

Non-Sight Test Clinical Record i-Clarity Version 3.2.9

The i-Clarity Clinical Records module consists of 4 record types: Pre-Screening, Clinical Records, CL Records and Non-Sight Test (Other).

Non – Sight Test

The Non-sight test form is intended to record the clinical notes of any exam that does not require a refraction. For example, it can be used for Dry Eye Assessments, Red Eye Emergencies.

Non – Sight Test Form Features

To open the Non- Sight test form,



Click on the Clinical icon.

This will open the clinical menu.

O Clinical Records - C ×
Pre-Screening
Clinical Records
Contact Lenses
Non Sight Test
Maintain Templates
Close

Click on the Non- Sight test button.

This will open the non-sight test form for the active patient.

For patients who have had a non-sight test exam before then the form will open with the last record visible.

For patients without a previous non-sight test record a new record will be shown with the default exam type selected.

The Non-Sight Test form has two possible layouts.

1. The standard layout

📀 Non Sight Test - Miss Hannah Dubberley (3)	– 🗆 ×
Previous Specia RX Pressures Indument R1 R2 R3 RAv L1 L2 L3 LAv 22052020 Right - 075% 075 3.2 0 <t< td=""><td>Dete of Exam [3] Jun 2020 16.33 " Charle Gibson Charle Gibson Create Document Score Document Score Document Scan and Store Determined Create Document Lad Drawings New Record 11/06/2020 RED KF 02/05/2019 WEC 10/04/2019 WEC 02/04/2019 WEC 02/04/04/04 02/04/2019 WEC 02/04/04/04 02/04/2019 WEC 02/04/04/04 02/04/2019 WEC 02/04/04/04 02/04/2019 WEC 02/04/04/04 02/04/2019 WEC 02/04/04 02/04/2019 WEC 02/04/04 02/04/2019 WEC 02/04/04 02/04/2019 WEC 02/04/04</td></t<>	Dete of Exam [3] Jun 2020 16.33 " Charle Gibson Charle Gibson Create Document Score Document Score Document Scan and Store Determined Create Document Lad Drawings New Record 11/06/2020 RED KF 02/05/2019 WEC 10/04/2019 WEC 02/04/2019 WEC 02/04/04/04 02/04/2019 WEC 02/04/04/04 02/04/2019 WEC 02/04/04/04 02/04/2019 WEC 02/04/04/04 02/04/2019 WEC 02/04/04/04 02/04/2019 WEC 02/04/04 02/04/2019 WEC 02/04/04 02/04/2019 WEC 02/04/04 02/04/2019 WEC 02/04/04

2. The Supplimenty Layout

🕐 Non Sight Test - Mrs Patricia Maylin (5)							- • ×
Previous Specs RX	Pressures	Instrument	R 1	R2 R3	RAv L1	L2 L3 LAv	Date of Exam
02/06/2020 Right Bal/							04 Jun 2020 09:55
10/10/2019 Right +2.00/-3.00 x32							Charlie Gibson ~
Previous CL RX							Create Document
13/02/2020 R: 1-DAY ACUVUE MOIST R: 8.50 D: 14.20 -6.00		Auto NCT 400	~				+ Store Document
20/05/2019 R: 1-DAY ACUVUE MOIST Plano	Exam Type: S	upplementary Exam	~	Recall Schem	e: N/A		 Scan and Store
L: 1-DAY ACUVUE MOIST Plano	Next Due: 04	4 June 2020				Show Butt	ions Retrieve Document
Main Reasons for Visit / Initial Patient Notes	Right Notes		A	Left Note:			Load Drawings
A A 📑 î					A	Α 寻	New Record
Lipaided Presenting VA							
R L Bin R L Bin							
Dist.			~				~
Copy							Bx CLBx
Previous							Summary
							Audit Record
							Remove AI Tags
							Supervisor Sign-off
							Imaging
							P Save
							🔛 🔛
	Clinical Notes						^ K
	/ Exam Outcome						

The behaviour and use of each of the possible non-sight test form fields is described below.

Previous Spec Ry	Pressures.				
The patient's previous prescriptions are displayed here, in descending order of date.	There is no need to enter the Date field, as i-Clarity will default to the current date and time (although you can if you wish) You then select the instrument from the instrument dropdown. You can then type in the R and L <i>average</i> values and click Add button (plus sign)				
Image: Non Sight Test Mrs Patricia Maylin (5) Previous Specs RX 02/06/2020 Right Bal/ Left: Bal/ Left: 42.00/-3.00 x32 Left: +2.00/-3.00 x32 Previous CL RX 13/02/2020 R: 1-DAY ACUVUE MOIST F: 8.50 D: 14.20 -6.00 L: 1-DAY ACUVUE MOIST F: 8.50 D: 14.20 -6.00 L: 1-DAY ACUVUE MOIST Filano 20/05/2019 R: 1-DAY ACUVUE MOIST Filano V Next Due: 04 June 2020					
	Exam Type.	Recall Scheme			
Previous CL Rx.	This is where you select	If applicable, this is where you			

The patient's previous contact lens prescriptions are displayed here, in descending order of date. This is where you select the type of exam you are conducting.

The exam type set up in maintenance will dictate which layout you see after selection – standard or supplementary. If applicable, this is where you assign this patient to an appropriate recall scheme.

Assigning a recall scheme will update the **Next Due:** date

You can amend the next due date manually if required.

Main Reason for Visit / Initial Patient Notes This is a text field, that can be completely blank so that you can free type whatever you want into it. **Right Left Notes** Alternatively, you can used pre-created This is another text field that can be templates that have appropriate questions completely blanks or can be populated with and (optionally) 'tags' a template. Here you record the reason the patient is Here you would record any information attending the appointment and any answers about the right or left eye examination. to your initial questions e.g. symptoms (These notes fields are not available on the (This notes field is not available on the standard layout) standard layout) Main Reasons for Visit / Init Right No Α 🗛 寻 A A Copy Previous Unaided/Presenting VA **General Notes** This is another text field that can be This where you record what the patient can see without and with their current spectacles completely blanks or can be populated with a template. Here you would record any information about the examination. (This notes field is available on the standard and supplementary layout) \sim Clinical Notes / Exam Outcome **Clinical Notes/Exam Outcome** This is a blank text field that you can type any exam outcome notes in

Non- Sight Test Form – Buttons

Button	Function
Create Document	This allows you to select a predefined template (e.g. a Word document or email template) and create a communication completed with details from the patient record. A copy of each communication generated here will be saved with the patient record.
Store Document	This allows you to save documents with the patient record that haven't been created by i-Clarity, e.g. letters from GPs, responses to referrals, fields etc. The relevant document should first be saved in a folder that is accessible to this PC, then you click this button, select the document, select the folder that you wish to save the document in, and click OK.
Scan and Store	If you have a compatible scanner this allows you to directly scan the document (single page only) by placing the document on the scanner then clicking this button. This will start the scanning process automatically so you then just need to choose the appropriate patient folder to store it in.
Retrieve Document	This allows you to retrieve and display any patient documents created or stored using the procedures described above.
Load Drawings	This allows you to create, view and edit drawings that are stored with the patient record. These drawings can be based on bitmap templates that are stored in the location specified in the Branch tab of maintenance, 'Drawings Templates path'.
New Record	When you open the Non- Sight Test Form for a patient, if they have had a record created previously it will be displayed. To create a new record, click the 'New Record' Button

Copy Previous	This allows you to copy the contents of these box or three boxes from the previous record. You can then edit and update the contents. You must do this before you start entering new details as this action will overwrite the contents of all 3 boxes.
\bigcirc	This copies the contents of the Right notes field into the Left notes field – again, take care because this action will <i>overwrite</i> the contents of the Left notes field so you should do this before you start amending the contents.
A A	These buttons allow you to change the size of the text. The size you choose will be retained when you save the record. Note that you can specify the default text size for each user, by selecting the User tab in Maintenance and entering the default font size in the Font Size column. (The default is 10).
	This allows you to select the appropriate template for this examination, or a different one from the default if a default is defined for the current user. Note that you should choose your template BEFORE you start entering data – selecting a new template will overwrite any data that you may have already entered.

Rx CL Rx	This allows you to switch between the Rx and CL Rx clinical record forms. These forms can be open at the same time as each other and your current form.
Summary	This button displays all the clinical record notes fields in the form of a report that you can scroll through. You can view this at the same time as you are viewing and editing the current clinical record.
Audit Clinical Record	Although the audit file is created or updated automatically whenever you exit an updated clinical record form, you can use this button to force an update to occur.
Remove All Tags	Once you have completed a clinical record there may still be unused tags that you haven't used because there were not necessary on this occasion. This button removes unused tags so that the final record is clearer. Note that this will NOT remove tags that are listed as required for compliance purposes. Also, if you wish to reinstate a tag, then you can press Ctrl + Alt + T to display the full list of tags appropriate for the current field.
Supervisor Sign-off	This allows a user to 'sign-off' the clinical record that has been completed by someone else, e.g. a student or pre-reg.
Imaging	This allows you to access the i-Clarity Imaging menu, which in turns allows you to take, store and review imaging data from a variety of different systems including fundus cameras, slit lamps and OCTs. (See the discussion of Imaging at the end of this chapter for further details of this.)
Save	This allows you to save the current record then continue working on it.
Exit Clinical	This allows you to quit this Clinical Record.

Finalising the Examination

When you first exit a new Record, you are presented with the 'Confirm Non Sight Test' Screen, which looks like this:

P-14-20 6.00		Auto NCT 400 V	
Confirm Non Sight Test	t		×
Exam Date: 04-	Jun-2020	Available Fees: Filter	by:
-		a CL Teaching Appointment	£10.00 ^
Exam Type:	Supplementary Exam	Annual aftercare fee (extended	£45.00
Livani Type.		CL Aftercare	£30.00
Other Recall:	N/A ~	CL Checkup	£25.00
Next Due Date:	04 June 2020 🗐 🗸	CL disp fee	£20.00
		CL Professional Services	£0.00
=		CL Sight Test	£45.00
		Contact Lens Assesment	£45.00
warning: No i	recall scheme selected	Contact Lens Assesment Child	£35.00 🗸
		Selected Fees:	
		-	
Confirm	Confirm Close Without Back to		
Close	oad Claims Details Exam		
0.036		Total:	£0.00

Other recall:

If you did not select a recall on the main form, but a recall is required you can select it on this form.

Warnings:

Certain fields when not completed will cause a warning note to appear on this confirmation form. These includes recall and template compliance options

Fees:

To assign a fee to this record so that appears on the patient account when you confirm this record. Double click on the relevant fee listed in the top box.

If you have selected a fee incorrectly, double click it in the bottom box and it will be removed from the selected fees box and reappear in the available fees list

Note: You do NOT have to complete this when you first exit a record, e.g. you may wish to close a record then return to it to decide an appropriate recall interval, or whether or not to charge additional fees or refer the patient. If this is the case then click the button 'Close Without Confirming Details'. This form will continue to be displayed whenever you access the clinical record until you click either of the two confirm buttons.

Because the information that you need to 'sign off' is so important there is a field on the 'Clinic Outcomes' report – 'Fin'(alised) – which is set to 'Y' once the clinic has been confirmed. We strongly recommend reviewing this report after each clinic to ensure that the record has been fully completed. This way you can check that the relevant patient data has been updated.