

RippleDown User Guide: Data Entry Auditor v 8.1

This document focuses on the options and tasks available to Data Entry Auditors and how to utilize these tools.



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The PKS Software, when used as a medical device, is intended to be used purely as a decision support system that provides complementary reports for patient data to qualified individuals based upon established rules set up by relevant trained customer domain experts (hereafter referred to as "domain experts").

The PKS Software generates and collates comments into a patient-centric report or workflow action based on rules created and maintained by domain experts. The PKS software presents all first-of-a-kind reports for review, modification (if applicable) and approval by the domain expert prior to release to clinicians or other individuals. Beyond this, the domain expert may automate the release of none, some or all identical reports. However, since a report may be generated and automatically approved for a case for which the domain expert has not previously considered, it is intended that the domain expert regularly review a representative sample of all output types.

It is intended that the clinicians receiving reports against patient results will consider the report in conjunction with all current and previous patient history and apply their own judgement when determining patient management. It is intended that the clinician does not rely on the existence of a report for the management of a patient.

The PKS software in itself does not provide automated diagnosis or treatmentmaking functions or have the capability to control, in any way, the performance of a device or to treat or diagnose any disease.

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RippleDown Data Entry Auditor

The Data Entry Auditor is a component of RippleDown used for reviewing cases that have been flagged with a potential error. When reviewing cases in the Data Entry Auditor Case Viewer, users can record actions against a flagged case. After login, a user can select a queue that is available to them and begin to audit. Flagged cases will be presented in a nominated order to be reviewed by the user and marked as an error or as OK.

- The Case Viewer has a button called 'Submit'. This button is disabled by default.
- The Case Viewer also has the actions list for the corrections made to an episode in the bottom left hand side of the screen as indicated below.

File Action							
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	Range	11 Jun 10 07:25	04 Jan 13 07:30	06 Jul 13 07:30		07 May 14 08:35	
LabNum		419481958	432263766	445045574	457827382		
RegNum		261626362	269707170	277787978	285868786		
PatientDemographics							
Surname		HARRIS	HARRIS	HARRIS	HARRIS		
Given		RAJESH	RAJESH	RAJESH	RAJESH		
Title		MR	MR	MR	MR		
DOB		17/06/1973	17/06/1973	17/06/1973	17/06/1973		
AgeinYears		36	39	40	40		
AgeinDays		13508	14446	14629	14934		
DaysAge		110	14446	17130	17324		
Preg		N	N	N	N		
Sex		M	M	M	F		
-Address2		505 BONDI RO	505 BONDI RO	505 BONDI RO	505 BONDI ROAD		
Suburb		KELLYVILLE	KELLYVILLE	KELLYVILLE	KELLYVILLE		
-Postcode_		2888	2888	2888	2888		
Medicare_Number		12345678940	12345678940	12345678940	12345678940		
CollectionDetails							
CollectedDate		11 Jun 10	04 Jan 13	06 Jul 13	07 May 14		
CollectedTime		07:25	07:30	07:30	08:35		
CollectionSite		Site1	Site2	Site1	Site1		
EnteredBy		userstuv	userdef	usenxyz	userabc		
EnuyDate		/2010	04/01/2013	06/07/2013	07/05/2014		
O Corrections made	🔿 Request <u>o</u> k	D nographics G ider-Tittl	s le missmatch, c	heck and corre	ct request.		
Corrected Provider Mi	ssmatch						
Added PP panel							
Channed Callection M	athe d						
Changed Collection M	emod						
Clinical Notes Added							
Copy to Dr Entered							
Corrected Rilling							
El corrected billing							
Corrected Patient Dem	opgraphics						
Marked Confidential							
the reference of contraction	e Actions						
Multiple Date of Service		-		(minimum minimum			
Multiple Date of Service				and the second se			
Multiple Date of Servic Patient Address entere	d	🗸 📴 Report	E Comments	Notes			
Multiple Date of Servic Patient Address entere	d	Report	Comments	Notes			

- Upon selecting the appropriate action(s) from the list of actions or by selecting the "Request OK" radio button, the Submit button becomes enabled
- The options in the toolbar located at the bottom of the screen are described below:

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Back	🕑 Skip	🗟 Refer	Submit	Close	Help

Functions:

Back	Use this button to go back to cases that had previously been skipped, approved, referred or deleted. The addition of further actions is possible if required.
Skip	Use this if the case cannot be addressed at the moment. This option is commonly used when the scanned image is not yet available.



Refer	Use this to refer the case to another user. A note may be added and/or an
	email sent if required. The case will be then removed from this queue and
	placed in the queue for the referred user.

Submit – Corrections Made	Corrections made O Request ok
	Corrected Provider Missmatch Added PP panel Changed Collection Method Clinical Notes Added Copy to Dr Entered Corrected Billing
	Corrected Patient Demopgraphics
	Marked Confidential
	Multiple Date of Service Actions Patient Address entered

This is used to record any action taken to fix the case. Choose an appropriate action from the list and click the tick box beside the action. You can add multiple actions if required. Once at least one action is selected, the Submit button will become enabled. Click on Submit to record the action/s taken for the case.





This is used if no corrections are required. Once the radio button "Request ok" is selected, the submit button will become available. The case will be deleted from the queue and the next case will be shown.

Close	This is used to close the Data Entry Case Viewer and go back to the list of			
	queues.			
Help	This is used to access the RippleDown online help facility.			



- The most commonly used actions for each queue will be positioned at the top of the actions list.
- New actions are added to the list through the Knowledge Builder in the Edit Auditor Actions menu or from the Date Entry Auditor Action Manage Actions menu



• If a case has an interpretation which requires modification, the Data Entry Auditor has the option to send the case back to the Knowledge Builder for refinement. Cases are sent to the Knowledge Builder through the Action | Send to project menu.

