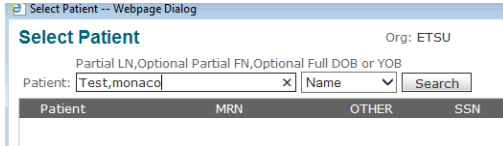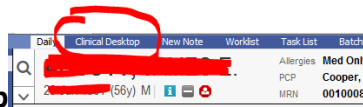Entering Colonoscopies as Structured Data

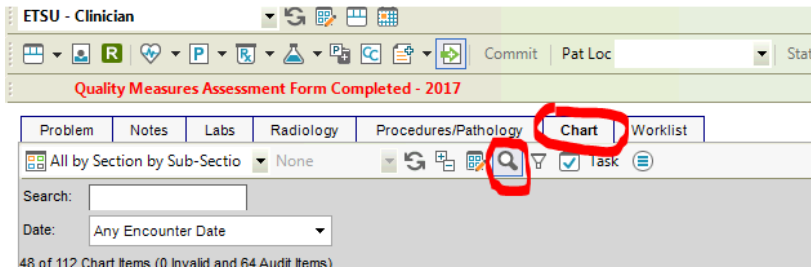1. Pull patient up by clicking on the **dropdown** in the patient banner and clicking **Search**

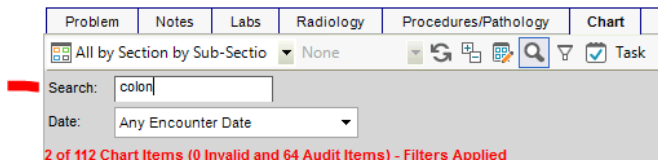2. Type Last Name, First and hit enter. Match the DOB and double click on the patient.

3. Go to the **Clinical Desktop**

4. Go to the **Chart** tab and click the **Search** icon.

5. In the **Search** box search for **Colon**

6. You will find at least 1 document.

    a. If you see ⚕ icon beside colonoscopy, it means it has already been entered as structured data and you can move on.

   ⚕ Colonoscopy - Done: 06-Jul-2017 - Coop

    b. If you ONLY see 📷 sColonoscopy Report - , you will need to enter the colonoscopy as structured data. To do so, follow the below instructions:

7. **Double click** on the document. This will open the document. You will need to double check the document to make sure it is truly a colonoscopy. *Make note of the date and the PCP because you will need this date when you create the structured data.
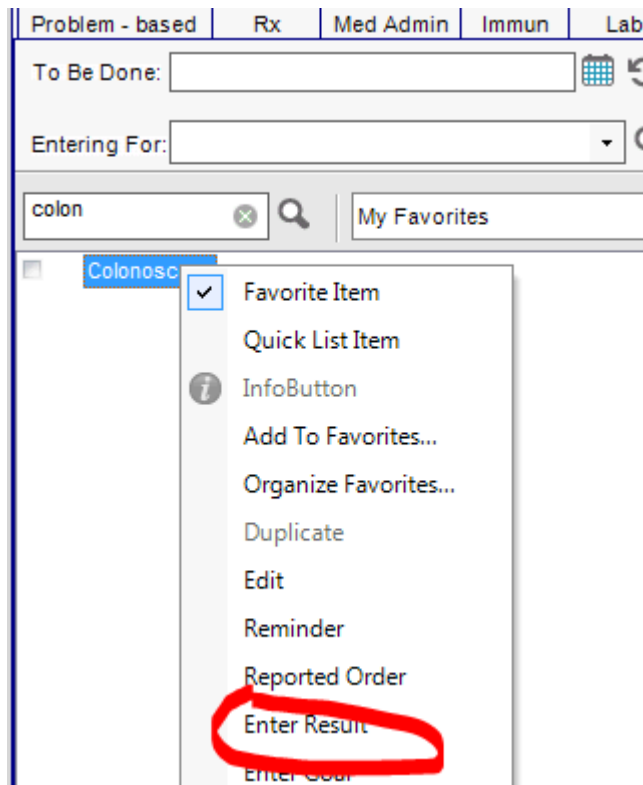
8. Once you determine that the document is in fact a colonoscopy, close the document and Click on the **beaker.**
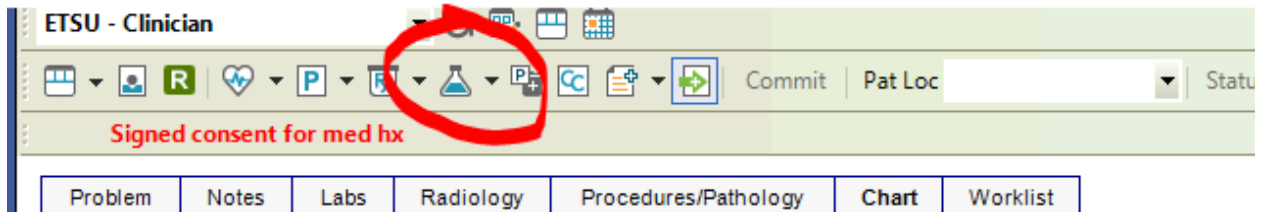
9. Go to the **Procs** tab and search for **colon**
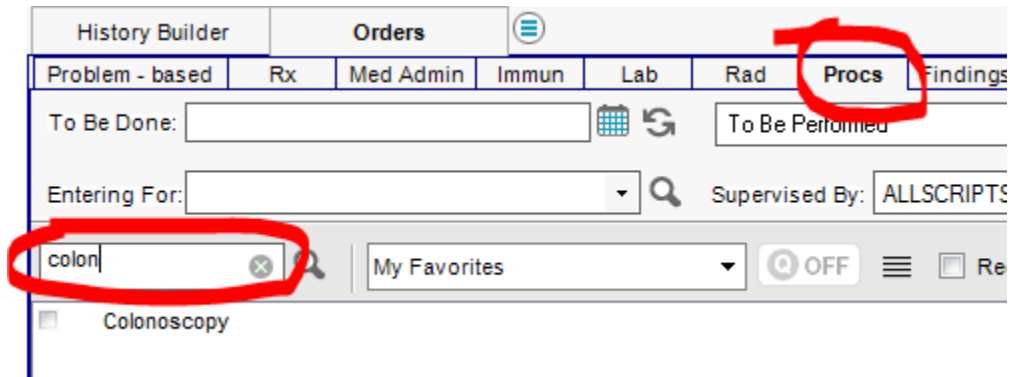
10. **Right click** on the **colonoscopy** order and choose **enter result**.

11. Change the **To be Done** and the **collected/examined** date to the date of the colonoscopy. Change the **Performing Location** to **Other.** Put the PCP in the **Ordered by, and Performed by** field.

12. Once you fill out all of the above fields, the **Attach Docs** button will become available.

13. Click on the **Attach docs** button and click on the filter button and search for **colon.**

14. Single click on the **Colonoscopy report** and the click **Attach as result**
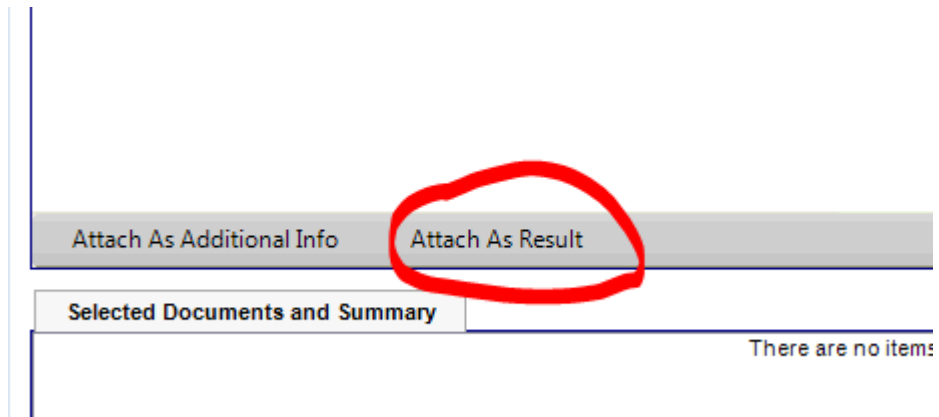
15. Then click OK
16. Lastly, in the **Colonoscopy** field, add the date of the colonoscopy and click **Save and Close.**