

PCOC Data entry – ‘cheat sheet’ for entering CONSULTATIVE PATIENTS

1. Patient Screen

Click on ‘Add’

Enter the data for:

- Medical record Number
- Date of Birth
- Sex
- Indigenous status
- Country of birth
- State
- Postcode

Click on ‘Save’

2. Episode Screen

Click on ‘Add’

Enter the data for:

- Episode Begin date
- Case Type (This field can be defaulted to 1 – Palliative Care)
- Episode Type
 - 0 or 1 if inpatient
 - 3 if OPD
 - 4 if community
- Assessment only (This field can be defaulted to 1 – Yes)
- Assessment type (This field can be defaulted to suit your model of care)
- Mode of episode
 - If 0 or 1 choose from numeric options
 - If 3 or 4 choose from alphanumeric options
- Type of usual accommodation prior to admission
- Support provided prior to admission (*complete only if accommodation prior to admission is 1, Private residence*)
- Model of care (This field can be defaulted to suit your model of care)
- Provider type (This field can be defaulted to suit your model of care)

Click on ‘Save’

3. PallCare Screen

Click on ‘Add’

Enter the data for:

- Phase begin date
- Phase end date – date of next phase or date of death if last phase
- PC Phase
- Reason for phase end
- Enter all 4 scores for RUG (Mobility, Toileting, Transfer and Eating)
- Enter all 4 scores for PSS (Pain, Symptoms, Psych/spiritual and Family/carer)

- Enter Karnovsky Rating Scale score
 - Enter all 7 scores for SAS
 - Model of Care Phase End = 3 consultation / liaison
- Click on 'Save'

4. PCOC Screen

Click on 'Add'

Enter the data for:

- Referral date
- PCOC Source of referral
- Date of first contact
- Proposed model of care = 3 consultation
- Reason for consultative service
- Location of consultative service
- Mode of consultative service
- PCOC Diagnosis
- Place of Death - Complete only if Mode of Episode End is B (Bereavement phase end or death). Otherwise leave blank
- Main language spoken at home

Click on 'Save'

5. EpiOOS Screen (if community)

Click on 'Add'

Enter the data for:

- StaffID
- CareDate

Click on 'Save'

6. Episode Screen

Enter the data for:

- Episode End date
- Mode of episode end
 - If 0 or 1 choose from numeric options
 - If 3 or 4 choose from alphanumeric options
- Accommodation post discharge (if patient has not died)
- Support provided at episode end (if patient has not died)

Click on 'Save'

If you require any further assistance, please contact your PCOC Quality Improvement Facilitator.