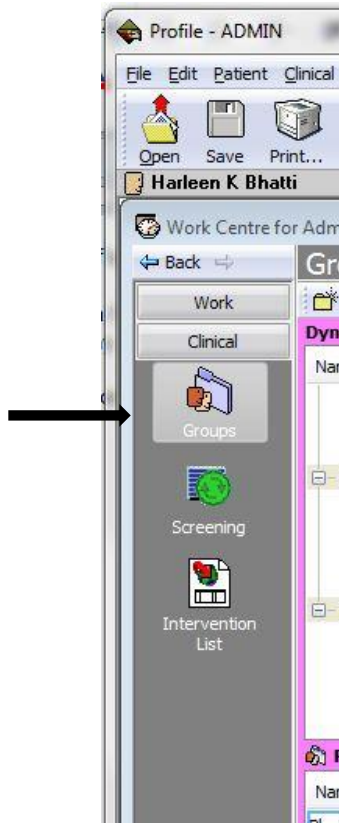


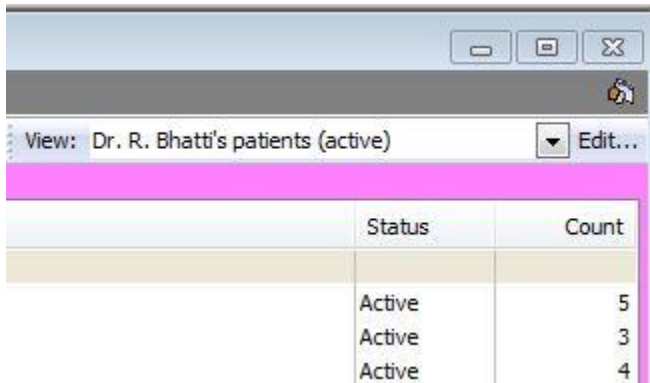
## Profile EMR – PAP Queries

- Female
- 25 - 69 years of age
- Active
- Last seen within 5 yrs
- No hysterectomy

From the segment list (tool bar down the L side of the main Profile window), select the Clinical tab, then select Groups



Select the appropriate view from the top R. If necessary, create a view for each individual doctor. If you already have a view for each doctor, skip to Step 2.

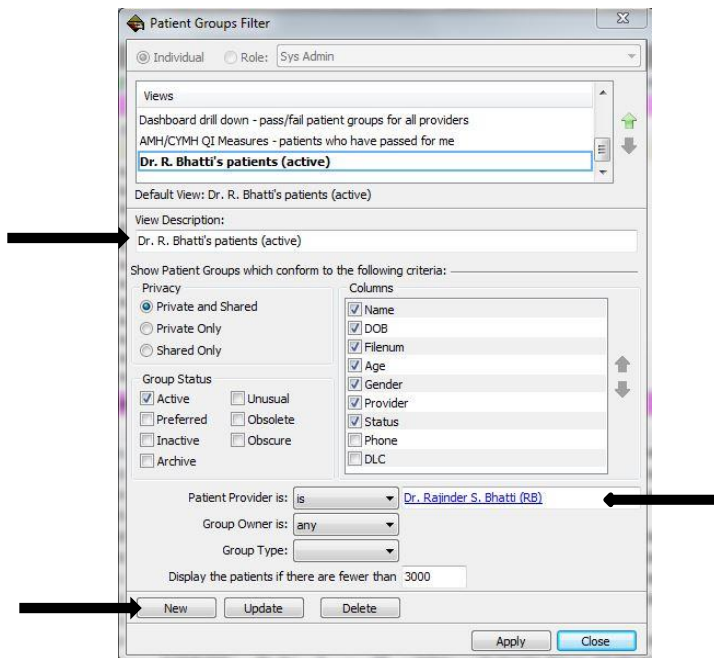


Status	Count
Active	5
Active	3
Active	4

## Step 1

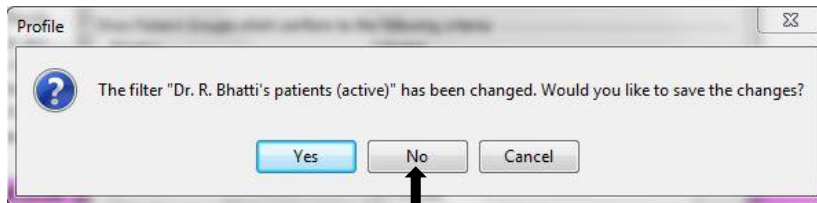
Steps 1 through 4 only need to be completed once.

If you need to create a view specific to a particular Dr, click on “Edit”. Give the View Description a name (i.e. Dr. R. Bhatti’s patients (active)), select Group Status , select the appropriate provider, then select **New**



If you get a message:

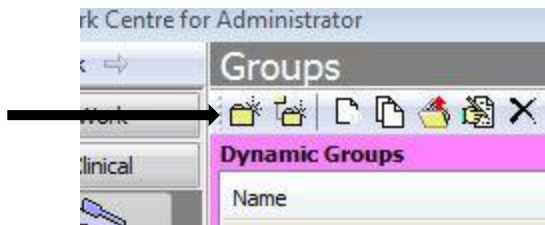
The (previous) filter has been changed. Would you like to save the changes, select NO,



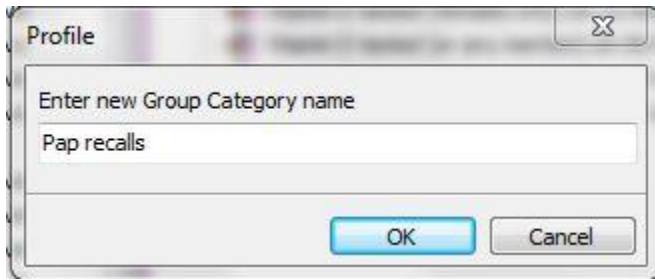
then select **Apply** near the bottom R.

## Step 2

Create a category for this new group by selecting the “New Category” icon.

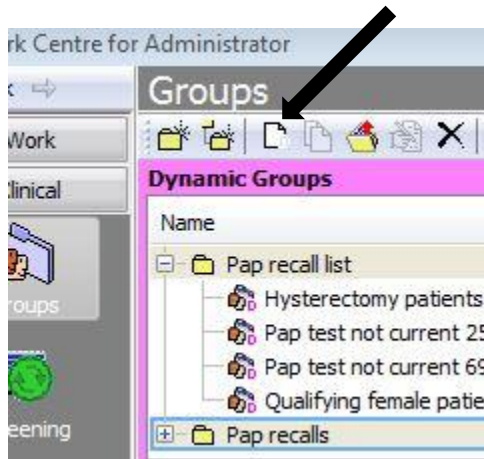


Give your new category a name and select

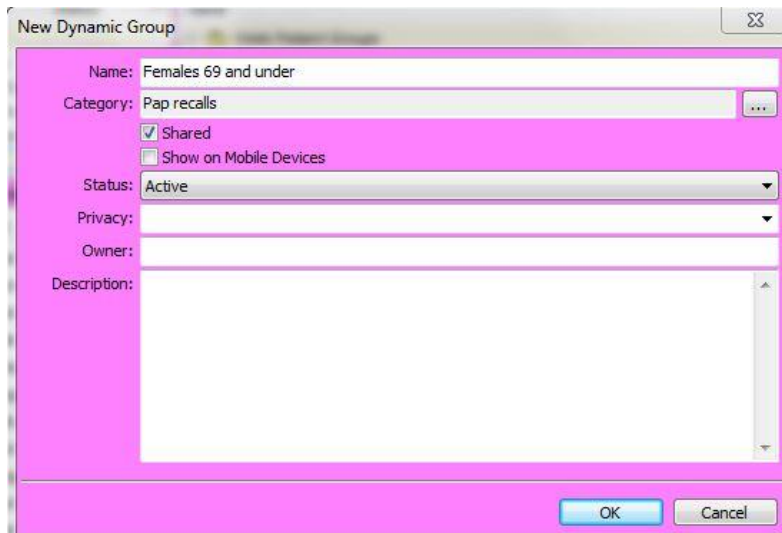


### Step 3

Now, to create dynamic groups, highlight your new category, and select the New Dynamic Group icon.



Enter an applicable caption (Females 69 and under) and select



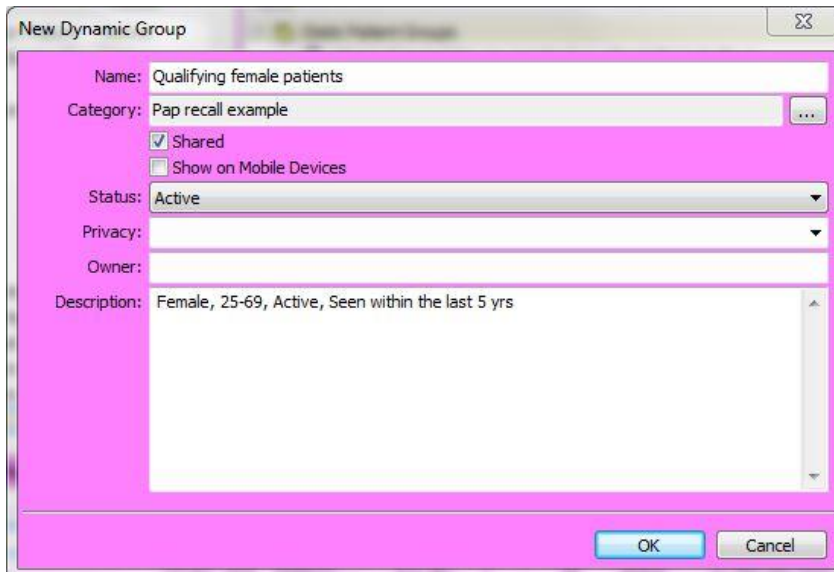
Set the age parameter to “Less than or equal to” “69” as well as the gender parameter “F”, and the service code “is not found” to 14560 (which will automatically bring up the description shown), and select

OK

Create a second New Dynamic Group (Females 25 and over), by repeating the same steps as above, setting the gender parameter to F, set the age parameter to “greater than or equal to” “25”, and the service code “is not found” “ever” “14090”, and select **OK**

Create a third New Dynamic Group setting gender to F, changing Dx Code to DX Description, and specifying “hysterectomy”.

Create a fourth dynamic group, provide a description, and select



**New Dynamic Group**

Name: Qualifying female patients

Category: Pap recall example

Shared

Show on Mobile Devices

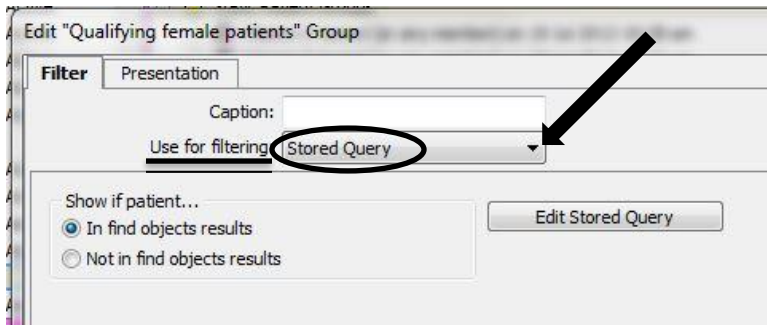
Status: Active

Privacy: [dropdown]

Owner: [dropdown]

Description: Female, 25-69, Active, Seen within the last 5 yrs

Where it says, Use for filtering, click on the drop down arrow ▼ and select Stored Query, then select



**Edit "Qualifying female patients" Group**

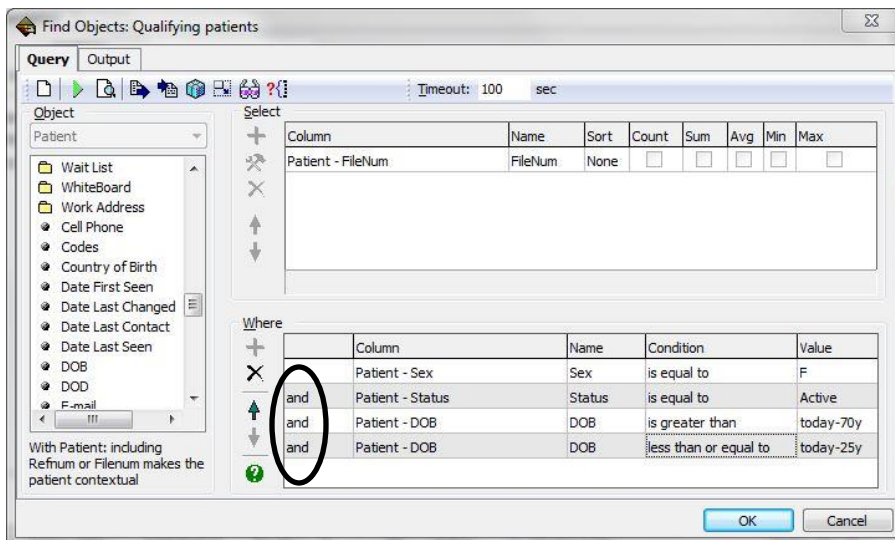
Filter Presentation

Caption: [text box]

Use for filtering: **Stored Query** ▼

Show if patient...  
 In find objects results  
 Not in find objects results

Near the top L, make sure the Object is set to Patient. Scroll down the list of Patient objects, until you see the fields you need (near the bottom). From here you can drag them from the L side to the R bottom panel as required. Note that you will have to drag DOB over twice. Make sure your conditions are all set to "and" instead of "or".



**Find Objects: Qualifying patients**

Query Output

Timeout: 100 sec

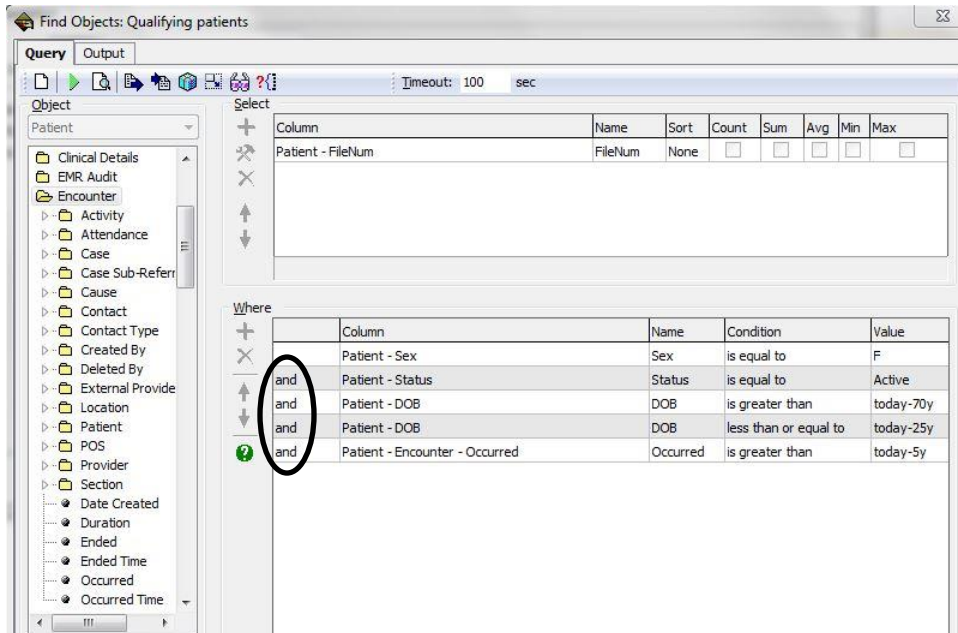
Object: Patient

+	Select	Column	Name	Sort	Count	Sum	Avg	Min	Max
+		Patient - FileNum	FileNum	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

+	Where	Column	Name	Condition	Value
+		Patient - Sex	Sex	is equal to	F
+	and	Patient - Status	Status	is equal to	Active
+	and	Patient - DOB	DOB	is greater than	today-70y
+	and	Patient - DOB	DOB	less than or equal to	today-25y

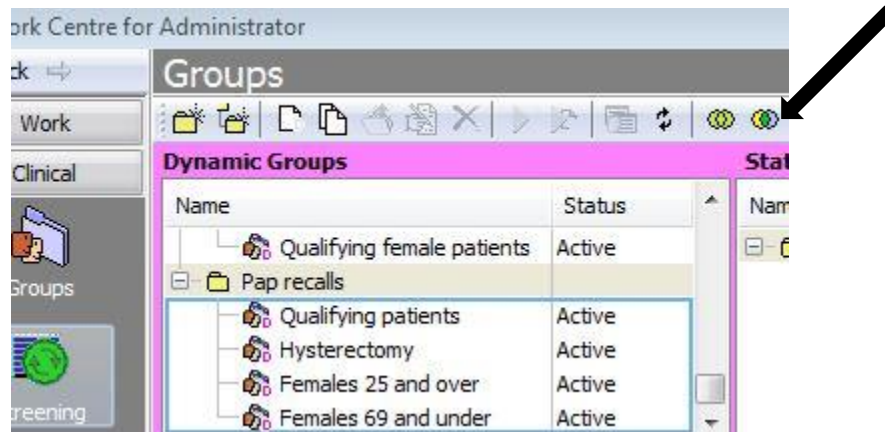


Scroll back up the Object list until you find the Encounter folder. Click to expand it, then scroll down until you see the parameter “Occurred”. Drag this over to the bottom R panel as well. Select the Value field boxes to enter the desired values, exactly as shown below, then select **OK** for this screen and the next.

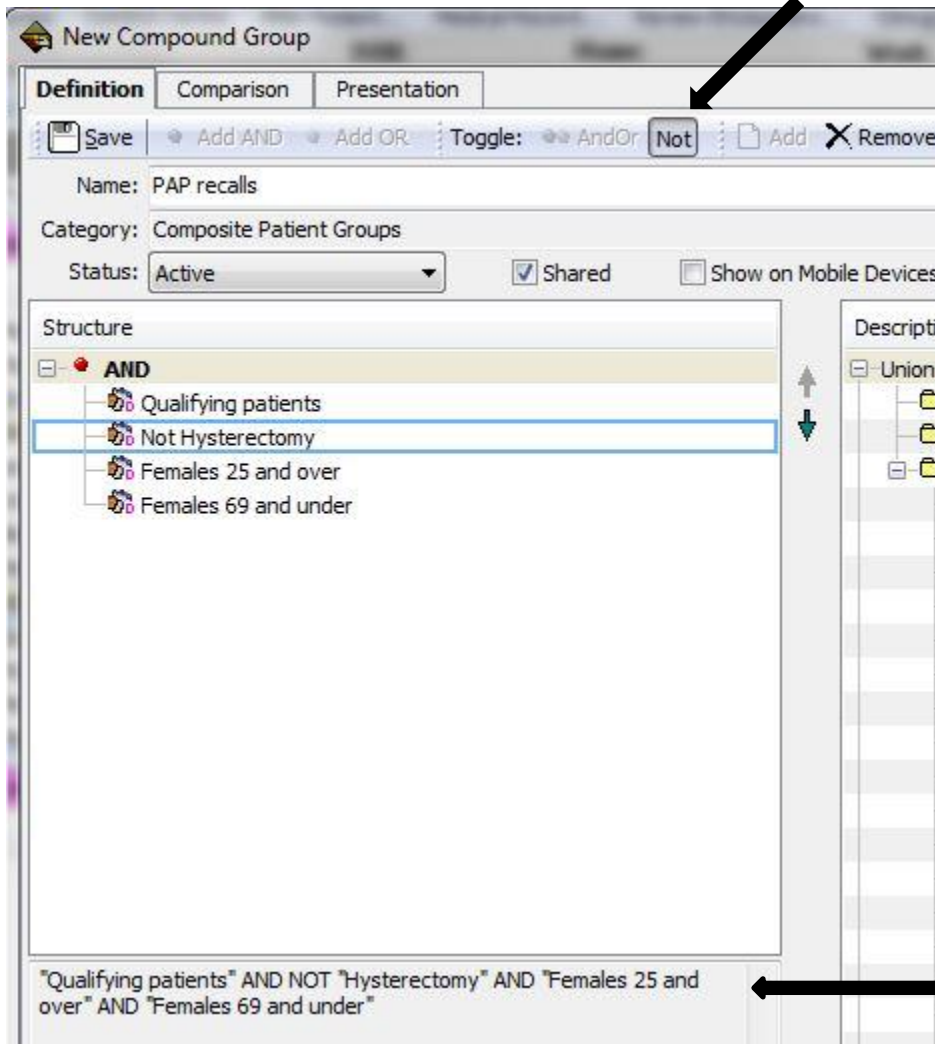


#### Step 4

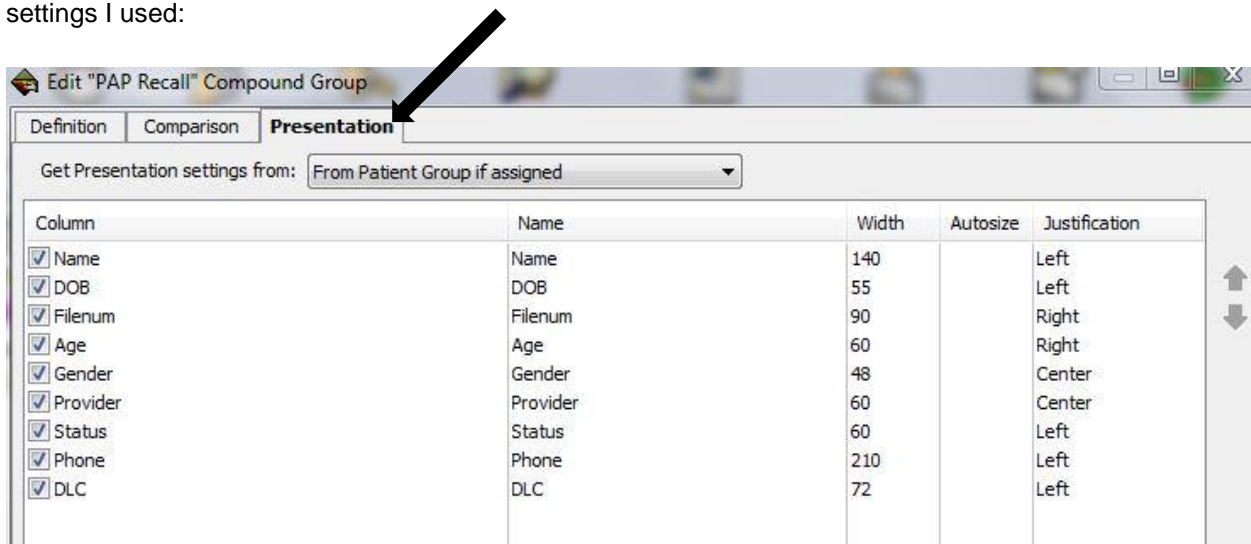
Highlight the four dynamic groups you’ve created (by holding down the <Shift> key while selecting the four groups), and select the New Intersection Group icon.



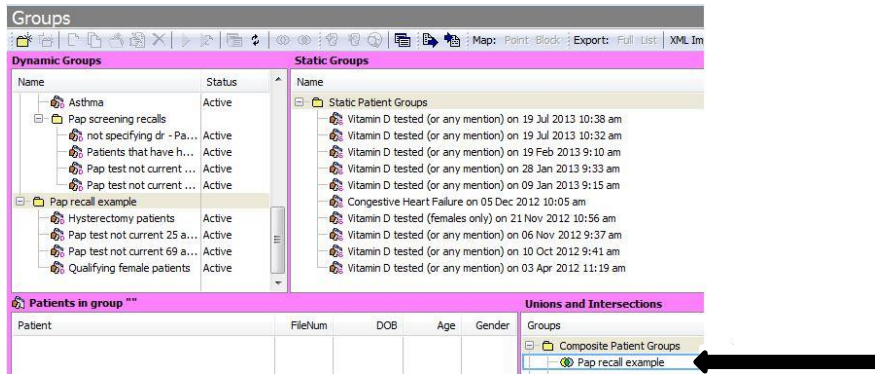
Give your compound group a name. Highlight the “Hysterectomy patients” group, and toggle the hysterectomy group to “Not”, so patients that have had a hysterectomy will *not* be included. Note the logic explained at the bottom.



This part is optional. It essentially makes your report look pretty. Select the “Presentation” tab. Here, you can adjust the column widths so the report looks the way you want it to, when printed. These are the settings I used:

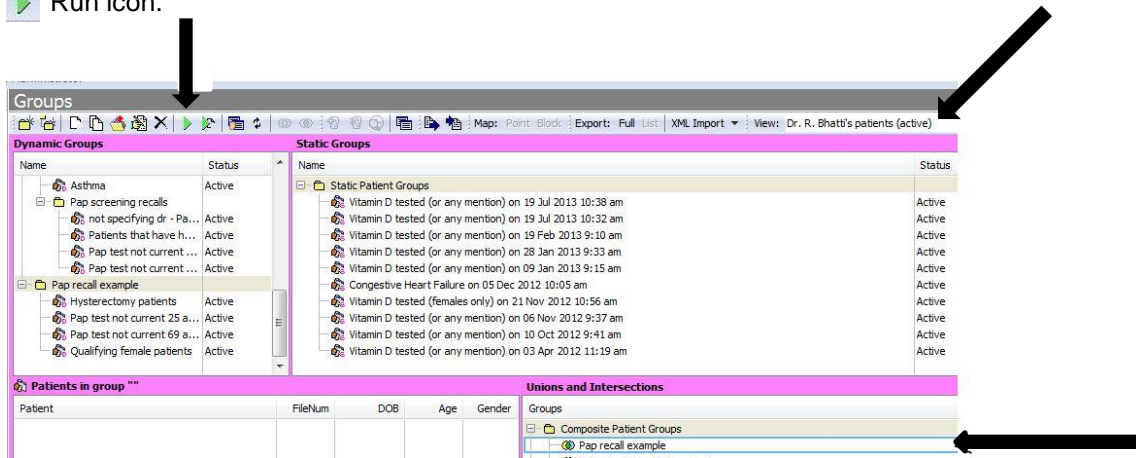


Your new group, made up of the various qualifying patients, will show up in the bottom R corner, under Unions and Intersections, Composite Patient Groups.

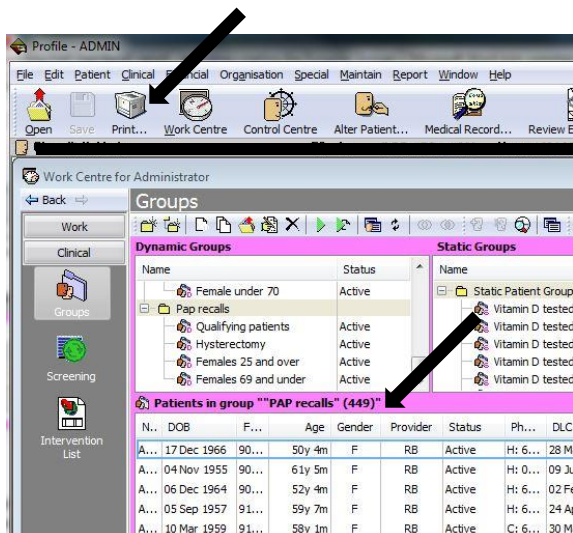


### Step 5

To run your report, select the View for the appropriate doctor (top R corner). This will determine which doctor's patients to run this report against. Select the composite group you've created, and click the Run icon.



Your results will show up in the bottom Left corner. From here you can sort the list by clicking on the column heading. You can also print the list, or highlight an individual name and access that patient's file. Note that a patient count is also given. Also, note that this report will not account for patients that have had their PAP test done elsewhere, unless the results have been entered into Profile.



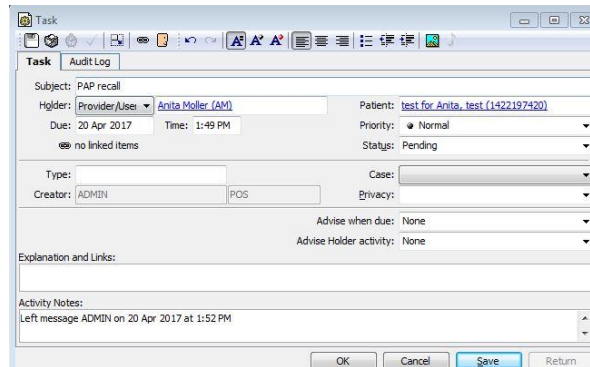


## Step 6

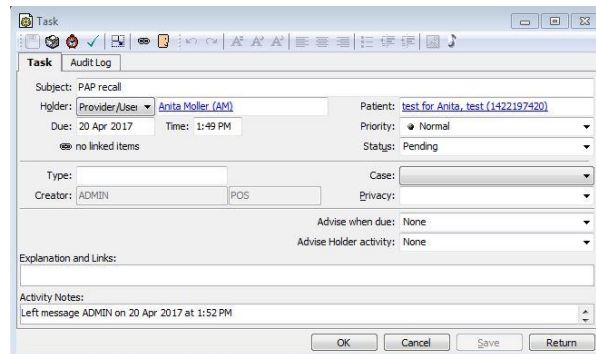
Once the report has run, MOA's can work through the list as follows:

1. Check if the patient is really Active within the clinic. If not, go into "Alter Patient", select "Inactivate", click on the Inactivation reason box, click on the ellipses (...) and select the correct reason, then click
2. Check if the patient has had their PAP done elsewhere. Check patient results and look for Gynecological Cytology Report.

**YES** Create a task for the appropriate MOA. In the subject, put the year first, followed by month and date, then duration of recall (ie. Subject: 2019m Apr 20 – PAP recall, 2 yr). Set the due date for the appropriate time frame (6 mos /1 yr / 2 yr / 3 yr) from the date of the most recent Gynecological Cytology Report (PAP result).

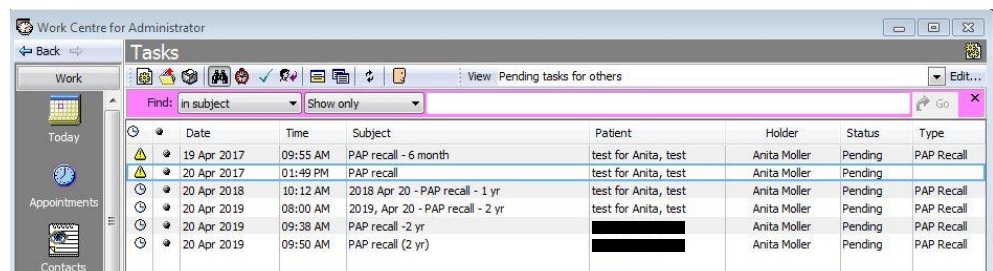


**NO** Call patient and arrange an appointment for their PAP test. If unable to arrange for some reason (not home, no answer, etc.) create a task for the appropriate MOA with today's date as the due date, and PAP recall as the subject. Enter any appropriate Activity Notes.




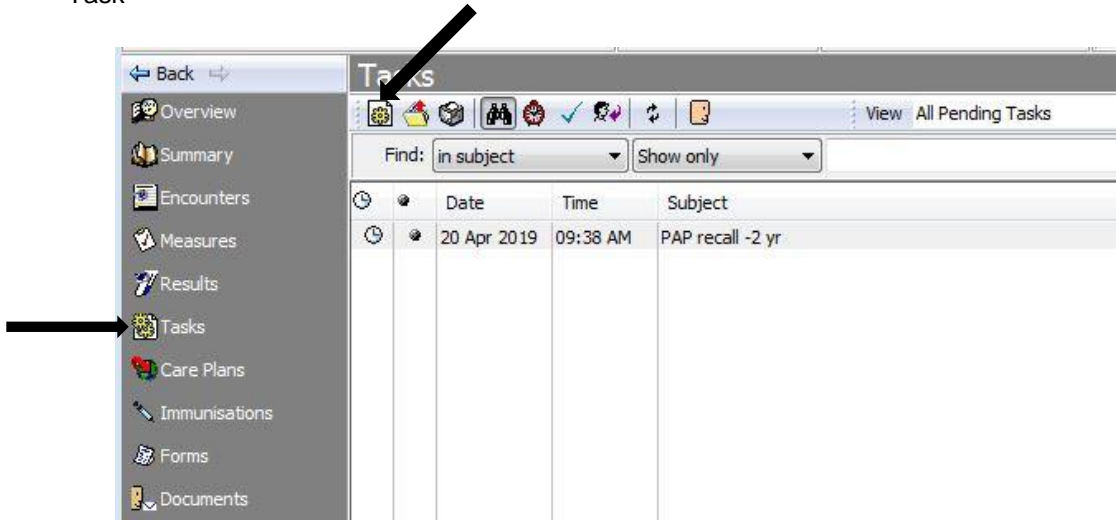
**NOTE:** Typing `id\` after "Left message" will insert the user's ID, as well as the current date and time (Typing: Left message `id\` results in Left message ADMIN on 20 April 2017 at 1:52 PM

3. Looking at the MOA's task list, sorted by descending due date:

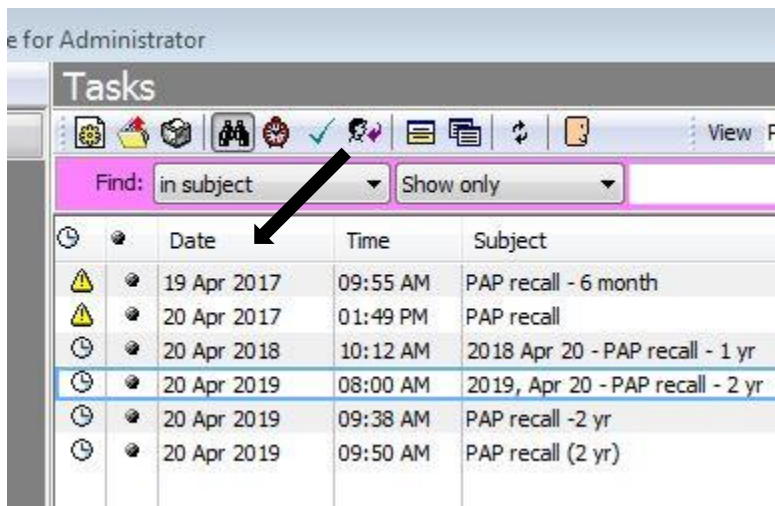


Date	Time	Subject	Patient	Holder	Status	Type
19 Apr 2017	09:55 AM	PAP recall - 6 months	test for Anita, test	Anita Moller	Pending	PAP Recall
20 Apr 2017	01:49 PM	PAP recall	test for Anita, test	Anita Moller	Pending	PAP Recall
20 Apr 2018	10:12 AM	2018 Apr 20 - PAP recall - 1 yr	test for Anita, test	Anita Moller	Pending	PAP Recall
20 Apr 2019	08:00 AM	2019, Apr 20 - PAP recall - 2 yr	test for Anita, test	Anita Moller	Pending	PAP Recall
20 Apr 2019	09:38 AM	PAP recall -2 yr	[REDACTED]	Anita Moller	Pending	PAP Recall
20 Apr 2019	09:50 AM	PAP recall (2 yr)	[REDACTED]	Anita Moller	Pending	PAP Recall

Note: If the physician has received the recall notice, while in the patient's chart, the provider can create a new task for the appropriate MOA by selecting the Task icon  and selecting Create a New Task

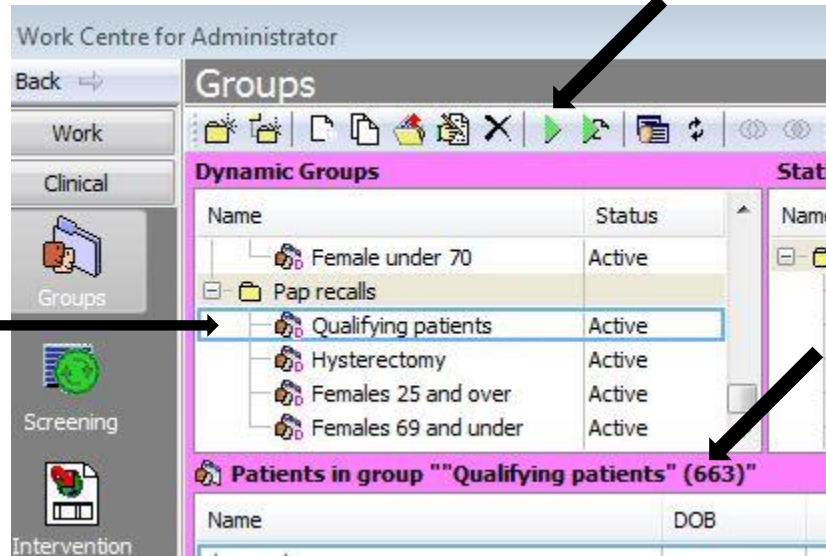


This is an example of the MOA's task list, sorted by descending Date.



## Step 7 – FYI

To determine what percentage of qualifying patients have not had a PAP test done in the last 5 years, while the correct Provider is selected in the “View” at the top R corner, Under Dynamic Groups, highlight the “Qualifying Female Patients” group, and select the “Run” icon. This will give you a count of the total female patients qualifying for this particular project.



When you run the report in Step 5, you will get a count of all qualifying patients that have not had PAP tests done in the last 5 years. That number, divided by the total Female Qualifying Patients will tell you what % of female patients need PAP tests scheduled, for the purpose of this project.

(In this example,  $449 / 663 = 68\%$ )