Pacific Knowledge Systems

RippleDown User Guide:
Data Entry Auditor

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

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Intended Use

The RippleDown Software is a decision support system intended to assist staff of healthcare organisations in the auditing and/or interpretation of patient data and in the generation of patient reports and/or workflow actions. The criteria it applies is determined by subject matter experts employed by individual clients and is specific to each client site. The software does not contain any pre-programmed clinical information or any inherent diagnostic functionality.

All numeric fields present in the RippleDown applications use "." as the decimal place separator irrespective of the language/locale set on the host computer or CDS clients.

If the locale of the data source has a different decimal representation (for example ","), the data source or an intermediate integration engine will need to transform the number to a decimal point format.

Numerical fields returned as variables in reports will also use "." as the decimal separator irrespective of the language /locale set on the host computer or CDS clients. The Knowledge Builder may use derived attributes to return alternatively formatted values.

It is the responsibility of the licensee to use the product in accordance with its intended use. In support of this, it is recommended domain experts include a statement consistent with the following on all reports.

"This report has been generated using clinical decision support software. This report is intended to provide adjunctive information only and should not replace clinical judgement."

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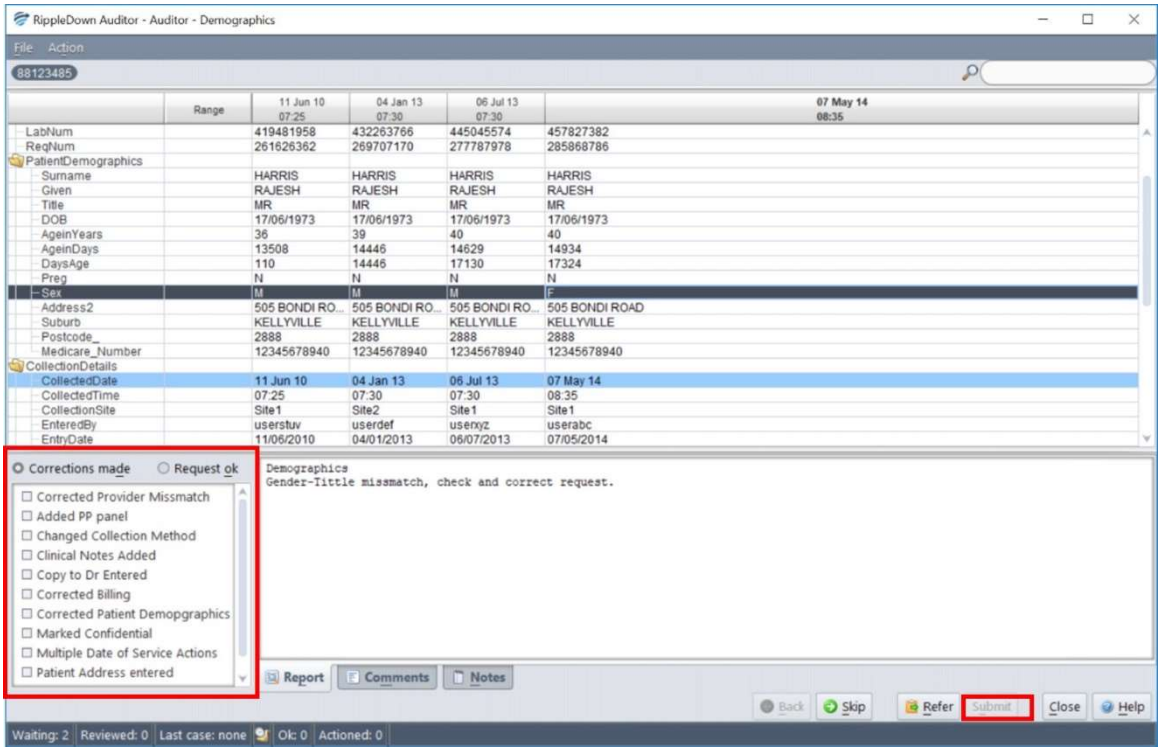
RippleDown Data Entry Auditor

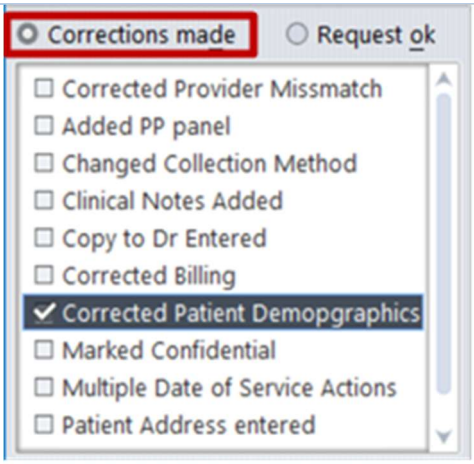
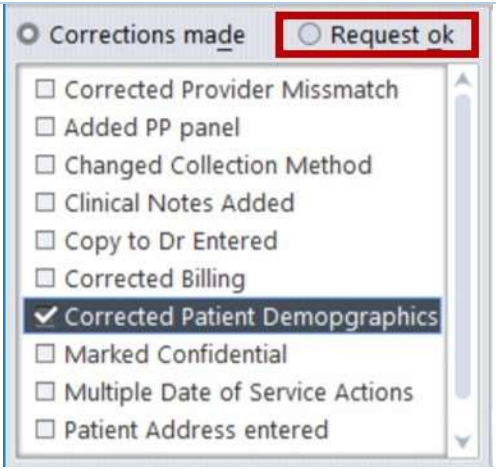
The Data Entry Auditor is a component of RippleDown used for reviewing cases that have been flagged with a potential error. When reviewing cases in the Case Viewer, users are able to record actions against a flagged case. After login, a user can select a queue that is available to them and begin to audit.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

1. The Case Viewer has a button called 'Submit'. This button is disabled by default.
2. 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.



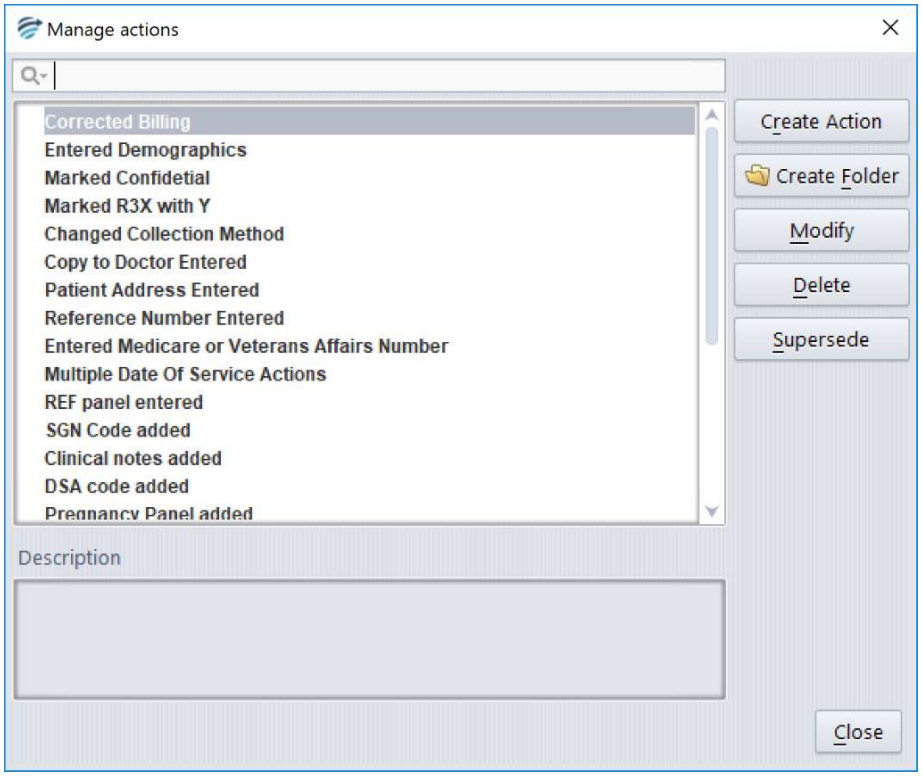
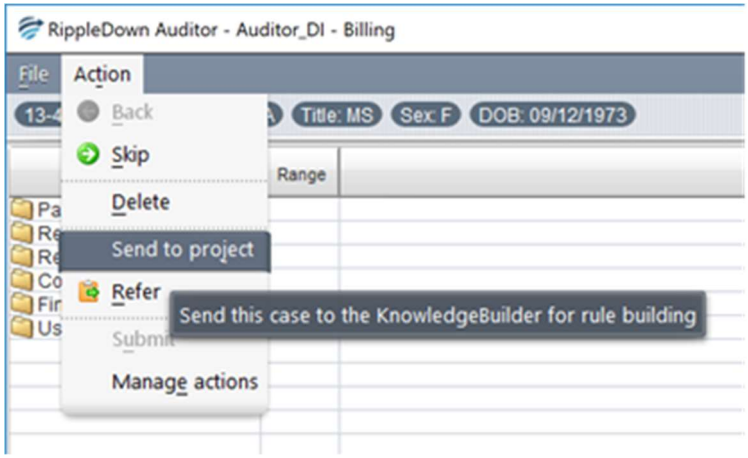
3. Upon selecting the appropriate action(s) from the list of actions or by selecting the "Request OK" radio button, the Submit button becomes enabled.
4. The options in the toolbar located at the bottom of the screen are described below:

Functions:

Back	Used to go back to cases previously skipped, approved, referred or deleted. The user may add further actions if required.
Skip	Used if the case cannot presently be addressed. This option is commonly used when the scanned image is not yet available.
Refer	Used to refer the case to another user. A note or email with a reason for the referral may also be added. The case will then be removed from this queue and placed in the queue for the referred user.
Submit – Corrections Made	 This is used to record any action taken to fix the case. The user can choose an appropriate action from the list and click the tick box beside the action. Multiple actions may be chosen if appropriate. Once at least one action is selected, the Submit button becomes enabled. The user must then click on Submit to record the action for the case.
Submit - Request OK	 This button is used if no corrections are required. Once the radio button "Request ok" is selected, the submit button becomes enabled. The case is then deleted from the system and the next case is shown.
Close	Used to close the Case Viewer and go back to the list of queues.
Help	Used to access the RippleDown online help facility.

5. The most commonly used actions for each queue will be positioned at the top of the actions list. This is dynamic and updates as audits occur.

6. Actions may be added/deleted/modified/superseded in this list through the Audit Knowledge Manager in the Edit|Auditor Actions menu or via the Data Entry Auditor by accessing Actions | Manage actions



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