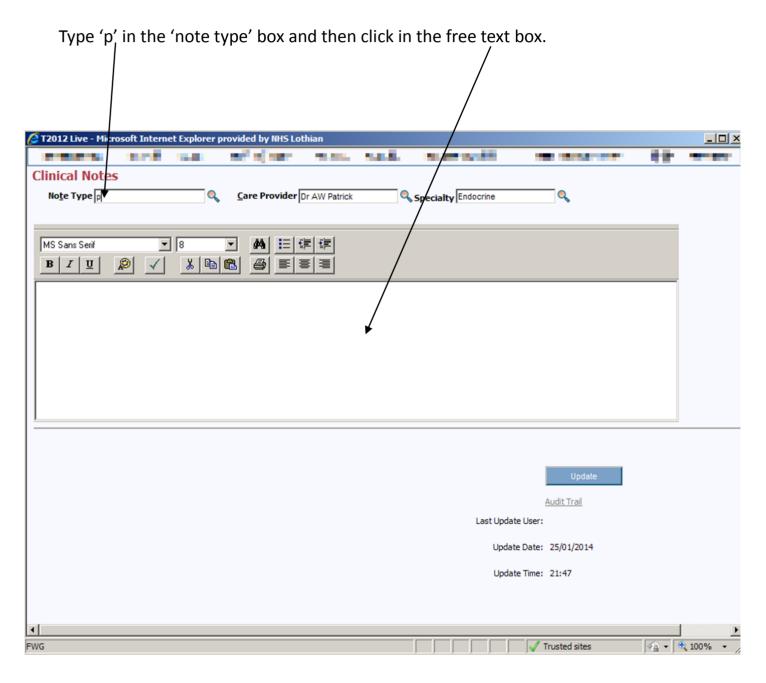
If you input a medication (or change a dose), scroll to the bottom and click 'update' to save it. $_{10}$



'ENDOPROG' provides the opportunity to record clinic notes on TRAK rather than in the paper case notes. Select 'New': _



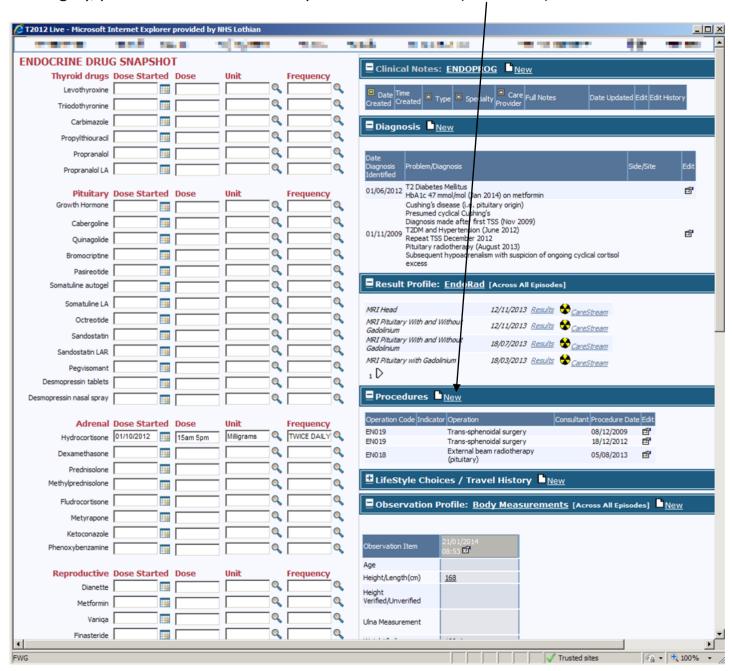




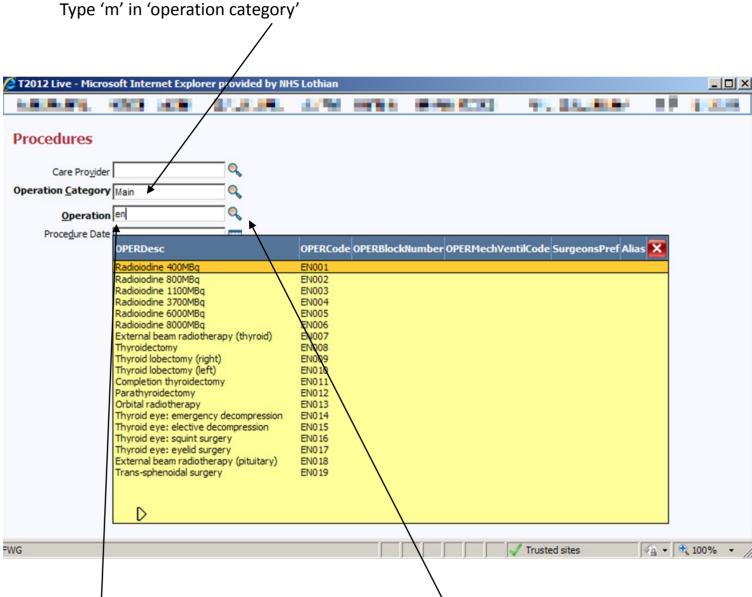
Once complete, click 'update' to return to the 'Drug snapshot' screen.



In patients who have undergone 'one-off' treatments such as radioiodine and surgery, please record these in the 'procedures' section (click 'new'):



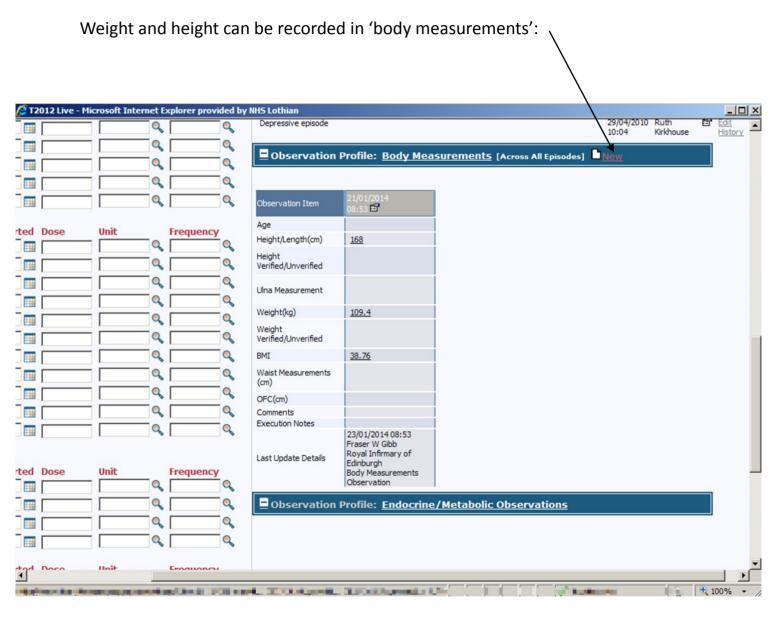




Type 'en' in the 'operation' box and click the magnifying glass icon to bring up a list of endocrine procedures.

When known, input the date of the treatment and then select 'update' to return to the 'drug snapshot' screen.

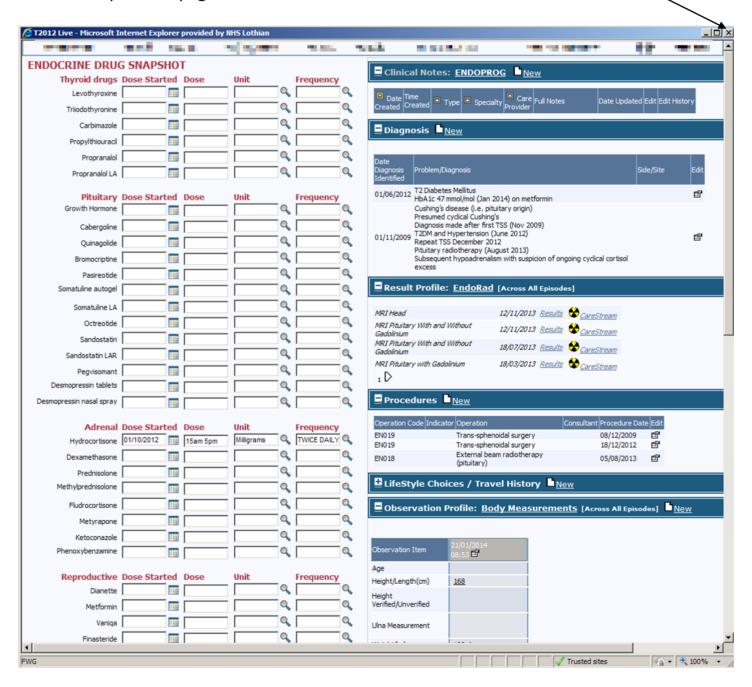




It would be very useful to start recording this information, as it is one of the few things we still rely on pulling paper case notes for. Hopefully, in the coming months, this task will be performed by clinic nursing staff.

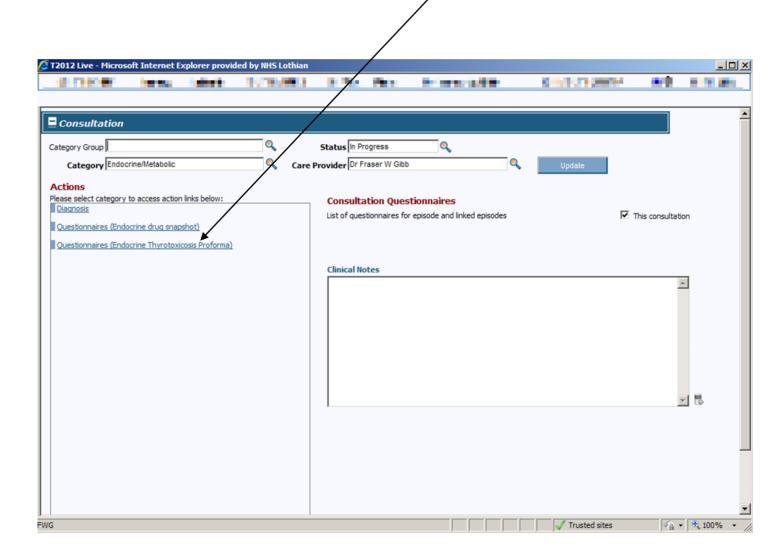


If you have made medication changes, scroll down to the bottom and click 'update' to leave this page. If you have not changed medication, simply click the X to return to the previous page:



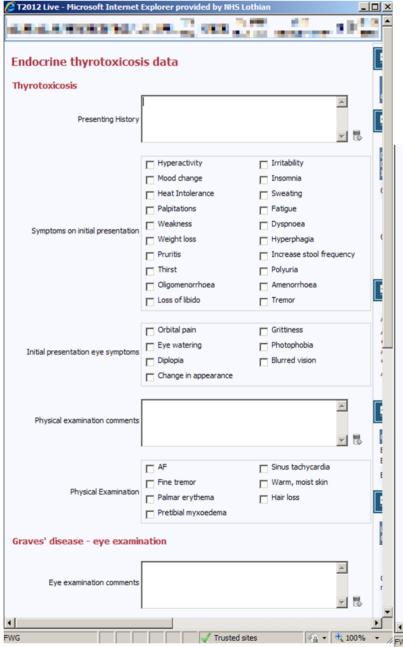


You will only need to access the 'thyrotoxicosis proforma' to input information at the initial consultation for a new patient presenting with thyrotoxicosis or to input an updated CAS score in a return Graves' patient:

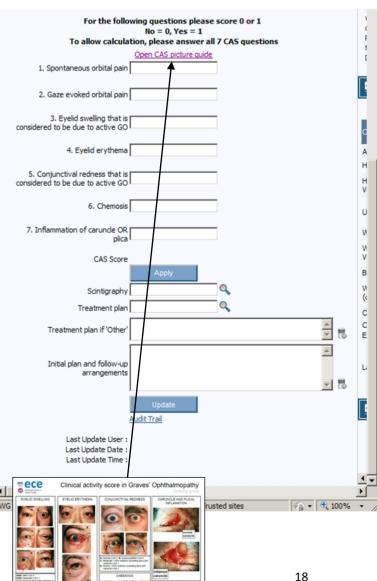




Completing the proforma for new thyrotoxic patients (not just Graves'), should provide useful, standardised and readily accessible audit data—it is relatively self-explanatory.



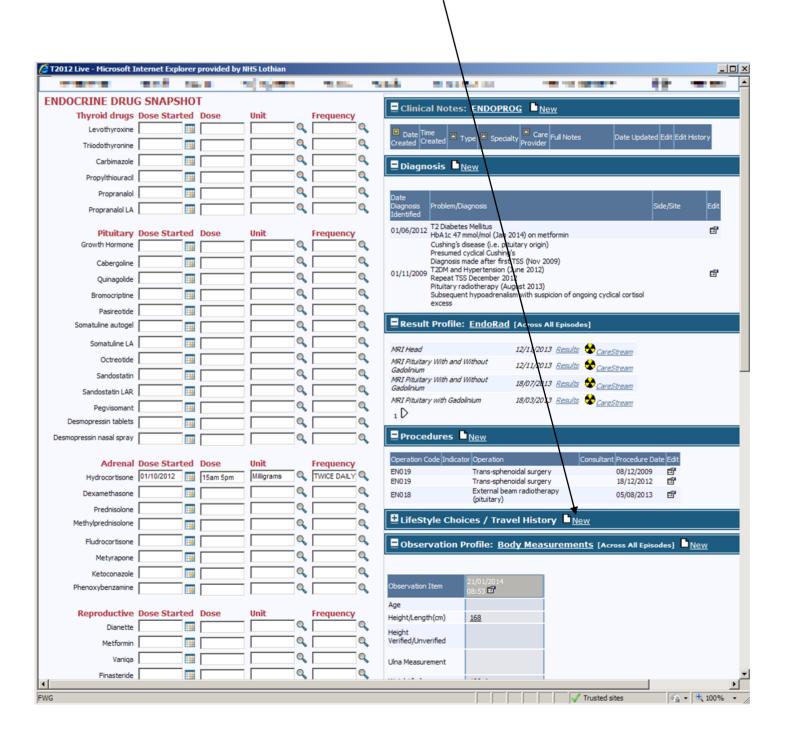
The CAS score should be calculated on the initial review for Graves' patients and can be updated at subsequent reviews; this generates a table displaying sequential CAS assessments which is displayed in both the 'drug snapshot screen' and the 'thyrotoxicosis proforma' screen



Hyperlink to open the CAS picture guide:

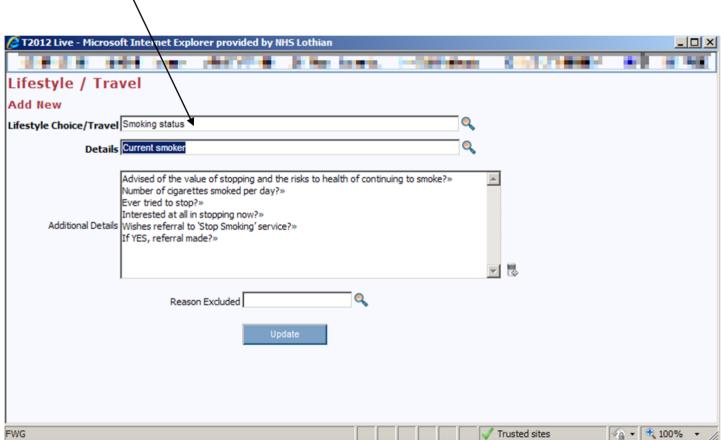


Please record smoking status in all patients with Graves' disease. This is done by selecting 'new' at the 'LifeStyle Choices' section:





Type 'sm' in the top box:



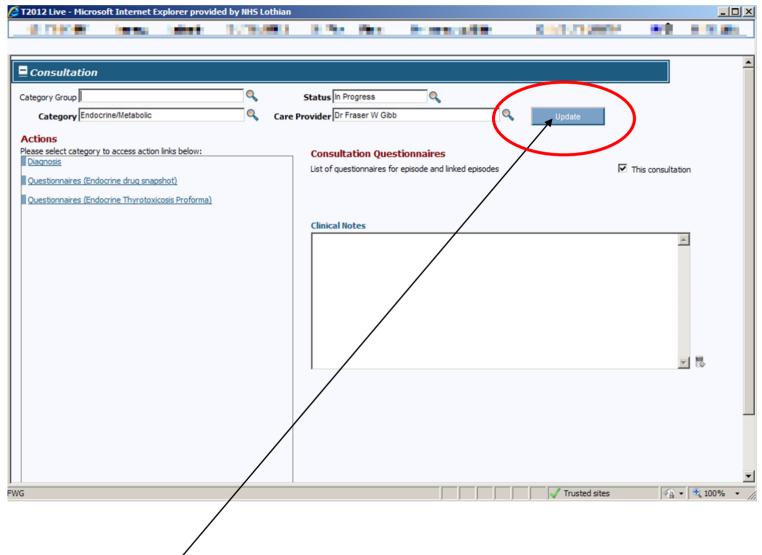
Then select the relevant option in 'Details'.

This brings up a useful intervention prompt. Pressing TAB takes you down the various questions.

Select 'update' to save and exit.



IMPORTANT!

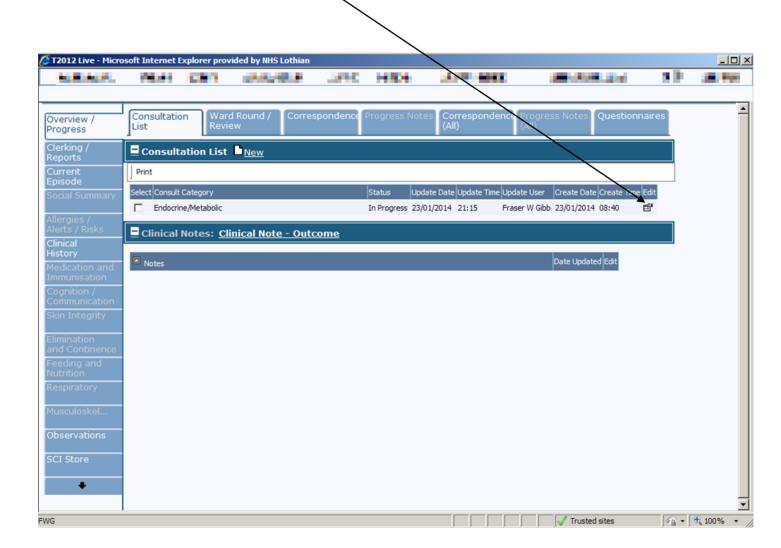


When you have finished updating your patient's endocrine record—you **MUST** press 'update' on this screen to save and exit back to the clinic list.

DON'T exit this screen by pressing the 'X' box!



Once a patient has had an 'Endocrine consultation' created it should be accessed in future by selecting 'Edit'.



You do **NOT** need to create new consultations each time a patient is reviewed.