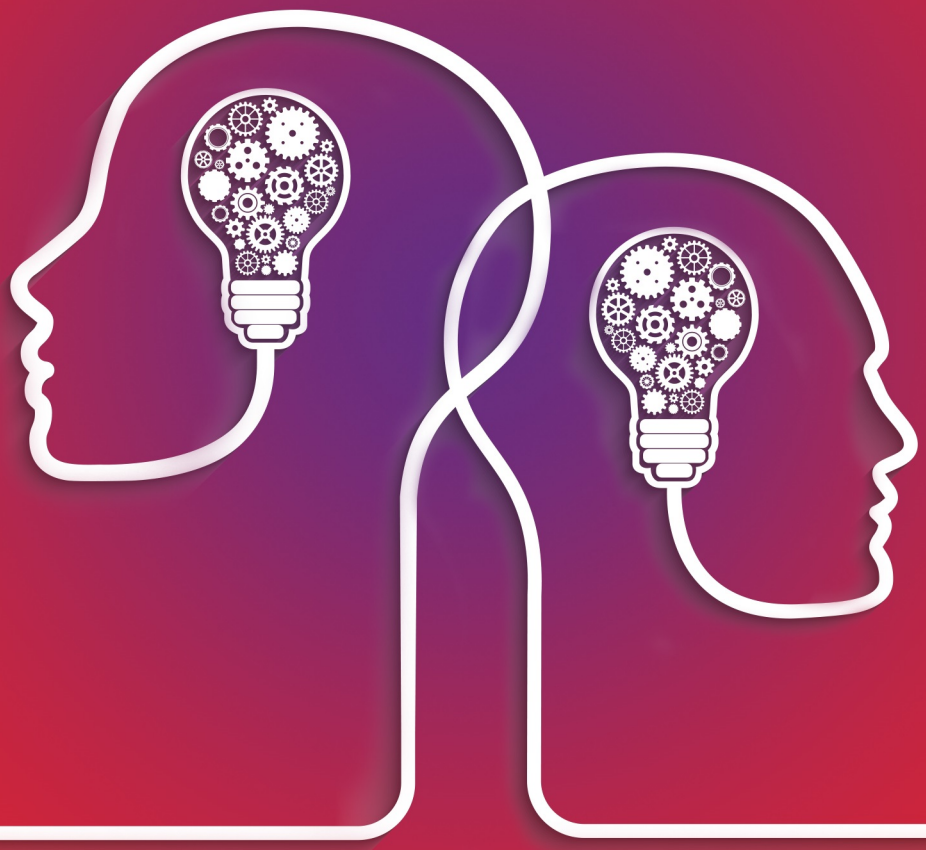
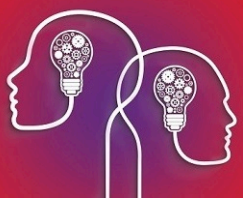
Best Practice
An evolution in medical software

# Bp VIP.net

# Index Health Setup Guide



VIP.net knowledge base



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**Last updated**: 02 June 2020

# Set up Index Health Cataract Auditing

This article explains how to set up cataract surgery auditing for practices who have registered with **Index Health**. After importing custom user-defined forms and templates for recording surgery information, the data is submitted to Index Health, analysed, and a report returned to your practice on vision statistics post-surgery.

Only ophthalmologists who have registered with Health Index need to follow these instructions. For more information, contact Health Index to register your practice.

Health Index cataract auditing setup requires:

1. Import the following UDFs:
   - Pre-Operative Co-Morbidities
   - Biometry
   - Lens Surgery Operation Report
   - Post-Operative Events
   - Print Surgery Report.
2. Import the Lens Surgery Report Letter template.
3. Add link buttons to your main Medical Desktop UDF for each of the imported UDFs.

## Importing UDFs from Live Update

1. From the Bp VIP.net main menu, select **Setup** > **User-Defined Forms**.
2. Click **Import**.
3. Click **Import from Best Practice Library.**
4. Click **Next**.
5. In following screen:
   1. Select '\Ophthalmology' and click **OK**
   2. Select '\Health Index Cat Audit' and click **OK**
   3. Tick 'Select All' box and click **OK**.
6. Click **OK**.
7. Click **Close**.
8. Click **Close**.

Health Index Cataract Audit UDFs have now been imported into Bp VIP.net.

## Import the Lens Surgery Report letter template

This template is used to print out your Lens Surgery Operation report data.

1. Select **Setup** > **Letter Templates**.
2. Click **Import**.
3. Click **Import from Best Practice Library**.

4. Click **Next**.
5. In following screen, select
    1. '\All Specialties' and click **OK**
    2. '\Ophthalmology' and click **OK**
    3. '\Health Index cat Audit' and click **OK**
    4. 'lens surgery report' and click **OK**.
6. Click **OK**.
7. Click **Close**.
8. Click **Close**.

Your Health Index 'Lens Surgery Report' letter template has now been imported into Bp VIP.net.

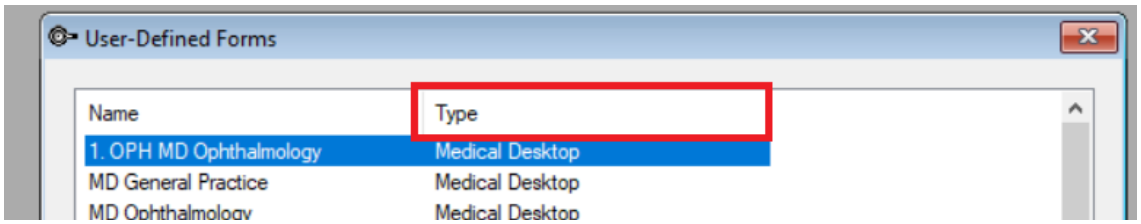
To print the report to a chosen printer and not the default default printer, go to **Setup** > **Letter Templates** and select '**Lens Surgery Report**'.

# Add link buttons to your Medical Desktop

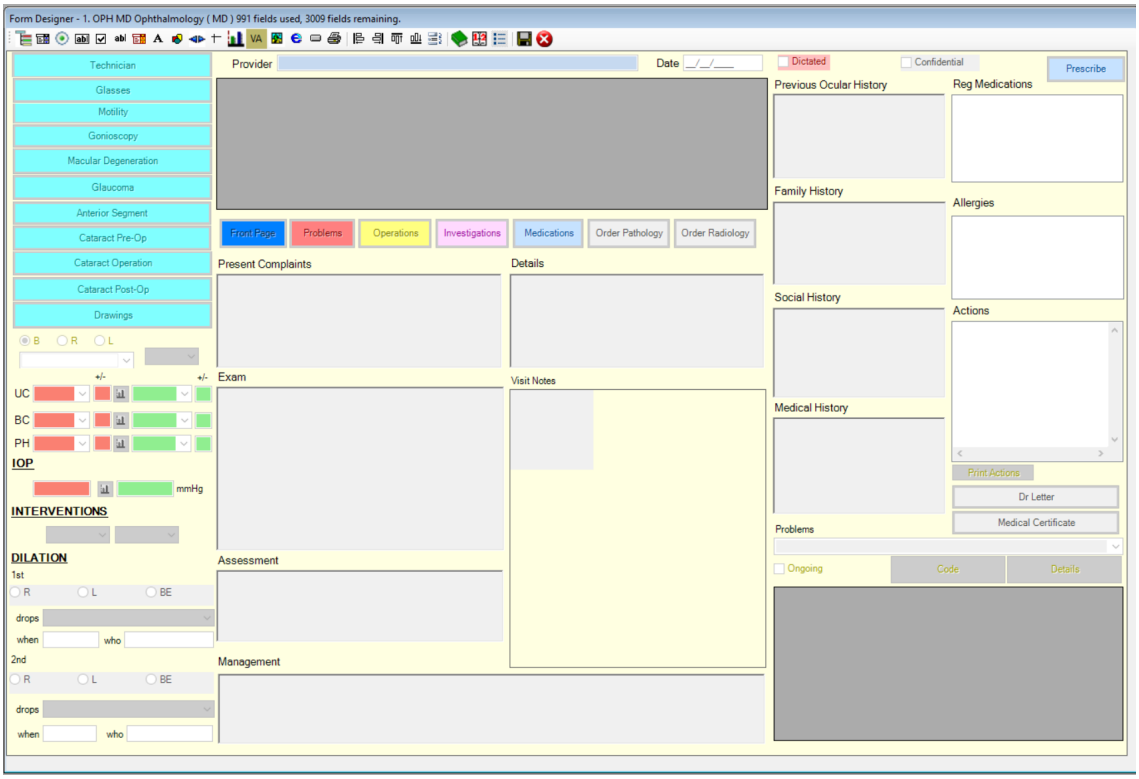
Because Bp VIP.net's Medical Desktop UDFs are customisable, no two are the same for Ophthalmology. This section uses a standard Ophthalmology Medical Desktop UDF as an example. Your Medical Desktop may appear different.

When adding the link buttons to the new cataract auditing UDFs, you will have to find sufficient space to fit four new buttons onto your medical desktop UDF.

1. From the main screen, select **Setup** > **User-Defined Forms**.
2. Click the **Type** column heading to sort the list of UDFs into type order, which brings the Medical Desktop UDFs to the top of the **User-Defined Forms** screen.




3. Select the top one. In most cases the name should be '1. OPH MD Ophthalmology...' or similar. The Type will be 'Medical Desktop'
4. Click **Modify**. The **Form Designer** screen will appear.

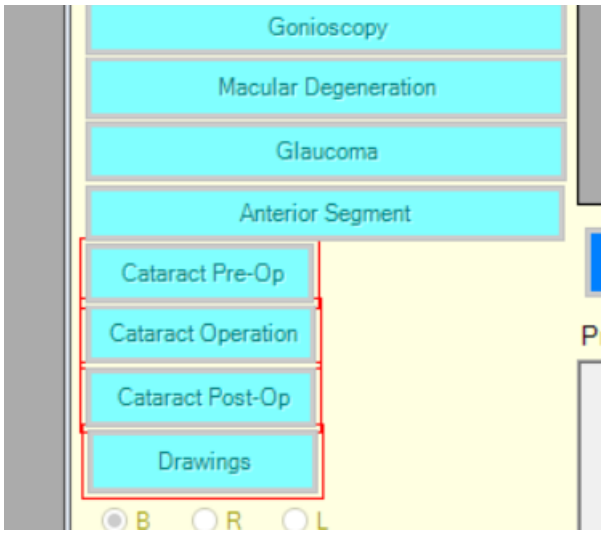



## Make room to fit four link buttons

In this example, four existing link buttons are made smaller so that four new link buttons can fit. If your ophthalmology UDF already has room for an extra four link buttons, go to step 4.

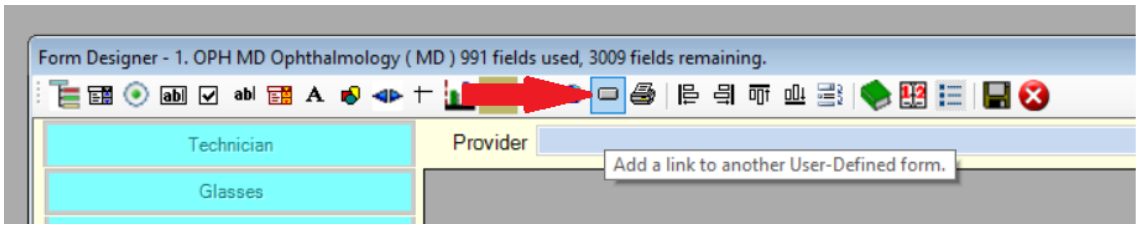
1. Hold down your Ctrl button on your keyboard
2. Select each of the four buttons with a single mouse click. They will now appear with a red border indicating that they have been selected.

3. Hold down your **Shift** key and the press your **Left Arrow (<)** until the buttons are half the size as they were previously.

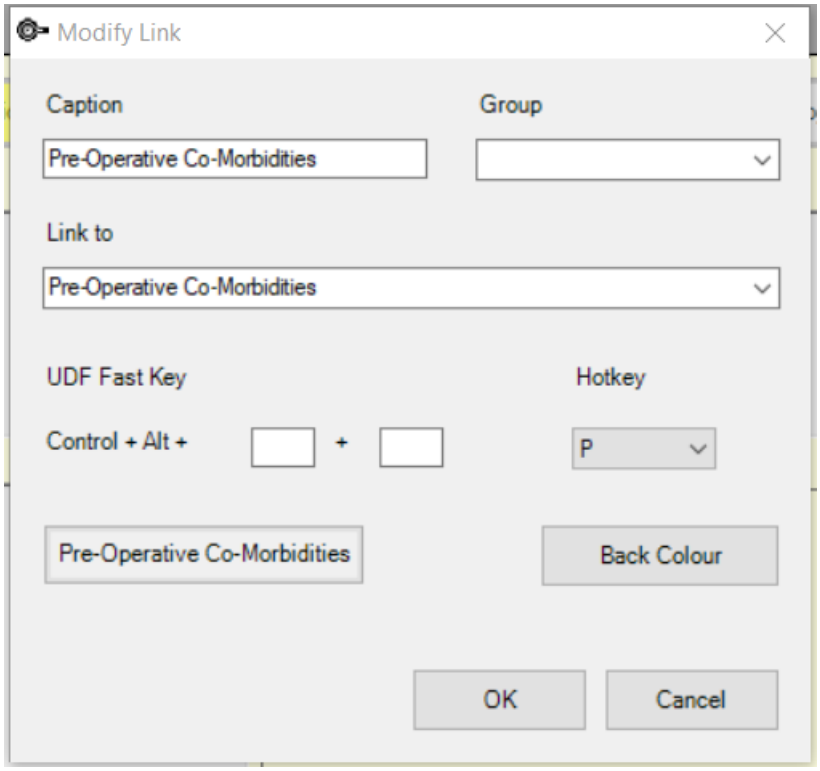



## Create the link buttons

4. Select the **Add a link to another User-Defined form** button.

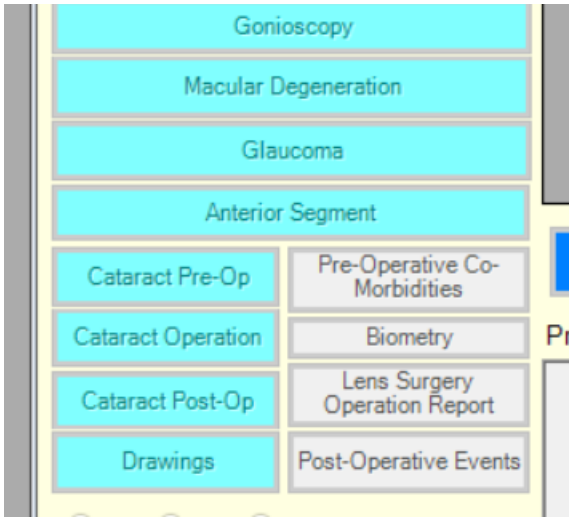



5. In the **Modify Link** screen, select the first of the four UDFs you just imported in the **Link to** drop down.
6. Type a matching name in the **Caption** field or copy and paste from **Link to** field.




7. Click **OK**.
8. Drag the new button into place and left click your mouse to drop it.
9. Use the arrow keys on your keyboard for finer adjustment of position.
10. Hold down the **Shift** key and use the **down arrow** and **right arrow** to adjust the button size.

11. Repeat the above steps 4 to 11 to create buttons for the imported UDFs:
    - Pre-Operative Co-Morbidities
    - Biometry
    - Lens Surgery Operation Report
    - Post-Operative Events.




4. Press **F12** or the save icon to save the Medical Desktop UDF.

# How to use the Health Index User-Defined Forms

Because of the variety of customisation possible in the Medical Desktop, general advice on the usage of this UDF for practices is not practical in the Knowledge Base. For guidance on using this UDF specific to your practice, please contact BpTraining at training@bpsoftware.net to organise training sessions on the use of Bp VIP.net's Medical Desktop.

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***Important:*** *Remember to always click* ***New Note*** *in the Medical Desktop when creating a new medical note for the day.*

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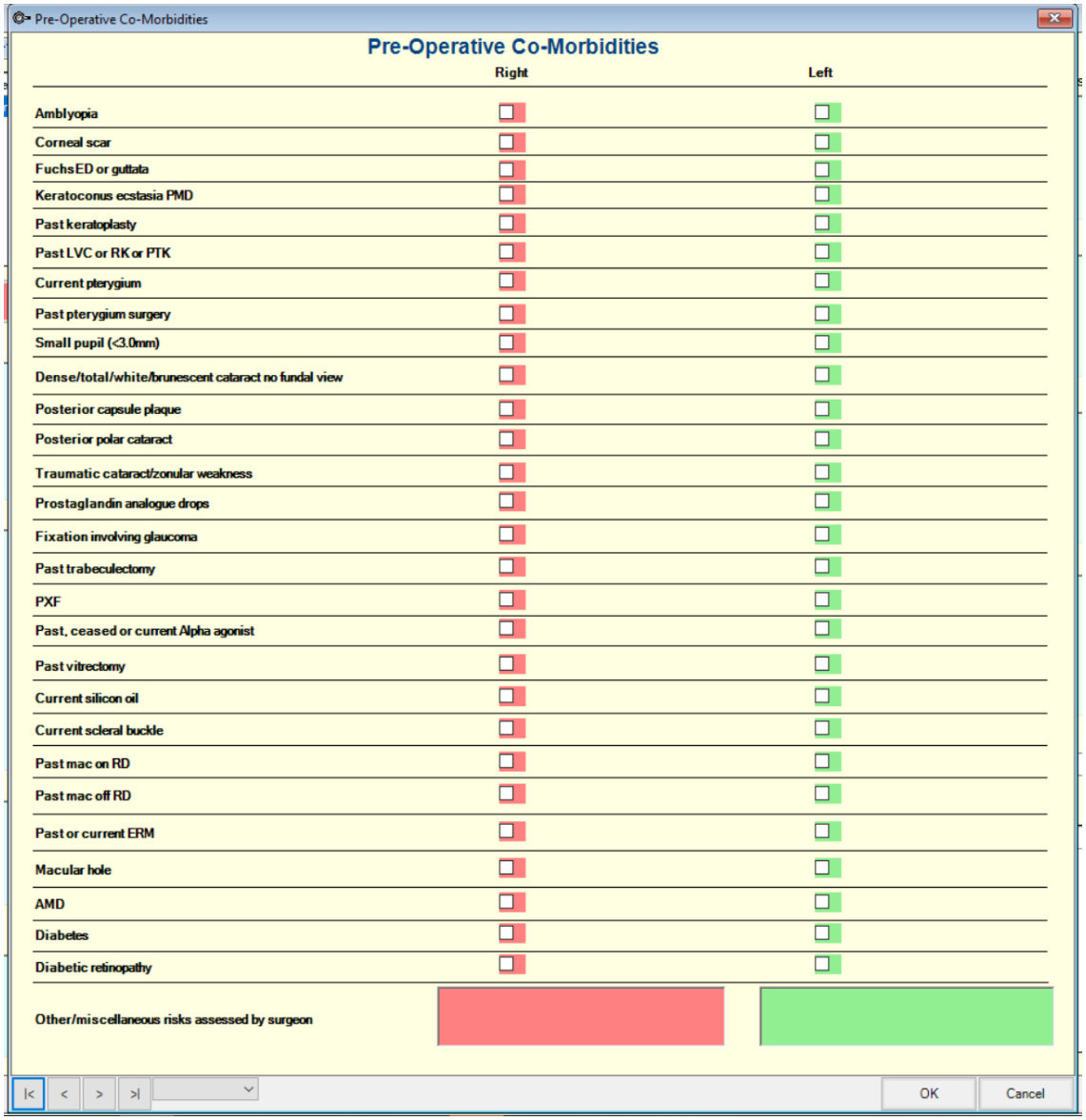
## Pre-Operative Co-Morbidities

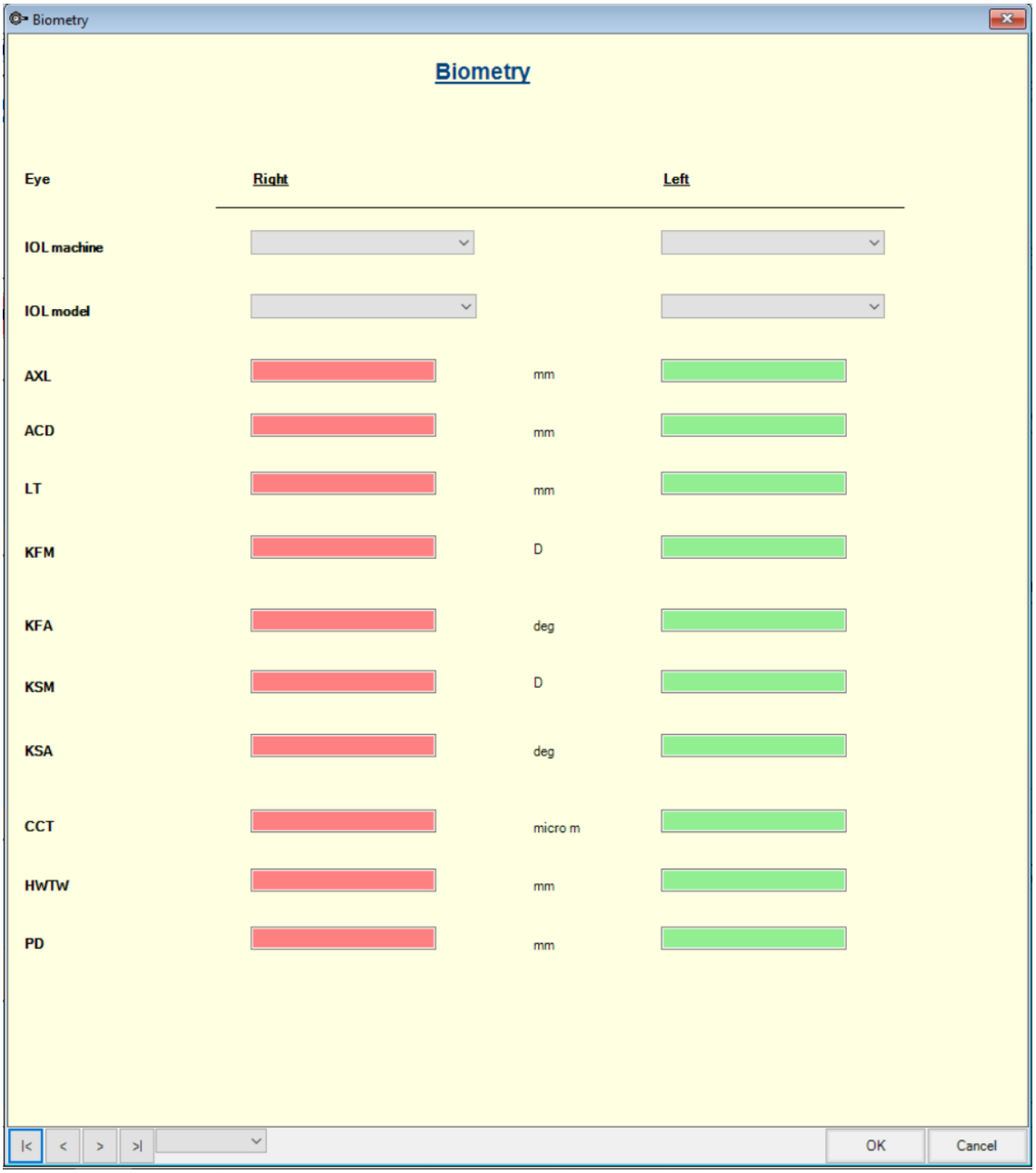
1. Create a new note and press the **Pre-Operative Co-Morbidities** link button on your Medical Desktop.
2. Tick the corresponding morbidities for each eye if they are present, or leave unticked if they are not. There are two free text fields at the bottom where you may type other risks.




3. Click **OK** on completion.

## Biometry

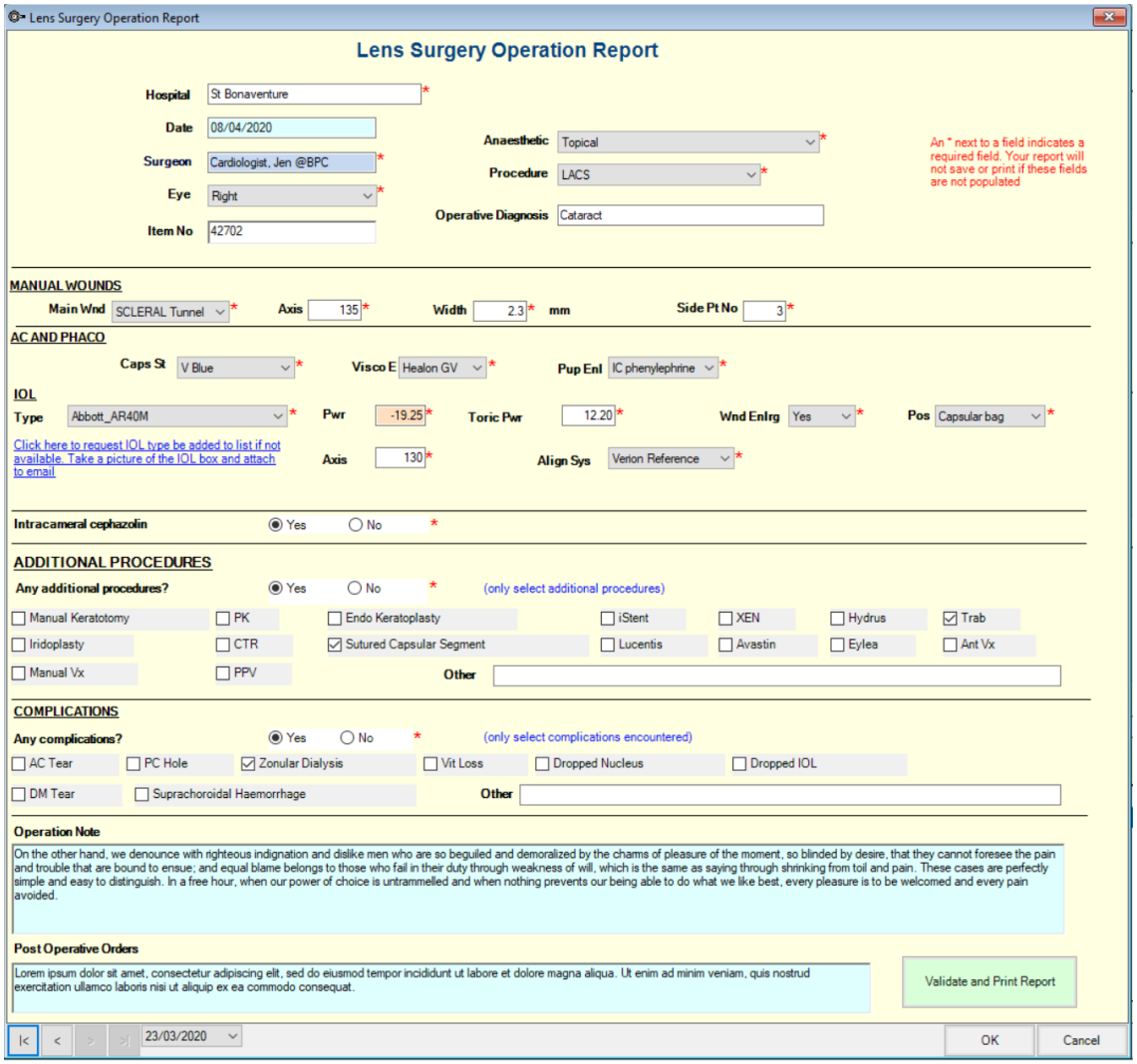
1. Create a new note and press the **Biometry** link button on your Medical Desktop.
2. For each eye, enter the IOL machine and model, and fill out the biometry values in their corresponding fields.



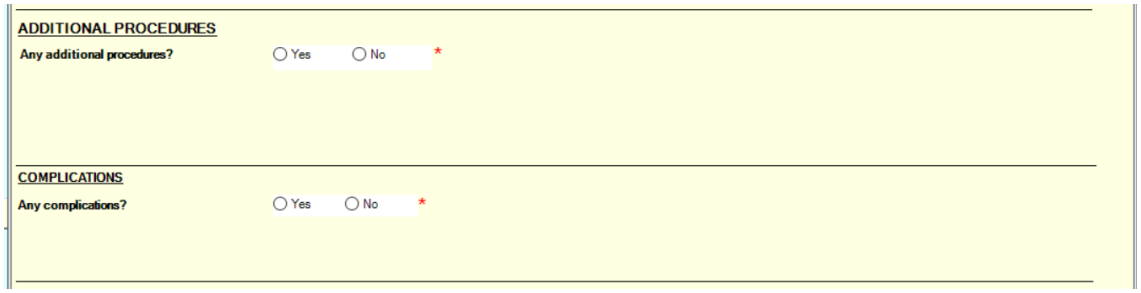

3. Click **OK** on completion.

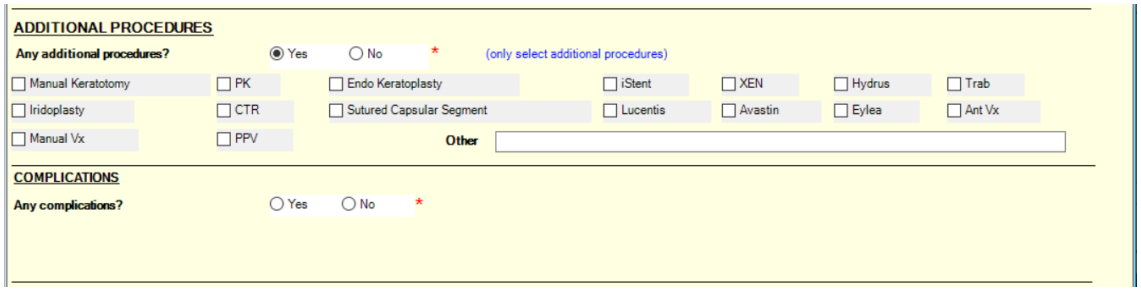
## Lens Surgery Operation report

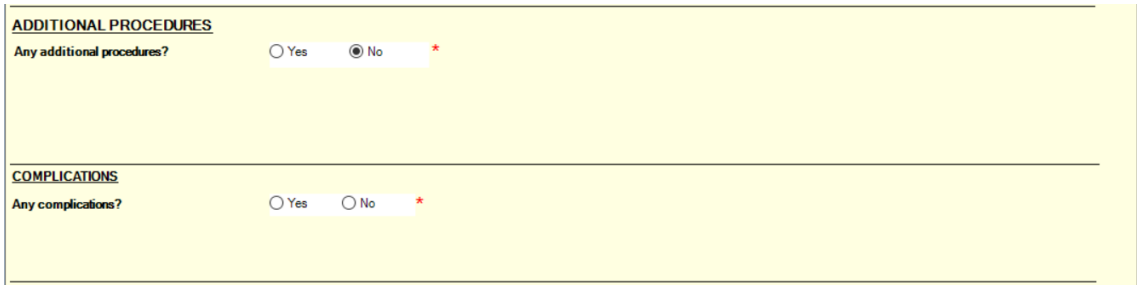
1. Create a new note and press the **Lens Surgery Operation Report** link button on your Medical Desktop.
2. Many fields in the Lens Surgery Report are mandatory and identified with an asterisk (*). Bp VIP.net will not let you print or complete data entry until all mandatory fields have been pop-ulated.




3. The **ADDITIONAL PROCEDURES** and **COMPLICATIONS** sections will only show their corresponding options when **Yes** is selected. Select **No** if there are no additional procedures required or no complications were encountered. Data entry will not be completed or printed until you choose either **Yes** or **No**.

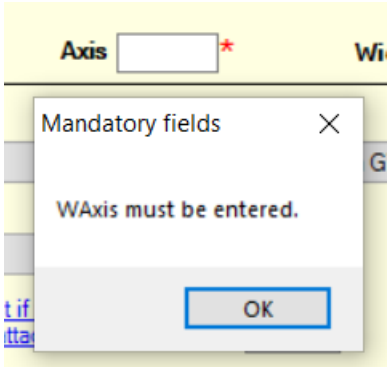




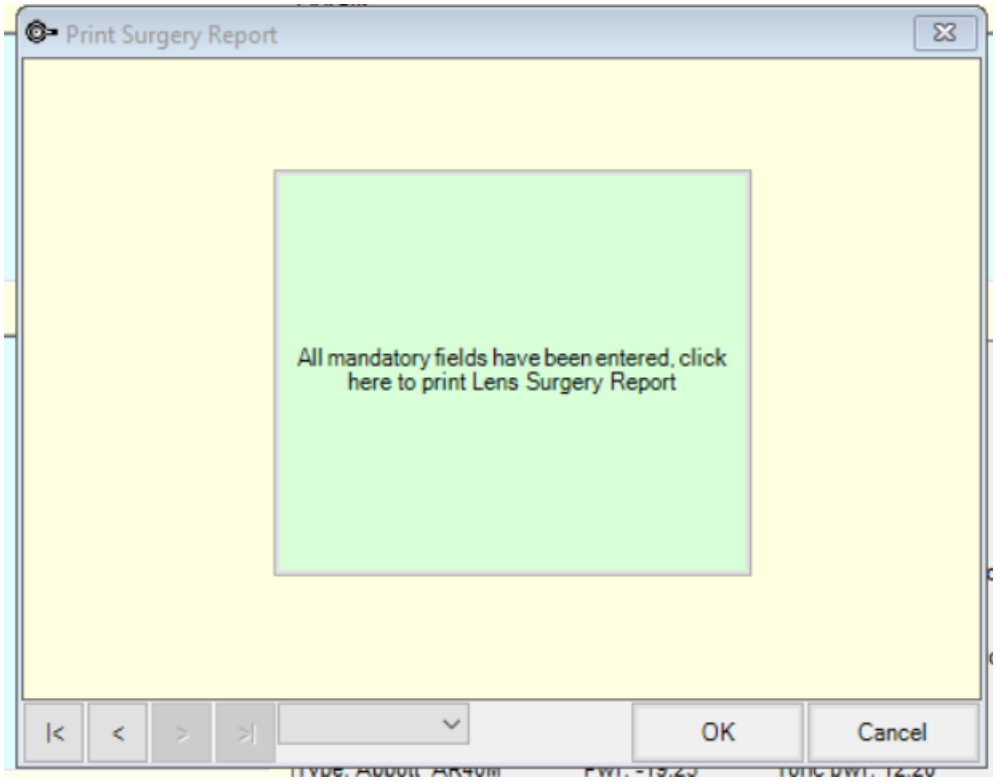

# After you have completed the form

1. Save the form by clicking **OK**, or print the report using the **Validate and Print Report** button. The system will check that all mandatory fields have been populated and alert if otherwise.




   If you have chosen to print the report using the **Validate and Print Report** button and all mandatory fields have been validated, the **Print Surgery Report** screen will appear.

2. Click the **All mandatory fields have been entered, click here to print Lens Surgery report** button. The **Lens surgery report** letter template you just imported will open.

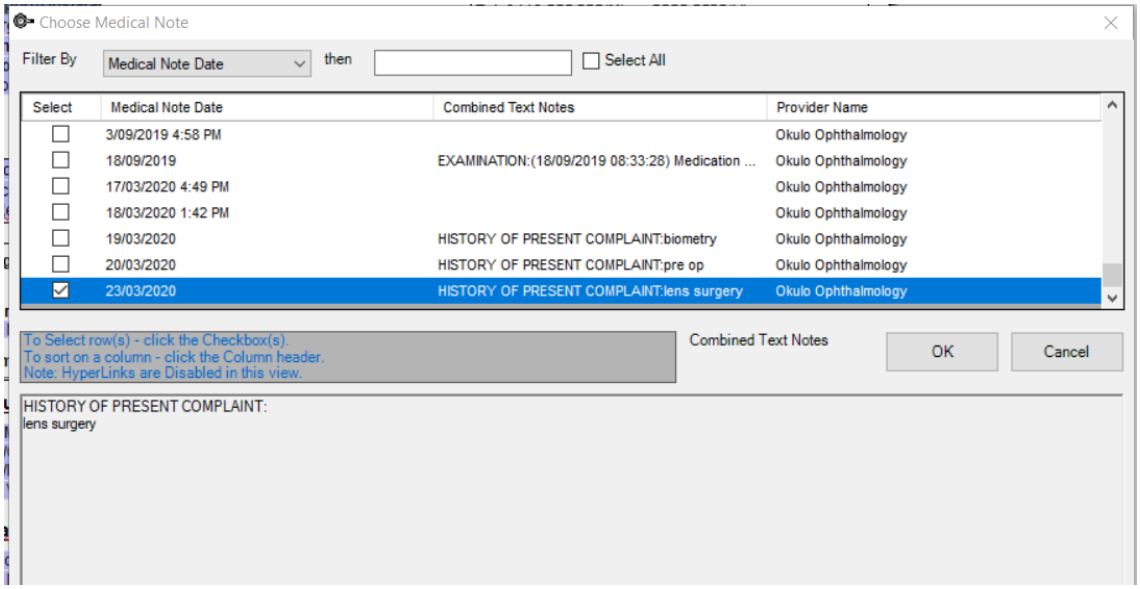



## Printing the Lens Surgery Report

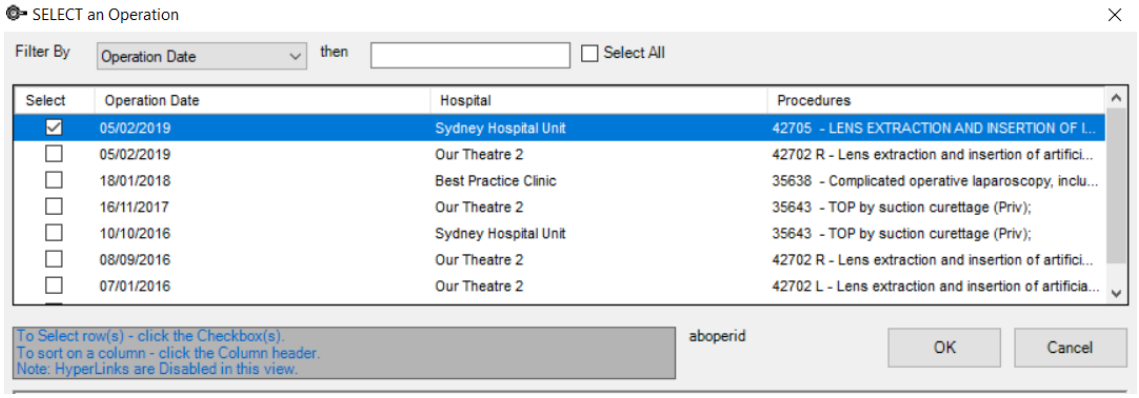
The template pulls information from the UDF **Lens Surgery Operation Report**. When the template is initiated, a **Choose medical Note** screen will appear asking you to choose the medical note where the Lens Surgery Operation Report data was entered. By default, the system will highlight the last medical note which, generally, will be the medical note that you have just entered.

The exception is if you are re-printing the report after new medical notes have since been created.

3. Select the Medical Note required and click **OK**.




4. Next, a **Select an Operation** screen will appear, asking you to select the patient's lens surgery operation that has been entered into the system. The operation's associated anaesthetist will populate the **Anaesthetist** field in the report. This will always highlight to the latest surgery booked for the patient. Select the operation and click **OK**.




Your Lens Surgery Report will now be printed to your default printer or the printer that the template was chosen to print to. The report will also be saved as an outgoing correspondence (F4) for the patient.

5. Click **OK** to close the **Print Surgery Report** screen.

## Operation Report

St Bonaventure
**Mr Simon Jack ADELAIDE**
DOB: **01/09/1985**
Sex: M

Mr Simon Jack ADELAIDE
po box 27
Wedderburn NSW 2560
Tel: 0419 555 555(M) 5555 5555(H)
File #: 4
MCC/DVA: 4250-08878-1 1
Fund: BUPA #: 123456

**Date:** 08/04/2020 **Surgeon:** Dr Okulo Ophthalmology
**Anaesthetist:** Dr Peter Pan

**Operative Diagnosis:** Cataract
**Anaesthetic:** Topical

**Procedure Performed:** Right LACS

**MBS Item Number:** 42702

### Manual Wounds:

**Main Wound:** SCLERAL Tunnel **Axis:** 135 **Width:** 2.3 mm **Side Port No:** 3

### AC and Phaco:

**Caps St:** V Blue **Visco E:** Healon GV **Pup Enl:** IC phenylephrine

**Intracameral cephazolin:** Yes

### IOL:

**Type:** Abbott_AR40M **Power:** -19.25 **Toric Pwr:** 12.20 **Wnd Enlarge:** Yes
**Position:** Capsular bag **Axis:** 130 **Align Sys:** Verion Reference

### Additional Procedures:

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Manual Keratotomy:** | No | **PK:** | No | **Endokeratoplasty:** | No | **iStent:** | No | **XEN:** | No |
| **Hydrus:** | No | **Trabeculectomy:** | Yes | **Iridoplasty:** | No | **CTR:** | No | **Sutured capsular segment:** | Yes |
| **Lucentis:** | No | **Avastin:** | No | **Eylea:** | No | **Ant Vx:** | No | **Man Vx:** | No |
| **PPV:** | No | | | | | | | | |

**Other:**

### Complications

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **AC Tear:** | No | **PC Hole:** | No | **Zonular Dialysis:** | Yes | **Vitreous Loss:** | No | **Dropped Nucleus:** | No |
| **Dropped IOL:** | No | **DM Tear:** | No | **Suprachoidal Haemorrhage:** | No | | | | |

**Other:**

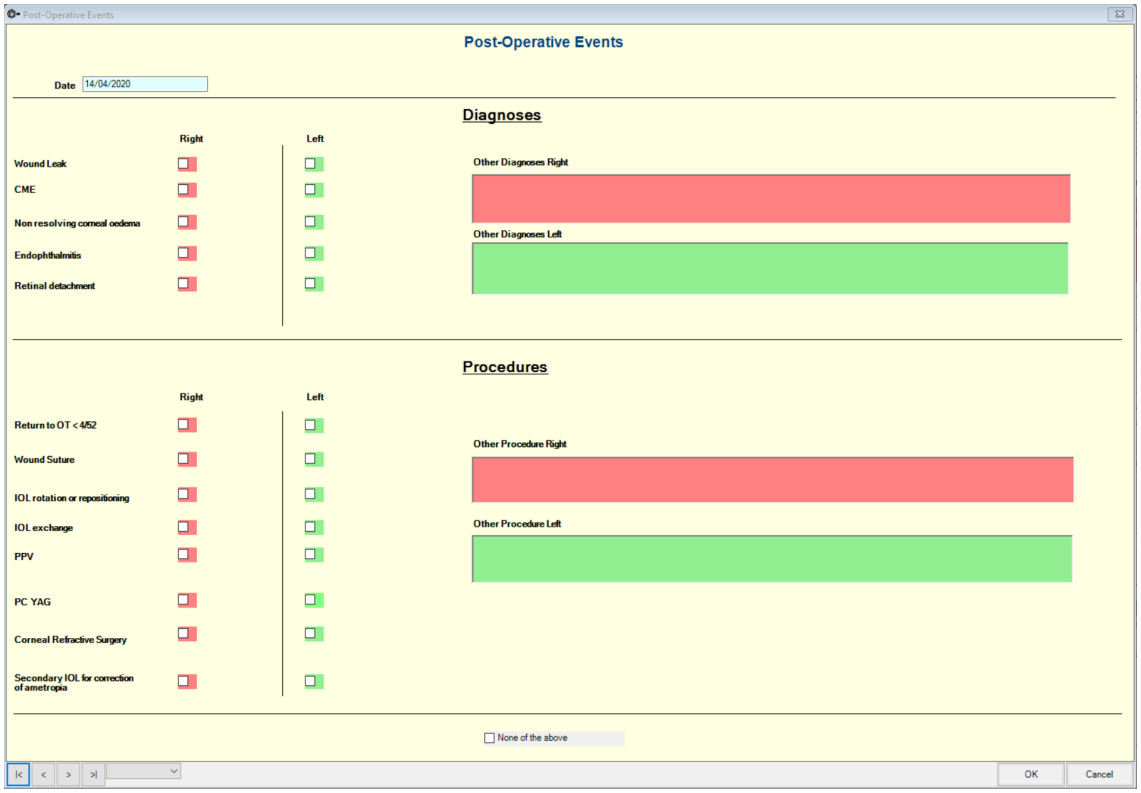
**Comments:**
On the other hand, we denounce with righteous indignation and dislike men who are so beguiled and demoralized by the charms of pleasure of the moment, so blinded by desire, that they cannot foresee the pain and trouble that are bound to ensue; and equal blame belongs to those who fail in their duty through weakness of will, which is the same as saying through shrinking from toil and pain. These cases are perfectly simple and easy to distinguish. In a free hour, when our power of choice is untrammelled and when nothing prevents our being able to do what we like best, every pleasure is to be welcomed and every pain avoided.

**Post-Operative Orders:**
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

**Surgeon's Signature:** _____

# Post-Operative Events

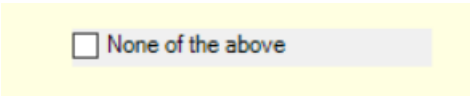
1. Create a new note and press the **Post-Operative Events** link button on your Medical Desktop.



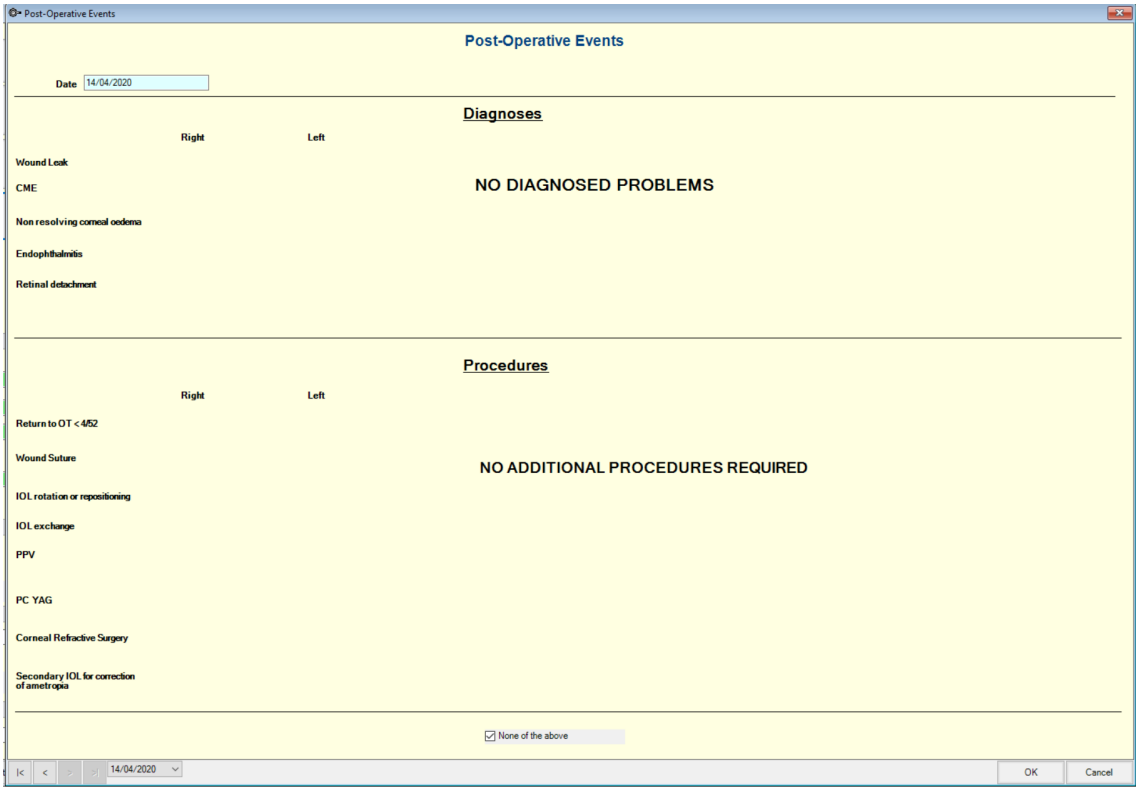

The **Post-Operative Events** UDF has two sections:

- Diagnoses
- Procedures

2. If there are no diagnoses or procedures to report post-operatively, tick the **None of the above** option at the bottom of the screen.




This will then blank the screen off and not allow you to enter any more information unless the option is again un-ticked.




3. If there are diagnoses or procedures, select the corresponding tick box option for the eye and diagnosis/procedure combination. Note that there are free-text fields to enter other relevant information.
4. If **Retinal detachment** is chosen as a diagnosis, a date field will appear to enter the date of retinal detachment.
5. If **PPV** is chosen as a procedure, a date field will appear to enter the date pf the PPV procedure.
6. Click **OK** on completion.
7. As always, once a Medical Note has been completed, click **Save\Close** to save the note and exit the Medical Desktop to prepare for your next patient.

Cataract surgery report submission is complete.