



NCIS GUIDE

Introduction to the Follow-up Care Section in NCIS.Chart

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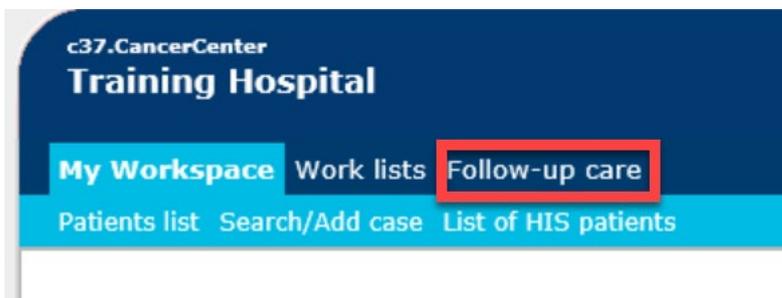
1 Introduction

Follow-up schedules can be created and managed within NCIS.Chart. The purpose of this guide is to provide an overview of the Follow-up care section and provide instructions on how to view patient Follow-up lists for particular dates.

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.

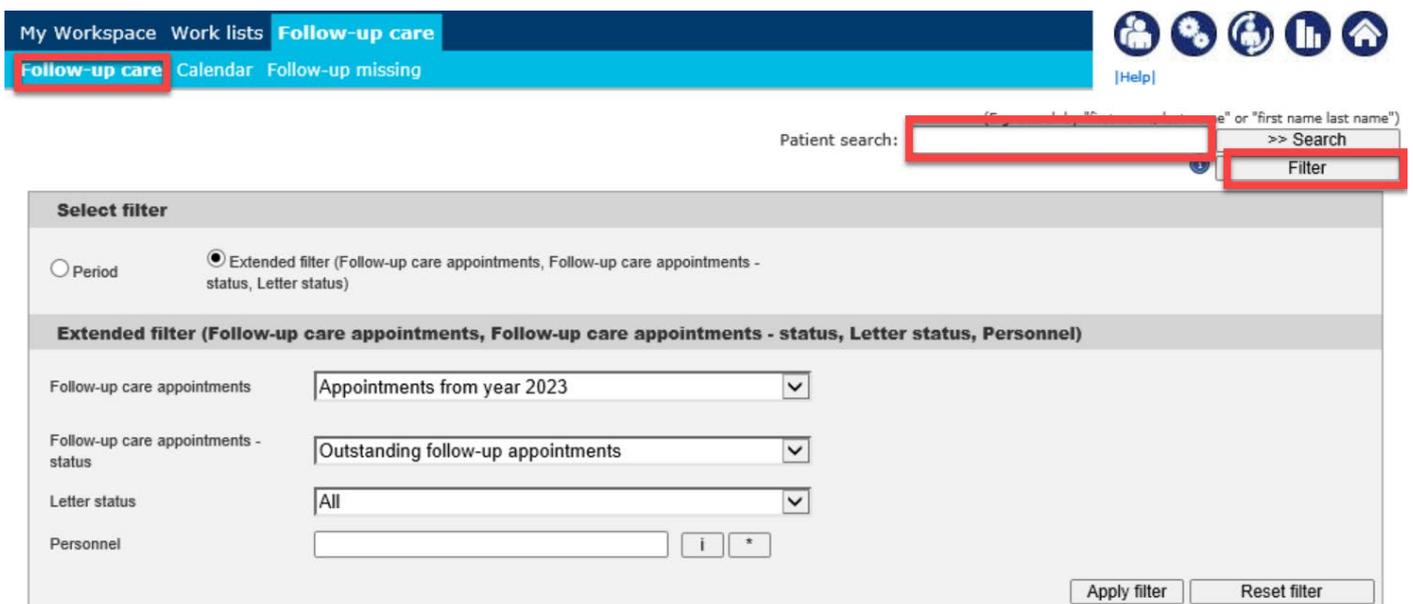
2 How to access the Follow-up care section and which users can access it

The Follow-up care section can be accessed by all NCIS users, by clicking the Follow-up care tab as indicated below:



3 Appointment list in the Follow-up care section

In the Follow-up care tab, a list of appointment dates for is displayed. The user can search by specific patient or can search using the filters.



4 Filtering the Follow-up care list

In the Follow-up care tab, the top of the screen has some options, which allows the user to filter the list of Follow-up appointment dates.

By default, the list will show the patients with Follow-up appointments scheduled for the hospital that the user has access to. It is also possible to:

1. Search by patient name
2. Filter by all, next 4 weeks, past 4 weeks, next 3 months, all future, all past dates, appointments from year xxxx
3. All, Conducted follow-up appointments, Outstanding follow-up appointments. **Note that if appointment is conducted before the scheduled date it will still appear as outstanding**
4. Letter Status (not currently formatted in the system)
5. Personnel refers to doctor conducting Follow-up care. **Currently this field is not displayed in NCIS**

The screenshot shows the 'Follow-up care' tab in the NCIS interface. The top navigation bar includes 'My Workspace', 'Work lists', and 'Follow-up care'. Below this, there are sub-tabs for 'Follow-up care', 'Calendar', and 'Follow-up missing'. A search bar is located at the top right, with a 'Patient search:' label and a 'Filter' button. The main content area is titled 'Select filter' and contains two radio buttons: 'Period' and 'Extended filter (Follow-up care appointments, Follow-up care appointments - status, Letter status)'. The 'Extended filter' is selected. Below this, there are four filter options, each with a dropdown menu and a red number indicating its position in the list:

- 2 Follow-up care appointments: Appointments from year 2023
- 3 Follow-up care appointments - status: Outstanding follow-up appointments
- 4 Letter status: All
- 5 Personnel: (empty field)

At the bottom right of the filter section, there are 'Apply filter' and 'Reset filter' buttons.

5 Opening and viewing a Follow-up appointment

Double click on a Follow-up appointment to open and view the Follow-up form

The screenshot shows the 'Follow-up' form in the NCIS system. At the top, there is a navigation bar with tabs for 'General info', 'Diagnostics', 'Conference', 'Assessment', 'Therapy', 'Communication', 'Follow-up', and 'Clinics'. The 'Follow-up' tab is active. Below the navigation bar, there are two dropdown menus: 'Add: -- Please choose --' and 'Facility: UH Galway'. The 'Associated disease' section shows 'Tumour Case Diagnosis: C61 from 01.10.2022' with an 'Edit' button. The 'Follow-up care' section contains the following fields: 'Scheduled date' (13.04.2023), 'Follow-up conducted' (radio buttons for 'yes' and 'no'), 'Primary consultant' (dr test doctor), and a 'Recommendation from Tumour case:' field with a 'save now' link.

6 Editing and completing a Follow-up form

Click on edit to allow user to end information on Follow-up form:

This screenshot is identical to the one above, but the 'Edit' button in the 'Associated disease' section is highlighted with a red box, indicating that it is the button to be clicked to edit the form.

If Follow-up conducted field marked 'yes' then date box appears where conducted date can be entered. If this field completed then Follow-up form marked as conducted and will be removed from outstanding Follow-up appointment list, **as long as the scheduled date is not in the future.**

Follow-up care

Scheduled date: 13.04.2023

Follow-up conducted: yes no

Date: 22.05.2023

Guideline-based: yes no

Primary consultant

Recommendation from Tumour case:
dr test doctor [save now]

Once the form is completed as required click the save button.

Vital status: patient is alive patient deceased lost to follow-up
on 22.05.2023

ECOG/Karnofsky/Lansky score: [dropdown] [i]

Other therapy: [text input] [T]

Note to doctor conducting follow-up care [+ / -]

Comments [+ / -]

[in progress] [i] **Save** Delete Back Add to worklist Delete case Clipboard

This will bring the user back to the Follow-up care appointment list.

My Workspace Work lists **Follow-up care** Calendar

Follow-up care Calendar Follow-up missing [Help]

(E.g. search by "first name, last name" or "first name last name")
Patient search: [text input] >> Search Filter

<< < 1 > >> Follow-up care per page 10

NCIS ID	Last name, first name Date of Birth	Appointment	Generate letter(s)
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7 Calendar and Follow-up care missing options

Follow-up care appointments can also be viewed on a calendar format. There are no filters options on this. To open the associated form click on the patient name.

My Workspace
Work lists
Follow-up care
Calendar

Follow-up care
Calendar
Follow-up missing

Month Show performed aftercare appointments

<< May 2023 >>

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
CW 18	01 May Day	02 • Houston, Helen C50.0	03	04	05	06	07 • Sullivan, Paul C61
CW 19	08	09 • Yates, Frank C61	10	11	12 • Yates, Frank C61	13	14 Mother's Day
CW 20	15	16	17	18	19	20 • Yates, Frank C61	21

The final option is "Follow-up missing". This searches every patient with the hospital and so is only useful if every NCIS patient requires Follow-up, which is currently not the case.