

Patient Administration

In Patient Administration, new patients can be created, master data of existing patients can be edited and existing patients or related files can be deleted from the database. In addition, files can be moved, i.e., assigned ("reassigned") to other examinations or procedures, studies or patients.

Furthermore, Patient Administration can be used to display possible conflicts in the database and to resolve these. Duplicate patient entries or patients saved under different names can be merged into one data record. Incorrectly assigned documents can be moved to another patient or to another ★*Study* or procedure (★*Series*) ("reassign").

To access Patient Administration, select the <Patient><Patient Administration> menu item.





Requirements ✓ The logged in user has administrative and editor rights.

In the "Patient Administration" window all conducted studies and corresponding procedures and documents are listed below the patient list for the

selected patient. Any selected filters are shown above the patient list. A thumbnail¹ is displayed for each selected document.

A special feature of the Patient Administration is that the patient data is displayed both in the left and right sections of the window. This double display is required for moving documents or merging patients: select the document to be moved or the patient to be merged in one half of the window (source) and define the target in the other half.

Buttons

 Extended Search	Opens the extended search function (see section "Extended Search" on page 99).
 Reset	Deselects all selected filters (with the exception of the conflict filter). All patients in the database are listed.
 Refresh	<p>Reloads screen contents.</p> <p>When opening the "Patient Administration" window, all current patient data is retrieved from the server and displayed. The contents in the window are only reloaded if the window is reopened. Changes made by users, or data received in FORUM while the "Patient Administration" window is open will therefore only be retrieved from the server and displayed in the window after the screen contents have been reloaded.</p>
 Show patients with conflicts	<p>Calls up all data records with conflicts in the left window section.</p> <p>Once a patient has been selected in the left screen section, the data records that are in conflict with the selected data record are displayed in the right screen section.</p> <p>A conflict exists when</p> <ul style="list-style-type: none"> – a data record has no Patient ID – two data records have the same Patient ID and Issuer yet differ in the <ul style="list-style-type: none"> – patient name – date of birth – gender <p>Clicking on the button again will deselect the filter.</p>

1) For an explanation of the icons that are possibly contained in the preview window, please refer to section "Icons" on page 122. Data that cannot be displayed in FORUM are displayed in a blue "RAW" thumbnail.

New Patient	Opens the window for entering data for a new patient.
Edit patient	Opens the window for editing patient master data (see section "Editing patient master data" on page 92).
Delete patient	Deletes selected patient. Patients can only be deleted if no scheduled orders or studies are assigned to them (also see section "Worklist" on page 77). Patients who are deleted cannot be restored!
Delete Docu... (Delete Document)	Deletes selected documents of a patient. Documents that are deleted cannot be restored! Deleting the last document in a procedure will automatically delete the procedure from the study. If this is the only procedure of the study, the complete study will be removed.
Save As	Saves the selected document to any storage location desired. Images are saved in *.jpg file format, reports in *.pdf format and videos in *.mpeg format. The quality of the document to be saved depends on the setting of the image transfer quality of the currently logged in user (see section "User Administration" on page 156). The selected document can also be saved as ★ <i>DICOM</i> file. To do so, the "DICOM" (*.dcm) format must be selected in the "Files of Type" field. In this case, the complete DICOM data is saved. Raw data of examining devices (labeled "RAW" in the thumbnail) can only be saved as DICOM files.

Input fields


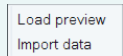
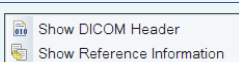

Patient Name/ID ^{a)} Last Name/ID	<p>Searching for a specific patient (filter):</p> <p>Only those patients will be displayed whose name or patient ID includes the character string entered into this input field. Depending on the setting in the user administration ("Toolbar Searchfield"), the character string entered must be contained in one name field and/or in the patient ID or the last name and/or the patient ID must start with the character string entered. If applicable, the name of the field is "Last Name/ID" (see page 162).</p> <p>The search will automatically start shortly after you stop typing. By hitting the enter button, you can start the search manually.</p> <p>To remove the search filter again, delete the character string from the input field or click on the <Reset> button.</p>
Study Date ^{a)}	<p>Only patients whose study dates correspond to the date entered into this field are displayed (filter).</p> <p>To enter the date either type it into the input field or click on the arrow located to the right of the input field and select the date from the calendar.</p>

a) The "Patient Name/ID" or "Last Name/ID" and "Study Date" filters can be combined with each other ("AND" operation).

Additional options

Change list sorting	<p>By clicking on a list box title, the search criterion for the entries is defined. Entries are sorted alphabetically or numerically either in ascending or descending order (clicking on the list box title will change the sorting direction).</p>
Combine multiple sorting criteria	<p>Press the "Shift" key and combine up to three sorting criteria. The order used when clicking on the list box titles defines the priority of the criteria. All list boxes currently decisive for sorting are marked with an arrow in the list box title.</p>
Change column width	<p>By dragging the edge of a list box, its width can be adjusted.</p>
Change column position	<p>By clicking on a list box title and pressing the mouse button down you can drag the column to a different position.</p>

*Functions opened by
right-clicking*

Right-click on patient	
Create Patient ID	<p>Only available if no Patient ID has been assigned to the selected patient and if Patient ID creation is "fully automatic" or "semi-automatic".</p> <p>With this function, a Patient ID automatically created by FORUM and the default issuer are assigned to the selected patient.</p> <p>See section "Configuring the Patient ID" on page 184.</p>
Remote Data ^{a)}	<div data-bbox="900 703 1023 757">  </div> <div data-bbox="900 770 1023 824"> <p>Load preview</p> </div> <div data-bbox="1034 770 1481 949"> <p>Search remote FORUM systems for additionally available data. If found, data is temporarily loaded as reference entries (see "Load preview" on page 102).</p> </div> <div data-bbox="900 958 1023 990"> <p>Import data</p> </div> <div data-bbox="1034 958 1481 1137"> <p>Search remote FORUM systems for additionally available data. If found, data is imported permanently (see "Importing data" on page 104).</p> </div>
Right-click on a document line	
Show DICOM Header	<p>Displays all information provided in the DICOM Header as well as the storage location of DICOM file.</p> <p>This function is not available for reference entries.</p>
Show Reference Information	<p>Displays the "Reference Information" window. This window displays all documents which are linked with the document selected.</p> <div data-bbox="906 1563 986 1639">  </div> <p>The connected systems transfer the reference information to FORUM along with the documents.</p>

- a) This function requires installation of an appropriate license ("MultiSiteQuery"). See "Product variants" on page 9ff.

Editing patient master data



CAUTION

User error

When editing patient data, there is the danger of mixing up data. Please check that the data is correct when you select it.

Patient master data can be edited at any time.

- Action*
- Select the patient you would like to edit.
Search options: see section "Selecting a patient" on page 58.
 - Click on <Edit Patient>.



- Change or add data as required.
- Confirm the changes with <Save>.

- Result*
- The edited patient data is saved. The data will be transferred to connected systems via activated interfaces or when procedure requirements are requested. The patient information provided in the DICOM Header of the documents assigned to the patient is adjusted to fit the changes before the system is exited.

Resolving conflicts

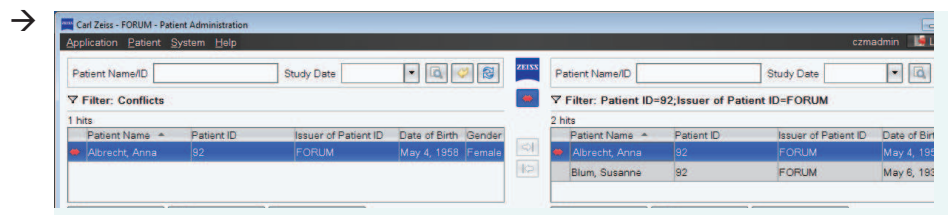
In the FORUM database the combination of Patient ID and Issuer must be unique. If this is not the case a conflict is caused in the database which is indicated with a conflict icon to the left of the patient name. Conflicts can be caused if e.g. patient master data is imported into FORUM that already exists, but is slightly different (e.g. due to spelling mistakes).

The conflict icon will be displayed in the following cases:

- If a data record has no Patient ID.
- If several data records have the same combination of Patient ID and Issuer yet different patient names, dates of birth or genders.

Data records that contain conflicts can be found in the list so that they can be edited and the conflicts be resolved.

Action • Click on  ("Show patients with conflicts").



The left-hand half of the window displays all patients with a conflict, the right-hand one the patients being in conflict with these patients.

- Select a patient.

Result → In the right side of the window all patients are displayed that are in conflict with the patients selected in the left side of the window.

Depending on the type of conflict, you can resolve it the following ways:

- Add a Patient ID via "Edit Patient" or with a right-click
- Merge two patients
- Edit the Patient ID and/or the Issuer of the Patient ID

Merging patient data records



CAUTION

Connection of FORUM with other devices via a network

If your leading system supports HL7 merge messages, then please take into account the following: In order to avoid data mismatch, do not merge an HL7 generated patient into another patient. It is recommended to leave the default setting for the issuer of patient ID in FORUM.







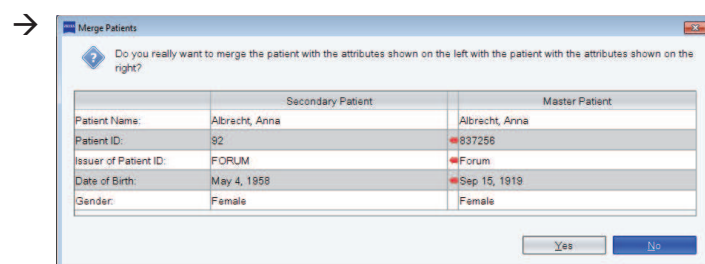
CAUTION

User error

When merging patient data, there is the danger of mixing up data. Please check that the data is correct when you select it.

Action

- If necessary turn off any active filters in both window sections by clicking on  ("Reset"). If selected, also turn off the conflict filter by clicking on .
- In the left patient list select the first of the two patients to be merged.
- In the right patient list select the second of the two patients to be merged.
- Click on either  ("Merge left patient with right patient") or .



The display shows all master data of the two patients; differing data is highlighted.

- Check the data and merge the two data records by clicking on <Yes>.

Result

- The studies and all associated procedures and documents of the two patients are assigned to the selected target patient. The other patient data record is automatically deleted. The patient information provided in the DICOM Header of the new documents assigned to the patient is adjusted accordingly.
- Reference entries and temporary copies opened for the patient prior to merging have been deleted.

Deleting a patient data record

**CAUTION****User error**

When deleting patient data, there is the danger of mixing up data. Please check that the data is correct when you select it.

- Requirements*
- ✓ No scheduled orders are available for the patient to be deleted.
 - ✓ No studies are assigned to the patient to be deleted. If necessary, all assigned documents must be deleted (see section "Deleting documents" on page 98).
- Action*
- Select the patient to be deleted in the left-hand or right-hand window section.
 - Click on <Delete Patient>.
 - Answer the safety prompt.
- Result*
- The patient data record has been removed from the database, including all assigned files.

Moving ("reassigning") documents





CAUTION

User error

When reassigning patient data, there is the danger of mixing up data. Please check that the data is correct when you select it.


Documents can be moved from one patient to another, but also within the same patient. A document can be added to a patient as a new study or to an already existing study as a new procedure. Both the procedure date and time remain unchanged. The document being moved will be deleted from the original procedure. If after this the procedure no longer contains any documents the procedure will also be deleted. The same applies to the study.

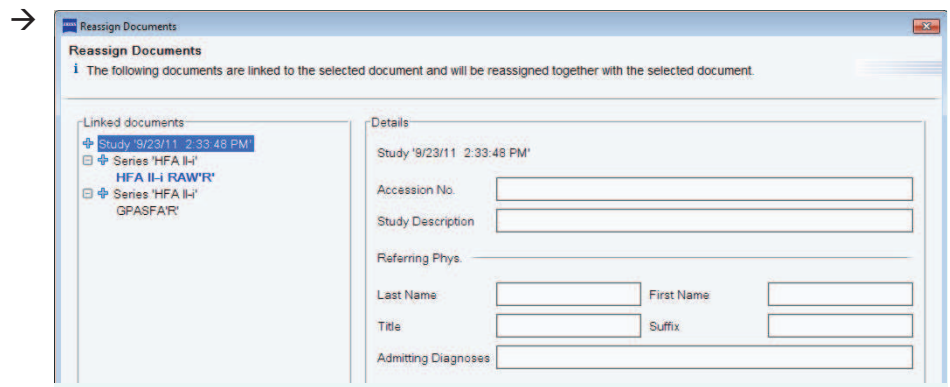
Requirements ✓ The document to be moved is not a reference entry or a temporary copy.

- Action*
- If necessary turn off any active filters in both window sections by clicking on  ("Reset"). If selected, also turn off the conflict filter by clicking on .
 - Select the document you wish to move in the left patient list (source):
 - Select the patient required.
 - Select the study assigned to the document you wish to move.
 - Select the procedure assigned to the document you wish to move.
 - Select the desired documents.
 - In the right patient list select the patient to whom you wish to move the document (target).

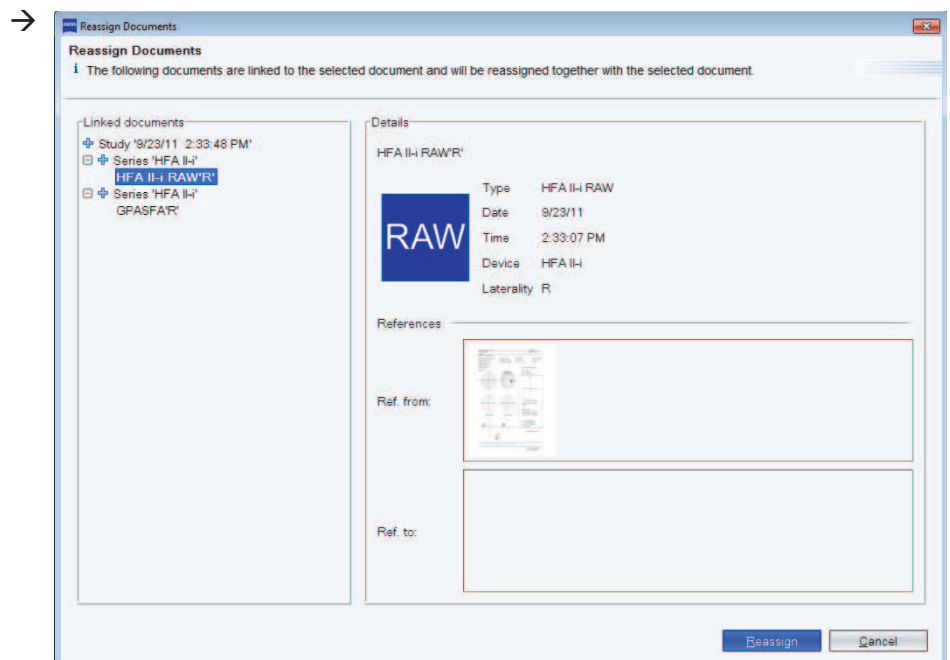


If you wish to assign a document of another study or procedure of the same patient, select the same patient in both the right and left patient lists.

- The default selection is the most recent study of the patient selected along with the most recent procedure and the related documents.
- Select on which hierarchical level you wish to add the document:
 - Deselect the currently selected procedure in order to add the document as a new procedure to the selected patient.
 - Deselect the currently selected study in order to add the document as a new study to the selected patient.
- Click on  "Reassign document from left to right".




All documents, if any, which are linked to the document to be moved are listed in the "Reassign Documents" window. Click on the desired entry to display detailed information about the individual documents.





Linked documents cannot be separated from each other. If available, all linked documents are moved together (exception: the linked document was not available in FORUM before the document is moved).

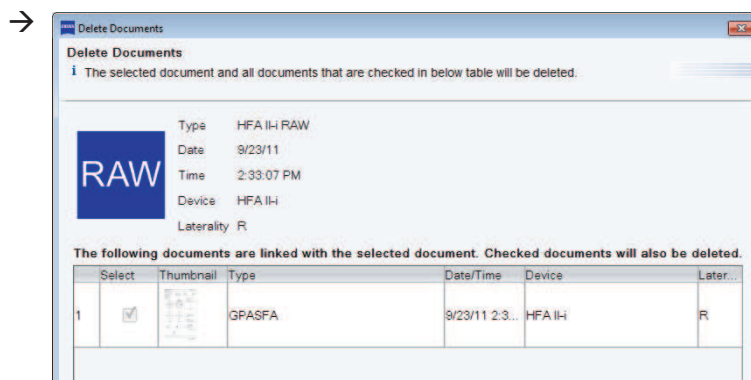
Result → The selected document is assigned to the patient in the right-hand patient list. It is deleted from the left-hand screen section and displayed in the right-hand screen section. The patient information provided in the DICOM Header of the document is adjusted accordingly.



This procedure is also possible in the reverse order, i.e. from right to left. In this case use button  ("Reassign document from right to left").

Deleting documents

- Action*
- If necessary turn off any active filters by clicking on  ("Reset"). If selected, also turn off the conflict filter by clicking on .
 - Select the document you wish to be deleted from one of the patient lists (source):
 - Select the patient desired.
 - Select the study to which the document to be deleted is assigned.
 - Select the procedure to which the document to be deleted is assigned.
 - Select the document to be deleted.
 - Click <Delete Docu...>.



The "Delete Documents" window displays detailed information about the document selected. In addition, it displays all documents, if any, which are linked to the document to be deleted.

- If necessary, deselect the linked documents not to be deleted.
 - Click on <Delete> to confirm your selection and complete the deletion process.
- Result*
- The documents selected as well as all linked documents also selected have been removed from the database.
 - If the linked documents were deleted in part only, the linked information about the deleted documents remains preserved in the remaining documents.