



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.

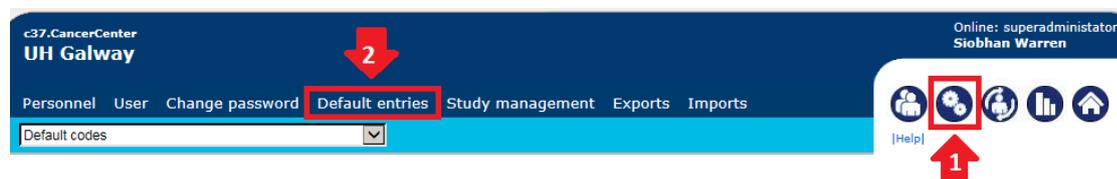
2 What are "Follow-up care schedules"?

"Follow-up care schedules" are schedules that can be configured with specific diagnostic requirements e.g., PSA, 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 / assignment (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

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



- 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 includes a header 'Nachsorgeplan anlegen' and a section for 'Follow-up care name' with a text input field containing 'Prostate follow-up pathway' (annotated with 1) and radio buttons for 'S3-guideline-based' (Yes, No, not specified). Below this are three sections: 'Period' with radio buttons for '(s)', 'Month(s)', 'Week(s)', and 'Day(s)' (annotated with 2), a text input field with '3,6,9,12,18,24' (annotated with 2), and an information icon; 'Procedures' with a dropdown menu containing 'Medical history' (annotated with 3); and 'Further info.' with a text input field containing 'PSA' (annotated with 4) and a trash icon. Below these is an 'Add new procedure' button (annotated with 5) and a 'Comments [+ / -]' section with a large text area (annotated with 6). At the bottom are 'zurück' and 'Save' buttons.

- 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 name	Edit	Delete	Print
Breast Cancer Follow Up			
Echo appts			