

| | | |
|------------------------------------|-----------------|--------|
| University of Texas Medical Branch | Effective Date: | Aug 00 |
| Pulmonary Function Clinic | Revised Date: | Aug 23 |
| Policy 03-03 Demographic Entry | Review Date: | Aug 23 |

Demographic Entry – Profiler & Elite Plethysmograph

| | |
|------------------|---|
| Audience | All personnel in the Pulmonary Function Clinic. |
| Purpose | To ensure uniformity of patient information on Pulmonary Function Studies. |
| Procedure | <p>The following is the procedure for entering in new patient demographics, otherwise data is extracted from Epic:</p> <ul style="list-style-type: none"> • From the Main Menu, select New Patient. • Enter the Last Name, then Tab, enter the First Name, then Tab. • Enter the Medical Record Number (consists of six numbers, plus a letter), then Tab. • Enter the Date of Birth (month, day, year), then Tab. • Enter Race (C-Caucasian, H-Hispanic, A-Asian, B-Black), then Tab. • Then Save or OK. • Then to open patient file, click find, click ID, then type patients' medical record number, click OK. Select patient. • Click New Visit, verify correct patient name and medical record number, and date of birth. • Enter Height (in inches), then Tab. • Enter Weight (in pounds), then Tab. • Enter Patient Status (Inpatient – Floor and room number, Outpatient), then Tab. • Enter Requesting Physician, then Tab. • Enter Therapist testing patient, then Tab. • Select History Tab. • For Smoking History, choose None, Cigarette, E-Cigarette, Marijuana, Vaping, Pipe, or Cigar. Press Tab. • Enter Years Smoked, then Tab. • Enter Years Quit, then Tab. • Enter Packs per Day, then Tab. This will calculate pack years. • For Shortness of Breath, choose None, Any Exertion, Walking Less Than 100 Yards, Greater Than 100 Yards, Hills and Stairs, or Severe Exertion. • For Cough, choose None, Productive, or Non-Productive. • For Wheeze, choose None, Rare, Frequent, or Constant. • For Diagnosis manually type in the diagnosis. • For Medications manually type in the medication(s). • For Pre-Test Comments, type in any information that is pertinent to the patient's test (e.g., if patient has had bronchodilator prior to testing, any chest pain, or other complications). • Select OK Tab. • Testing can now begin. |

| | | |
|---|--|----------------------------|
| University of Texas Medical Branch Pulmonary Function Clinic Policy 03-03 Demographic Entry | Effective Date: Revised Date: Review Date: | Aug 00 Aug 23 Aug 23 |
|---|--|----------------------------|

For returning patients, from main screen search for patient using their last name, UH#, or date of last visit. Once the specific patient is found, select new visit and proceed accordingly.

This form documents the approval and history of the policies and procedures for the Pulmonary Function Laboratory. The Medical Director signs all policies verifying initial approval. Annually thereafter, the Director and/or designee may approve reviews and revisions.

| Date | Approved by: | Signature |
|-------------|---|------------------|
| 11/07 | V. Cardenas, MD Medical Director Pulmonary Laboratory | |
| 6/09 | V. Cardenas, MD No changes to the policy | |
| 7/10 | V. Cardenas, MD No changes to the policy | |
| 2/12 | A. Duarte, MD Medical Director Pulmonary Function Laboratory No changes to the policy | |
| 5/14 | A. Duarte, MD Medical Director Pulmonary Function Laboratory No changes to the policy | |
| 8/16 | A. Duarte, MD Medical Director Pulmonary Function Laboratory No changes to the policy | |
| 11/17 | A. Duarte, MD Medical Director Pulmonary Function Laboratory Changes to the policy | |
| 8/19 | A. Duarte, MD Medical Director Pulmonary Function Laboratory No changes to the policy | |
| 10/21 | A. Duarte, MD Medical Director Pulmonary Function Laboratory No changes to the policy | |
| 8/23 | A. Duarte, MD Medical Director Pulmonary Function Laboratory Changes to the policy | |