

A day in the life of.....Data Entry Church Street Practice

This is a vital link in the chain of information which ensures continuity of care for patients.

Once the day's post has been scanned on to the computer by reception, it is viewed by the relevant GP who highlights what needs to be entered on to a patient's notes. The contents of the letters are checked by the staff in data entry to ensure that all information is entered under the correct headings and can be found easily when required. Hard copies of letters are kept for three months.

Data is entered using standard codes to describe each condition/medication etc.. These codes are used by everybody throughout the practice and are an essential cross-checking mechanism to ensure nothing is overlooked in the patients' care. It is also particularly important that data is readily accessible and clearly recorded. This is especially important as Church Street is a teaching practice and often has GP trainees and medical students working within the practice.

The information recorded can then be used to generate automatic reminders for GPs, nurses and patients where a patient needs to be monitored or reviewed. It will flag up that a patient will need to be called in for e.g. a check-up after a certain period of time, that a patient is asthmatic which can affect other medication, is on Warfarin, or needs regular blood tests and can also request follow-up visits for patients who have had a stroke or heart attack or that a particular medication needs to be reviewed.

A typical day's post can contain up to 120 letters.

Typical entries needing to be made could be e.g.

1. Patient has sustained a fracture

Fracture entered as a summary item

All treatments and procedures recorded

Follow-up appointments recorded

2. New Diagnosis of a stroke

Results of all investigations recorded

Details of new medications started

Follow up clinic details

Stroke Annual Review reminder entered