



NCIS GUIDE

Creating a Follow-up Care Schedule

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1 Introduction

This guide contains instructions on how to configure a hospital specific Follow-up care schedule, to appear as an option to select in the Follow-up tab. Only users with the permission level of "case manager" or "administrator" can configure the hospital specific follow-up care schedules.

NOTE: All screenshots in this Guide are from the Training and Test Environments of NCIS. All patients and hospitals are fictitious and are not intended to represent the identity, setup and functionality of real patients or facilities.

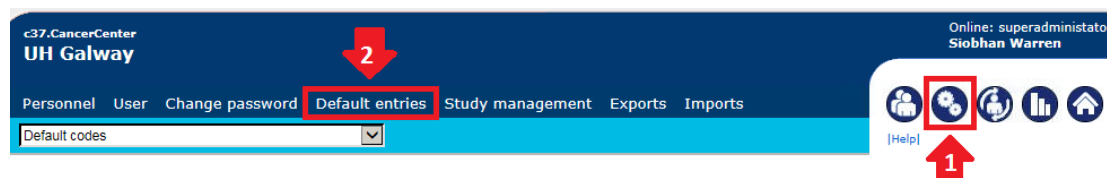
2 What are "Follow-up care schedules"?

"Follow-up care schedules" are schedules that can be configured with specific diagnostic requirements e.g., Mammogram, CT and the frequency at which they need to take place.

3 How to set up a hospital specific "Follow-up care schedules"

Hospitals can configure follow-up care schedules specific to their hospital. They are created in the settings section.

1. Select the settings menu
2. Select default entries



3. Select "follow-up care schedules" from the drop down list

Administration pictures
Automatic UICC determination
Automatic text segments
CDS documents
Cancer registry notification / assignement (ADT-GEKID)
Client management
Configure Exports
Default codes
Default medical personnel
File types for upload
Follow-up care letter template
Follow-up care schedules
Laboratory management
Letter and print templates
Letter and print templates: MACRO
Medication
News
Protocols (of treatment)
Recommendations
Required fields
Setup switches
Specialisation fields/examinations
Work lists
Workgroups

4. Click on "Add follow-up care schedule" to create a new follow-up care schedule.

The screenshot shows a navigation bar with links: Personnel, User, Change password, Default entries, Study management, Exports, and Administration. Below this is a dropdown menu labeled 'Follow-up care schedules'. A sub-menu titled 'Follow-up care schedules' is open, showing a table with one row. The row has a header 'Follow-up care name' and three action buttons: 'Edit', 'Delete', and 'Print'. The 'Add follow-up care schedule' button is highlighted with a red box.

5. Enter the follow-up schedule name (1), frequency of the Follow-up procedure (2), procedure type from dropdown list (3), further procedure information (freetext) (4), add new procedure (5), if more than one and comments (6), if applicable. If text entered in comments section, it will appear on every Follow-up form in the schedule.

The screenshot shows the 'Nachsorgeplan anlegen' form. It has several sections:

- Follow-up care name:** A text input field containing 'Prostate follow-up pathway' (labeled 1). Below it are radio buttons for 'S3-guideline-based' with options 'Yes', 'No', and 'not specified'.
- Period:** Radio buttons for frequency: '3,6,9,12,18,24' (labeled 2), 'Month(s)', 'Week(s)', and 'Day(s)'.
- Procedures:** A dropdown menu showing 'Medical history' (labeled 3).
- Further info:** A text input field containing 'PSA' (labeled 4).
- Add new procedure:** A button (labeled 5).
- Comments:** A large text area (labeled 6).
- Buttons:** 'zurück' and 'Save' at the bottom.

6. Click save and the new schedule will appear on Follow-up care schedules list. It can be edited or deleted as required.

Follow-up care schedules			
Add follow-up care schedule			
Follow-up care name	Edit	Delete	Print
Breast Cancer Follow Up			
Echo appts			