

Tip Sheet: Recording the 712 Syphilis Test (VDRL or RPR)

This tip sheet has been developed to assist panel clinics conducting U.S. Visa health examinations for applicants who are required to undergo **712 Syphilis test (VDRL or RPR) exam**.

Once the health case is at **Exam in Progress** status, you can start recording these examinations.

Note: If your health case is ready to proceed to the examination state, it should be available in the **In progress** tab in your clinic's **inbox**.

Note: Throughout the examination a red asterisk * will display for mandatory fields.

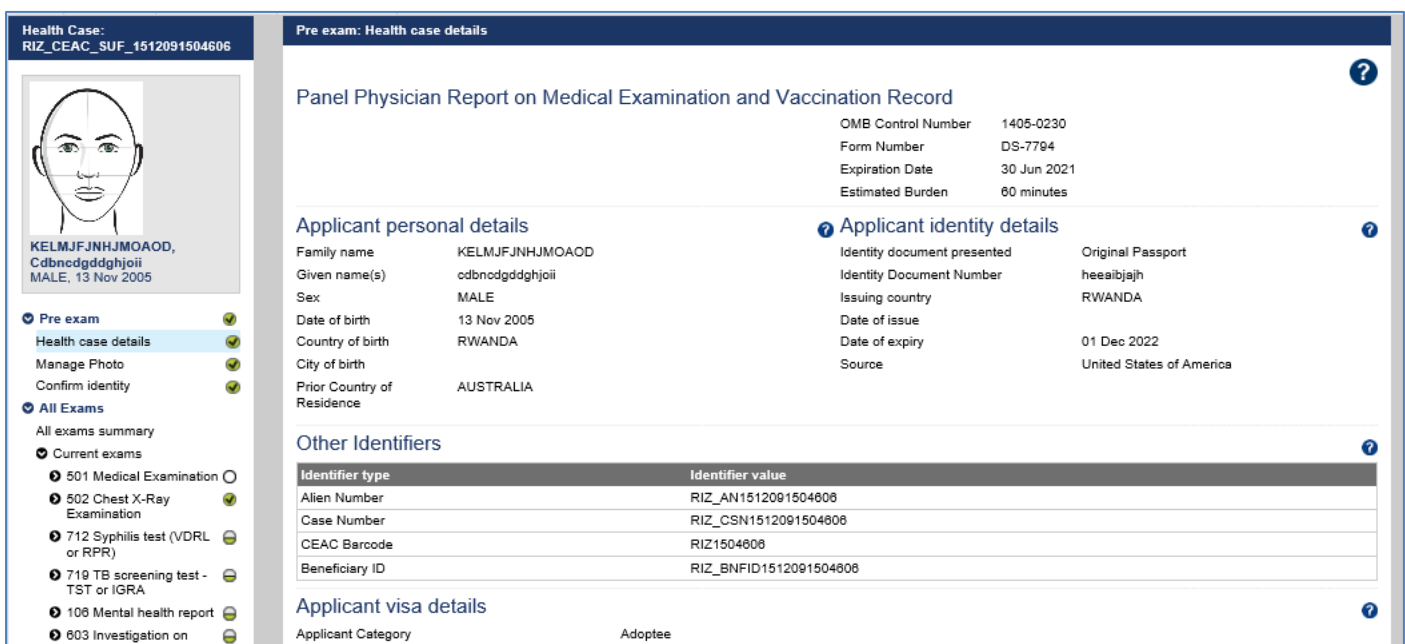
Step 1. Search the health case using the **Case search** screen or locate the health case in the **In progress** folder of the clinic's **inbox**

Step 2. Select the check box next to the health case and press the **Manage Case** button



The screenshot shows the 'Case search' interface. At the top, there are radio buttons for 'Using Health Case Identifier' (selected) and 'Using Applicant Details'. Below this, the 'Using Health Case Identifier' section shows 'ID type' as 'CEAC Barcode plus suffix' and 'ID' as 'C_SUF_1512091317513'. There is a 'Set as my default screen' link and 'Reset' and 'Search' buttons. A table below lists search results with columns for ID, Applicant name, Date of birth, Doc. Num., Visa, Type, Visit date, and various status icons. The first row is selected, and a 'Manage Case' button is highlighted in a red box below it.

The **Health Case details** screen displays.



The screenshot shows the 'Health Case details' screen for health case ID RIZ_CEAC_SUF_1512091504606. On the left is a navigation pane with options like 'Pre exam', 'Health case details', 'Manage Photo', 'Confirm identity', and 'All Exams'. The '712 Syphilis test (VDRL or RPR)' is expanded. The main content area is titled 'Pre exam: Health case details' and includes a 'Panel Physician Report on Medical Examination and Vaccination Record' with fields for OMB Control Number, Form Number, Expiration Date, and Estimated Burden. Below this are sections for 'Applicant personal details' and 'Applicant identity details'. At the bottom, there is an 'Other Identifiers' table and 'Applicant visa details'.

Identifier type	Identifier value
Alien Number	RIZ_AN1512091504606
Case Number	RIZ_CSN1512091504606
CEAC Barcode	RIZ1504606
Beneficiary ID	RIZ_BNFID1512091504606

Step 3. Expand the **712 Syphilis test (VDRL or RPR)** in navigation pane

Refer Applicant + x

Referred by Mr Doctor USA

You can choose to refer the selected exams to any of these clinics.

Refer to ?	Services offered at the clinic ?
<input type="radio"/> This clinic	Psychiatry Radiology Pathology Medical Endocrinology
<input checked="" type="radio"/> Avengers Clinic 123 Sesame ST UNITED STATES	Pathology Radiology Tuberculosis specialist Medical

Cancel Save

Note: The **Referred by** will default to the doctor themselves if user is a panel doctor/radiologist.

Refer Applicant

Referred by Mr Doctor USA

You can choose to refer the selected exams to any of these clinics.

The **Refer Applicant** screen displays with a success message.

712 Syphilis test (VDRL or RPR): Refer Applicant

Success

The exam has been successfully referred to the selected clinic. Please print the referral letter and instruct the client that they need to see the specialist. Record the results and attach the reports once they are received.

Exam code	712	?
Exam name	Syphilis Test (VDRL or RPR)	
Exam description	Syphilis testing and results are required	
Referred by	Mr Doctor USA	
Referred to	Avengers Clinic 123 Sesame ST UNITED STATES	

Refer Generate Referral letter

Back Next

Step 8. Press the **Generate Referral letter** button to print the Referral letter and provide to the applicant to provide to the specialist

Upon receiving the results and test reports, proceed to record the results.

Step 9. To record the results press the **Record results** button in the navigation pane

The **712 Syphilis test (VDRL or RPR): Record results** screen displays.

712 Syphilis test (VDRL or RPR): Record results

Confirm identity
Was the applicant's identity confirmed? Not selected Yes No

Record results
Exam date: * 02 May 2018
Exam description: Syphilis testing and results are required

Screening
Test name: * Required
Date specimen reported: *
Syphilis test result: Not selected Non-reactive Reactive

Attachments
Link to existing Add New

No documents have been attached

Delete	Document Type	Details	Attachment type	Sending method	File name	Edit
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General Supporting Comments

Back Close Save Next

Step 10. Select **Yes** or **No** button for **Was the applicant's identity confirmed?**

Step 11. Edit the **Exam date**, if required (will default to today's date)

Step 12. Enter the name of test in **Test name** field

Step 13. Enter date in **Date specimen reported** field

Step 14. Select the **Non-Reactive** or **Reactive** button for **Syphilis test result**

Step 15. Enter details in **Titer** field. This field appears when the Syphilis test result is **Reactive**

For a **Reactive** result, the **Confirmatory** section displays.

Syphilis test result: Not selected Non-reactive Reactive

Titer: * Required

Confirmatory

Test name: * Required

Date specimen reported: *

Repeat Syphilis test result: Not selected Non-reactive Reactive

Step 16. Enter the **Test name**

Step 17. Enter a date for the **Date specimen reported**

Step 18. Select the **Non-Reactive** or **Reactive** button for **Repeat Syphilis test result**

For a **Reactive** result, the **Clinical judgment on result** section displays.

Confirmatory

Test name: * Required

Date specimen reported: *

Repeat Syphilis test result: Not selected Non-reactive Reactive

Clinical judgment on result

Not selected Treatment warranted Previous treatment, no new risk factors since treatment

Step 19. Select the **Treatment warranted** or **Previous treatment, no new risk factors since treatment** button for **Clinical judgment on result**

For **Treatment warranted**, additional fields to record the information display.

Confirmatory

Test name * RPR

Date specimen reported * 12 Oct 2017

Repeat Syphilis test result * Not selected Non-reactive Reactive

Clinical judgment on result * Not selected **Treatment warranted** Previous treatment, no new risk factors since treatment

Stage of Syphilis * Select an Option

Applicant elects to undergo treatment? * Not selected No Yes

Step 20. Select the **Stage of Syphilis** from the drop down list

Step 21. Select the **No** or **Yes** button for **Applicant elects to undergo treatment?**

For **Yes**, the **Treatment** section displays.

Confirmatory

Test name * RPR

Date specimen reported * 12 Oct 2017

Repeat Syphilis test result * Not selected Non-reactive Reactive

Clinical judgment on result * Not selected Treatment warranted Previous treatment, no new risk factors since treatment

Stage of Syphilis * Early latent

Applicant elects to undergo treatment? * Not selected No Yes

Treatment

Treatment details for Syphilis must be recorded.

Treatment	Medication	Start	End	Dose	Frequency	Side effects
By Panel Physician?						

* Not selected No Yes

Recording of Treatment is complete *

Step 22. Press the  icon to open **Add/Edit Treatment** window

Add/Edit Treatment

Treatment * Syphilis Rx

Medication * Select an Option

Start * [Date Picker]

Duration * Not selected Fixed term On-going

Dose * Required

Frequency * Select an Option

Side effects * Not selected Yes No

Cancel Ok

The **Treatment** drop down list is defaulted to **Syphilis Rx**.

Step 23. Select the **Medication** from the drop down list

Step 24. Enter the **Start** date

Step 25. Select the **Fixed term** or **On-going** button for **Duration**

Note: For the **Medication** of **Benzathine Penicillin (BPG)**, the **Duration** must be **Ongoing** and entered as one to three unique dates.

Step 26. For **Fixed term**, enter **End date**

Step 27. Enter a **Dose**


Step 28. Select **Frequency** from the drop down list

Step 29. Select the **Yes** or **No** button for **Side effects**

Step 30. For a **Yes** enter the **Details of side effects**


Step 31. Press the **Ok** button

The recorded treatments are displayed under the **Treatment** section.

Treatment 

Treatment	Medication	Start	End	Dose	Frequency	Side effects
Syphilis Rx	Benzathine penicillin	10 Oct 2017	-	one	Once a day	-

By Panel Physician? Not selected No Yes
 Recording of Treatment is complete *

Step 32. Press the  icon to record more **Treatment**

Note: At least **one** record of Treatment must be recorded.



Step 33. Select the **No** or **Yes** radio button for **By Panel Physician?**


Step 34. Select the check box for **Recording of Treatment is complete**


Step 35. Press the **Add New** button in the **Attachments** section

Attachments 

The **Add New Attachment** window displays.


Add New Attachment  

Attachment type: * 



Document type: * 


Browse: *

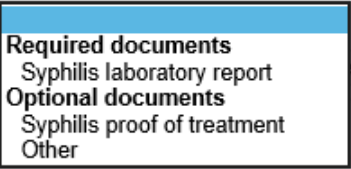
Details



Step 36. Select a test report from the **Document type** drop down list


Add New Attachment  

Attachment type: * 

Document type: * 

Browse: *

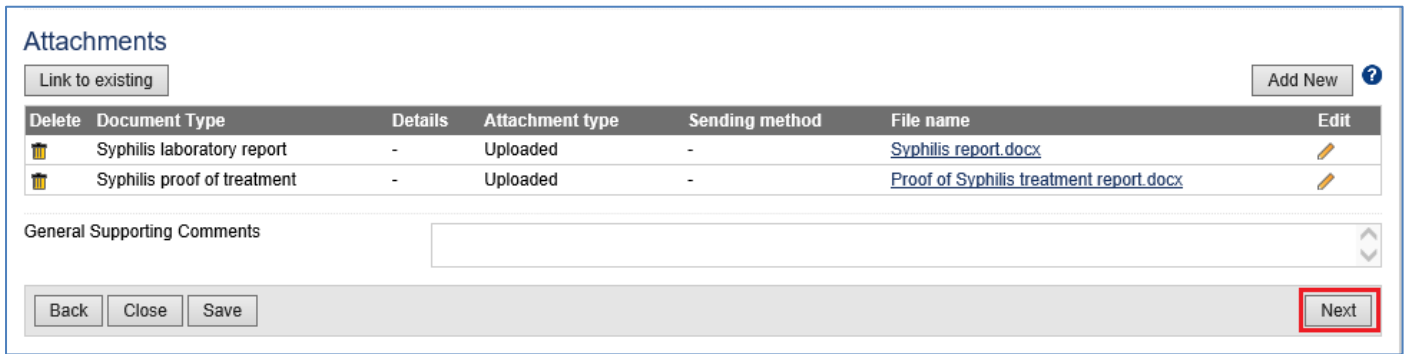
Details



Step 37. Press the **Browse** button to locate and upload the attachment file

Step 38. Press the **Save** button

The uploaded files are listed in the **Attachments** section.



Delete	Document Type	Details	Attachment type	Sending method	File name	Edit
	Syphilis laboratory report	-	Uploaded	-	Syphilis report.docx	
	Syphilis proof of treatment	-	Uploaded	-	Proof of Syphilis treatment report.docx	

General Supporting Comments

Back Close Save **Next**

Note: If Syphilis test results are **Reactive** then the **Syphilis proof of treatment** attachment must be attached **OR** the Proof of treatment must be recorded in the **General Supporting Comments** field.

Note: To **Link to existing** refer to the **Understanding attachments** Tip Sheet.

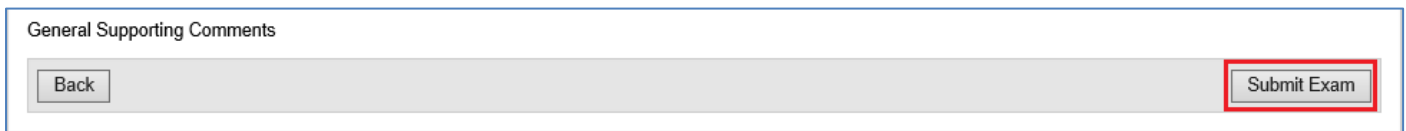
Step 39. Press the **Next** button

The **712 Syphilis test (VDRL or RPR): Review exam details** screen displays.

Step 40. Thoroughly review the information that has been recorded

Note: All details in **712 Syphilis test (VDRL or RPR): Review exam details** screen are view only and cannot be edited. To edit, return to the **712 Syphilis test (VDRL or RPR): Record results** screen where the information was entered.

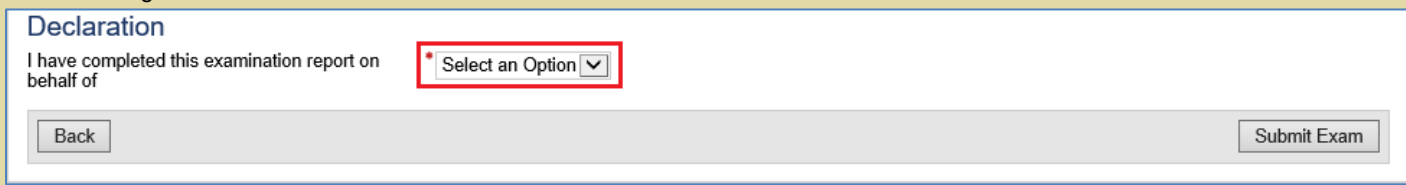
Step 41. Press the **Submit Exam** button



General Supporting Comments

Back **Submit Exam**

Note: Clerical (Medical) users will need to provide a declaration and select the name of the panel physician on behalf of whom they are submitting the exam.

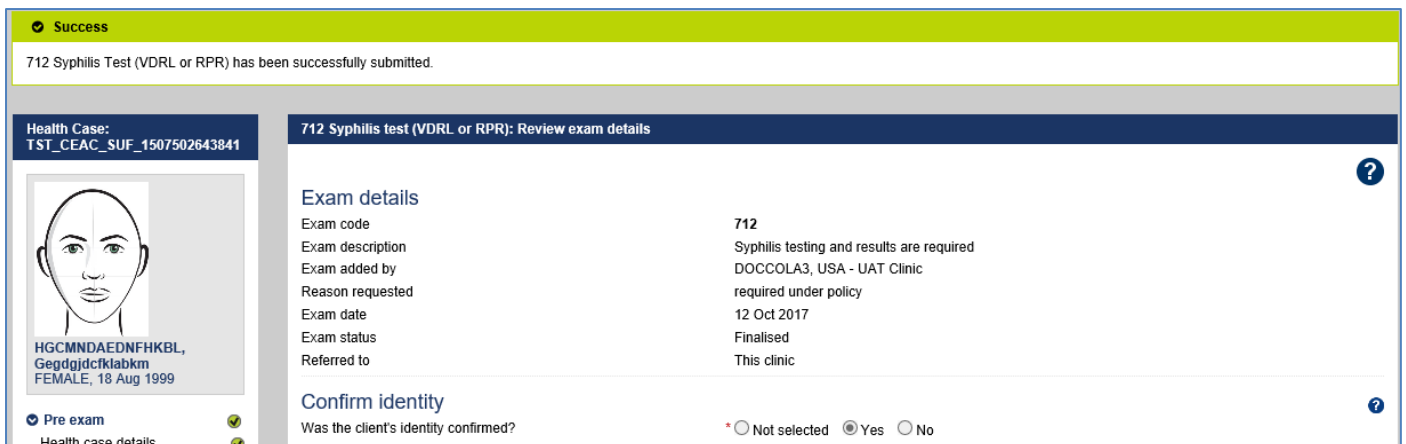


Declaration

I have completed this examination report on behalf of **Select an Option**

Back Submit Exam

This submits the exam and returns you to The **712 Syphilis test (VDRL or RPR): Review exam details** screen with a success message being displayed on the top of the screen.



Success

712 Syphilis Test (VDRL or RPR) has been successfully submitted.

Health Case: TST_CEAC_SUF_1507502643841

712 Syphilis test (VDRL or RPR): Review exam details

Exam details

Exam code	712
Exam description	Syphilis testing and results are required
Exam added by	DOCCOLA3, USA - UAT Clinic
Reason requested	required under policy
Exam date	12 Oct 2017
Exam status	Finalised
Referred to	This clinic

Confirm identity

Was the client's identity confirmed? Not selected Yes No

Note: A **712 Syphilis test (VDRL or RPR)** will be automatically added to the health case if the existing **712 Syphilis test (VDRL or RPR)** has expired at the time of 501 Classification.