

Instructions for CL Database by Hoyle Leigh, MD

The CL Database is an application program of the Microsoft Access database developed by Hoyle Leigh. The database runs only if you have an Access Database. You are free to download and use it provided you do not change the name of the database: Leigh CL Database.

DISCLAIMER

This software is offered "As IS", and no warranty of any kind is offered or implied. No support is offered by the author.

INSTRUCTIONS for Installing

1. Download the mdb file to your computer.
2. Double click on the mdb file (you may want to create a shortcut on your desktop). It will invoke the MS Access program you already have, and you are set to go!
3. If the database is to be used in a hospital, its IT may put it in an SQL server, which is more powerful.

Using the Program

A. Entering new patient info

1. Click on Forms on the far left column titled "Objects"
2. Click on "Initial History" - The first record in the database will appear in the Form window.
3. At the very bottom of the form, there is a line that begins with Record: and arrow buttons. Choose the very last one with * on it. This will get you a new form for you to fill out.
4. Click on the first field on top, Last Name, and enter the patient's last name. Then fill the rest of the form.
5. When the page is filled, click on Next Form.
6. Fill out Form 2 by clicking in appropriate boxes and fill in the text boxes as needed.
7. When ready, click the button for the Final Form and fill it out. When done, you have two choices, going back to previous form and making changes, or previewing your report.
8. When you click the Preview the Initial Report button, the report will appear. You can navigate the pages by clicking on the arrows on the bottom of the report. Then, you can print out the Report by clicking on the printer icon on top, or Clicking File, then Print.
9. To view a patient whose record is already in the database, click on Reports on the left column, then doubleclick on Report by Hospital Number, and input the number. Then the patient's report will come up.
9. This database has one entry: A patient named John Smith, whose hospital number is 0001. The psychiatric resident doing the consultation is James Doe, and the attending is Suxan Smith. You might view this patient using the procedures above.

B. Attending Note

1. If you are a teaching hospital and have residents, they will probably be the initial consultants but Attending Note may be needed for supervision and billing purposes. To put in an attending note on the basis of the resident's note, Click on Attending Note Initial in the Forms menu. There will be a dialog box for hospital number of the patient. Put it in, and it will display the note written by the resident (the table for the initial consult is ConsultComp, from which the particular patient data will be copied to the table Attending Note). You can edit it, and then, you can either approve the resident's note, or print out your own full attending note by clicking on the appropriate Preview button, then print out the Report.

2. Attending Billing: In the Reports Menu, I have already put in a Smith Attending Billing. You may change the name to any name by editing Smith Attending Billing in the Queries menu. Bring out Smith Attending Billing in the Design View (right click the mouse and choose it), change "*Smith*" in the CL Attending field to the name of the attending, e.g., "**Goldstein**" and save the query. Rename the name of the Query to Goldstein Attending Billing. Rename the Report from Smith Attending Billing to Goldstein Attending Billing.

If you bill for the resident, or if the primary consultant is the attending, edit "Smith Billing from ConsultComp" as described above.

C.Active Consults

1. ON any day, if you would like to see a list of active consults, Click on Reports on the left column, and then double click on Active Consults. This list is based on the check mark on the Active field in the ConsultComp (When you fill in the initial history, it is checked by default)..
2. To change the status to Inactive, go to the Forms menu, then click on the Active Consult Edit form. All Active Consults will show up, and you may de-activate the patient by unclicking the checkbox on the first line.

I have created a number of reports that may be useful in a CL service. You can use the Query function to generate different kinds of reports. There is a query for suicide attempters, and suicide and thyroid, for example. I have a separate table for suicidal behavior, that comes up when the consultant clicks the suicide related box in the history section. Note that ConsultComp is the main table for all consults, and frequent backups should be made.

When a patient is consulted who was previously consulted (i.e. the same hospital number), we have the new patient given a letter after the number, e.g., 1111a so that a new record can be generated. Otherwise, you will wind up editing old record and so the old record will not be preserved.

I hope you will find the database useful.

Hoyle Leigh, MD

Handbook of Consultation-Liaison Psychiatry

Leigh, H.; Streltzer, J. (Eds.)

2007, XIV, 420 p. 10 illus., Hardcover

ISBN: 978-0-387-69253-1