

Using the ABCD ASQ Database

When you open the database, you will see a main switchboard with a “data management” button on it. Click the button and you will see the Patient Demographics screen. On this screen you can enter demographic information on the patient (and parent/guardian). You will see an “ID Number” field on this screen. This is an ID Number that you create to uniquely identify this patient in the database. Every Patient must have one. The ID Number could, for example, be the first letter of the first name, the first four letters of the last name and the birth date of the patient strung together. It could, instead, be a medical record number, or anything you choose.

To enter data, just start with the ID Number and tab to each field and enter the data in the patient demographics screen. To enter demographic data on a **new** patient, just click on the arrow key at the bottom of the screen that has a star on it. This will give you a blank screen to enter a new patient into. (Note that birthdates should be entered as mm/dd/yy) Once a patient is entered into the demographics screen you will not need to enter the demographic information for this patient again. You can search for their demographic information using the search functions to pull up the info in the future. At the top of the Patient Demographics screen there are three search boxes. Once you have data in the database you will be able to search for a particular patient by last name, or first name, or birth date.

Also at the top of the demographics screen you will see a button for ASQ data that opens the assessment form screen. To enter data into it, pull up the patient you want to enter data on by using the search function (last name, or first name, or birth date), then highlight the ID Number, right click and select copy. Then click the Open button for the ASQ form. Place your cursor in the ID Number field on the ASQ screen, right click and select paste. Doing this will assure that the ID number is accurately entered onto each screen associated with that patient. If this identifier is not accurately entered, the assessment will **not** be linked to the patient. So copy and paste is the quickest and most reliable method of doing this. Then just tab through the fields and enter the data.

Access should automatically save the data that you enter into the assessment screens. So each time that you pull up the patient in the demographics screen, you should be able to open the ASQ screen and see that patient’s assessments.

If the patient has had an ASQ in the past that was entered and now you have another ASQ that needs to be entered, just pull up the patient, open the ASQ screen, scroll to the bottom of the screen (you may need to use the scroll bar at the very right of your computer screen or you can maximize the assessment for screen) and you will see the word record. In the box beside the word record you will see a number one. The assessment screen will open to the first assessment that this patient has. Just to the right of this number, there is an arrow pointing right. Once you have multiple assessments entered for a patient, you can navigate between the first, second, third (and so on) assessments by clicking the arrow right and left of the assessment number. To add a new assessment, just click on the arrow key at the bottom of the screen that has a star on it.

This will give you a blank screen to enter a new patient assessment. Scroll up, enter the ID Number (best done by the copy and paste method) and tab through to enter your ASQ data. Again, when any or all of the ASQs need to be reviewed, you will be able to flip through them using the arrows at the bottom of the ASQ assessment form.