CHAPTER 25: ADDITIONAL DATA FIELDS

AVImark allows you to add extra fields of information to those already existing in AVImark. For instance, you may want to add a field for client information called, “Spouse phone” in order to record the spouse’s phone number. AVImark allows you to define any number of Additional Data Fields for clients, patients, treatments, SOAP records and Whiteboard. These Additional Data Fields may be of several different types and you may add as many fields as you wish. Telling AVImark which fields you want to add to the system and what type of data you intend to enter into each of the fields might be called Additional Data Field definition.

In this chapter, you will learn how to:

“Define Additional Fields for Clients/Patients” on page 1
“Set Normal Values” on page 5
“Define Additional Data Fields for Treatments” on page 5
“Setup a Data Table” on page 6
“Define Additional Data Fields for SOAP Records” on page 7
“Define Additional Data Fields for Whiteboard” on page 7
“Create New Generations of Definitions” on page 7
“Enter Information on the CID” on page 8
“Enter Multiple Entries” on page 9
“Enter Information into the Diagnoses Window” on page 9

Define Additional Data Fields for Clients/Patients

- On the CID, open the Work with menu. Click System Tables to display the System Tables window.
- From the Table section, click Additional Data Fields to display the entries for this table.
• From the Entries for Additional Data Fields section, select **Client**. Right-click and from the shortcut menu click **Change** to display the Change More Stuff Entry window.

![Change More Stuff Entry](image)

• The **Code** and **Description** fields will be defined for you.
• If appropriate, use the **Action Codes** drop-down list and select the **B** Action Code. By selecting the **B** Action Code, AVImark will automatically prompt you to input additional client information each time you add a new client to your system.

• Click **OK**.

**Add data fields**

• In the Entries for Additional Data Fields area, select **Client**.
• Right-click and from the shortcut menu click **More Stuff Fields** to display the Define More Stuff window.

![Define More Stuff](image)

• Point in the **Define More Stuff** window. Right-click and from the shortcut menu click **New** to display the Additional Data Fields window.

![Additional Data Fields](image)
Chapter 25: Additional Data Fields

Name
This is the name that staff will see when entering new information.

- Type an appropriate name or other identifier.

Type
This field indicates the type of data that will be used.

<table>
<thead>
<tr>
<th>Data Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td>Use this field type when the data will be some age value.</td>
</tr>
<tr>
<td>Date</td>
<td>Use this type of field when you intend to use the field to hold a date. Use the format: “MM-DD-YY” (i.e. “08-11-10” for August 11, 2010). If appropriate, use the drop-down Default menu to choose an appropriate default value for this field definition.</td>
</tr>
<tr>
<td>Decimal</td>
<td>Use this field type for values that require a decimal point. If appropriate, use the drop-down Default menu to choose an appropriate default value for this field definition.</td>
</tr>
<tr>
<td>Diagnosis</td>
<td>Use the Diagnosis field type for inputting any of the diagnoses in Work with, Diagnoses. This field type might be used in a table of other Additional Data Fields related to a patient “check-in” procedure or S.O.A.P. format for patient medical history. See the topic called “Entering Information into the Diagnosis Window”.</td>
</tr>
<tr>
<td>Integer</td>
<td>Use this field type when the field is intended to be used for integer values (whole numbers), such as counters, quantities, etc. Be aware that a field of this type can “hold” any value between -32,767 and +32,768, so plan accordingly. If the numerical value you need to record for this field is sometimes outside this allowable range, use the Decimal type instead. If appropriate, use the drop-down Default menu to choose an appropriate default value for this field definition.</td>
</tr>
<tr>
<td>Item</td>
<td>Use this field type when the data is to be an Item Code from the AVImark Inventory List in Work with, Inventory.</td>
</tr>
<tr>
<td>Photo</td>
<td>Use this field type to enter any digitized image (photo or scanned image) into the data field.</td>
</tr>
<tr>
<td>Phrase</td>
<td>Use this field type when you intend to enter up to 255 characters of descriptive information in this field. Contrast this field type with “W/P” (Word Processing) that allows you to enter unlimited scroll text in a separate “notes” window. This field type will also let you choose a system table.</td>
</tr>
<tr>
<td>Pos/Neg</td>
<td>Use this field type when the information is either Positive or Negative. These are the only two allowable values for this field type. If appropriate, use the drop-down Default menu to choose an appropriate default value for this field definition.</td>
</tr>
<tr>
<td>Sen/Res</td>
<td>Use this field type for Susceptibility (results of lab tests). The allowable values you can select with this field type are Susceptible, Mod Suscept (Moderately Susceptible), Resistant, Not Tested and Not Done.</td>
</tr>
</tbody>
</table>
## Chapter 25: Additional Data Fields

<table>
<thead>
<tr>
<th>Field Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Table</strong></td>
<td>This is a very powerful field type in AVImark. It allows you to enter a table of values that is unlimited in the number of rows and whose width is limited only by the size of your printer.</td>
</tr>
<tr>
<td><strong>Time</strong></td>
<td>Use this field type when you intend to use the field to hold a time value. Use the format: “HH;MMa (or p)” (i.e. “7:46a” for seven forty-six am). If appropriate, use the drop-down Default menu to choose an appropriate default value for this field definition.</td>
</tr>
<tr>
<td><strong>Treatment</strong></td>
<td>Use this type when the data is to be a Treatment Code from the AVImark Treatment List.</td>
</tr>
<tr>
<td><strong>User</strong></td>
<td>Use this type definition when the data is one of your staff as listed in Work with, Users &amp; Security. If appropriate, use the drop-down Default menu to choose an appropriate default value for this field definition.</td>
</tr>
<tr>
<td><strong>W/P</strong></td>
<td>This indicates that this field is a Word Processing field. This means that when you want to enter information into the field, you will open a window and will be allowed to enter unlimited scrollable word-wrapped, spell-checked text in the window.</td>
</tr>
<tr>
<td><strong>Yes/No</strong></td>
<td>Use this field type when the only data values appropriate for this field are Yes or No. If appropriate, use the drop-down Default menu to choose an appropriate default value for this field definition.</td>
</tr>
</tbody>
</table>

- Using the Type drop-down list, select the type data.

**Default**

When defining certain field types, for example; Pos/Neg, Yes/No, Decimal, and so on, there may be one of the values which would typically be appropriate over the other. AVImark allows you to enter a default value for these certain data types.

- If appropriate, use the Default drop-down list and select a Default value.

**Options**

This field allows you to choose from 4 options that are specific for Additional Data Fields.

- **On Patient Chart**
  This option causes this field to be included on the Patient Chart. For example, you have set up an Additional Data Field for client information called Spouse phone in order to keep the spouse’s phone number and you want it to be printed on the Patient Chart.

- **Searchable**
  This option causes AVImark to include this field in the system index for clients and patients. If you specify the option of Searchable for any Client Additional Data Field of type Phrase, you will be able to locate the client from the CSD by typing some or all of the information in the Client field.

- **Merge Words**
  AVImark allows you to insert the value of the Additional Data Field into the text of any MS Word document simply by using the Additional Data Name Field, enclosed with the Less than (<) and Greater Than (>) symbols, as a merge word in the document.

- **Print if positive**
  AVImark allows you to print the results of a test showing positive results. The type must be selected as Pos/Neg for this option to work. When results prove positive, the information will print on the Patient Chart. When results prove negative no results will be printed on the Patient Chart.

- If appropriate, click the Option which applies to this data field.
Qualifier
This is intended for values which need some unit of measure. For example, miles, days, ml/kg. It can be used to record lab results and other values that need a qualifier after the value itself.

- If appropriate, specify the **Qualifier** for this data field.

Choose from menu
Within System Tables, AVImark allows you to create your own tables of information. These tables can be made up on any list of values. When you select *Phrase* in the Additional Data Field *Type* field, you will notice a *Choose from* drop-down menu. This menu will allow you to select the System Table from which you could choose the appropriate information when you start recording data in this field. Specifying the table name here will let you pick from that list when you are actually entering the data. If you click the *Must Choose* box, AVImark will display the System Table’s contents as a drop-down menu for you to choose from when you’re entering new client data. If you do not click the *Must Choose* box, AVImark gives you the option to either type your own value or choose from the table.

- If appropriate, use the *Choose from* drop-down list and select the correct System Table.
- If appropriate, click *Must choose*.
- Click *Done* to record the field definition.

Set Normal Values
AVImark allows you to specify minimum and maximum expected values for any additional data field that is intended for either *integer* or *decimal* values.

- With the correct field selected in the Define More Stuff window, right-click and from the shortcut menu click *Normals* to display the Normal Values window.
- In the Normal Values window, right-click and from the shortcut menu click *New*.

Species
This field allows you to select a specific species, or all species.

- Using the *Species* drop-down list, select the appropriate species.

Min/Max
These fields are used to set the expected normal values for the specified species.

- Enter the *Min* and *Max* expected values.
- Click *OK* to return to the Normal Values window.
- If appropriate, repeat for setting the expected values for other species.
- When finished entering Normal Values, click *OK*.

Define Additional Data Fields for Treatments
As mentioned above, AVImark also lets you specify Additional Data Fields for any treatment in your Treatment List. (AVImark does not support adding additional data fields to inventory items or diagnoses.)

For example, let’s say you wanted to keep specific results of lab tests in a certain format. AVImark allows you to add Additional Data Fields to your Blood Profile service(s) to provide a proper framework for later data entry.

- From the Treatment List, select the correct treatment. Right-click and from the shortcut menu click *Change* to display the Change Treatment Window.
- Click *More Stuff* to display the Define More Stuff window.
Chapter 25: Additional Data Fields

6

• Define Additional Data Fields for this treatment using the methods discussed in the topic “Add Data Fields” on page 2.

Set up a Data Table

One of the Additional Data Field types is a field type called “Table”. This field type allows you to set up a table of values that can be used as a unique Additional Data Field. The definition of this table of values will be set up in a separate category of System Tables called, Additional Data Tables.

• From the Table section of System Tables, click Additional Data Tables.
• Click in the Entries for Additional Data Tables section.
• Right-click and from the shortcut menu, click New to display the New More Stuff Table Entry window.

• In the Code field, type a Code appropriate for the entry that will be defined.
• Use the TAB key to move to the Description field. Type an appropriate Description.
• Click OK to display another New More Stuff Table Entry window. You may enter other new entries or click Cancel to return to the Additional Data Tables Entries display.
• With the new entry selected right-click and from the shortcut menu click More Stuff Fields to display the Define More Stuff window.
• Define Additional Data Fields for the entry using the methods discussed in the topic “Add Data Fields” on page 2.
Set up the Data Table “field” for clients
With a user-defined data table setup, you are able to set up a new Additional Data Field for Clients which will allow you to enter specific information from the CID.

- From the Table section in System Tables, click Additional Data Fields.
- From the Entries for section, click Clients. Right-click and from the shortcut menu, click More Stuff Fields to display the Define More Stuff window.
- In the Define More Stuff window, right-click and from the shortcut menu, click New.
- Type a Name similar to that of the user-defined table which you have set up.
- Use the Type drop-down, and select the field type Table.
- Use the TAB key to move to the Choose from field and select the appropriate table.
- Click Done to return to the Define More Stuff window and then click OK.

Define Additional Data Fields for SOAP Records
AVImark allows you to create additional data fields for each of the folders in the Medical Condition window. These additional data fields are created in the Additional Data Fields System Table in much the same way as you would create additional data fields for client or patient information.

- On the CID, open the Work with menu and click System Tables to display the System Tables window.
- Select the Additional Data Fields table and then the correct Entries for folder.
- Right-click and from the shortcut menu click More Stuff Fields to display the Define More Stuff window.
- Add the data fields you would like to create and click Done.

Define Additional Data Fields for Whiteboard
Additional Data Fields may be created for the “Checked-in” tab or the “Schedule” tab.

- On the CID, open the Work with menu. Click System Tables.
- Select the Additional Data Fields Table.
- In the Entries for Additional Data Fields section, select the area you wish to create fields for.

Additional Check-in Fields
Selecting this field, you may create Additional Data Fields for the Check-in tab.

Additional Whiteboard Fields
Selecting this field, you may create Additional Data Fields for the Schedule tab.

- Right-click and from the shortcut menu, click More Stuff Fields to display the Define More Stuff window.
- Right-click and from the shortcut menu, click New to display the Additional Data Field window.
- In the Name field, type the description of the field you want to create.
- Using the Type drop-down list, select the field type that would be best for data that will be entered into the field you are creating.
- Click Done to add the field. Continue adding the desired Additional Data fields in the same manner, and then click OK when you are finished.
- Click Done on the System Tables window.

Create New Generations of Definitions
From time to time you may find the need to change the kinds of additional information you want to keep for clients, patients, or for a given treatment. Since there may be many clients for which the original fields of information have already been entered, AVImark will not allow you to simply go to the Additional Data Fields Definition Window and add another field definition. AVImark will, however, allow you to define more than one “set” of Additional Data Fields for a given client, patient,
Chapter 25: Additional Data Fields

or treatment. A new and different definition for the same treatment, client, or patient is called a *New Generation*.

- On the CID, open the **Work with** menu. Click **System Tables** to display the System Tables window.
- From the Table section, click **Additional Data Fields** to display the entries for this table.
- Select the correct Entry for Additional Data Fields. Right-click and from the shortcut menu click **More Stuff Fields** to display the Define More Stuff window.
- On the **Generation** menu, click **New**.
- The original definition fields will automatically copy over to the new generation. Add as many new definitions as you like and/or remove those you wish to leave out.
- Click **OK** to save the new generation.

**Enter Information on the CID**

Now that you have defined Additional Data Fields, you may enter information into these fields from the CID.

- On the CID, click in the area in which you wish to enter information into an Additional Data Fields window.
- Additional information related to a specific treatment, click on the treatment in the Medical History for the correct patient.
- Right-click and from the shortcut menu, click **More Stuff** to display the specific Additional Data field window.
- If entering data into a “Table” data field, right-click and from the shortcut menu click New.
Enter the appropriate information into each field and click **OK**.

**Enter Multiple Entries**

AVImark allows you to enter more than one set of information for any client, patient or treatment record. For instance, let’s say you are working with a household that is made up of multiple pet owners and you would like to keep the added fields data for the different owners.

**Multiple data entry for clients**

- From the Additional Client Data window, enter the information for one of the clients.
- On the **Data** menu, click **New**.
- Enter the information for the other person and then click **OK**.

**Enter Information into the Diagnosis Window**

When a data field has been defined as a type of “Diagnosis”, you are allowed to choose a diagnosis from the list. When entering a data field of this type and the diagnosis code is known, you may just type the code. When the code is not known, you must select the diagnosis from the list.

- Click in the data field which has been defined as a diagnosis.
- On the **Diagnosis** menu, click **Choose** to display the Diagnosis List Maintenance window.
- Select the correct diagnosis from the list and then click **Done**. Only one diagnosis per field may be selected.