Tip Sheet: Recording the 713 Gonorrhea Exam

This tip sheet has been developed to assist panel clinics conducting U.S. Visa health examinations for applicants who are required to undergo the **713 Gonorrhea 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** tab of the clinic's **inbox**

Step 2. Select the check box next to the health case and press the **Manage Case** button
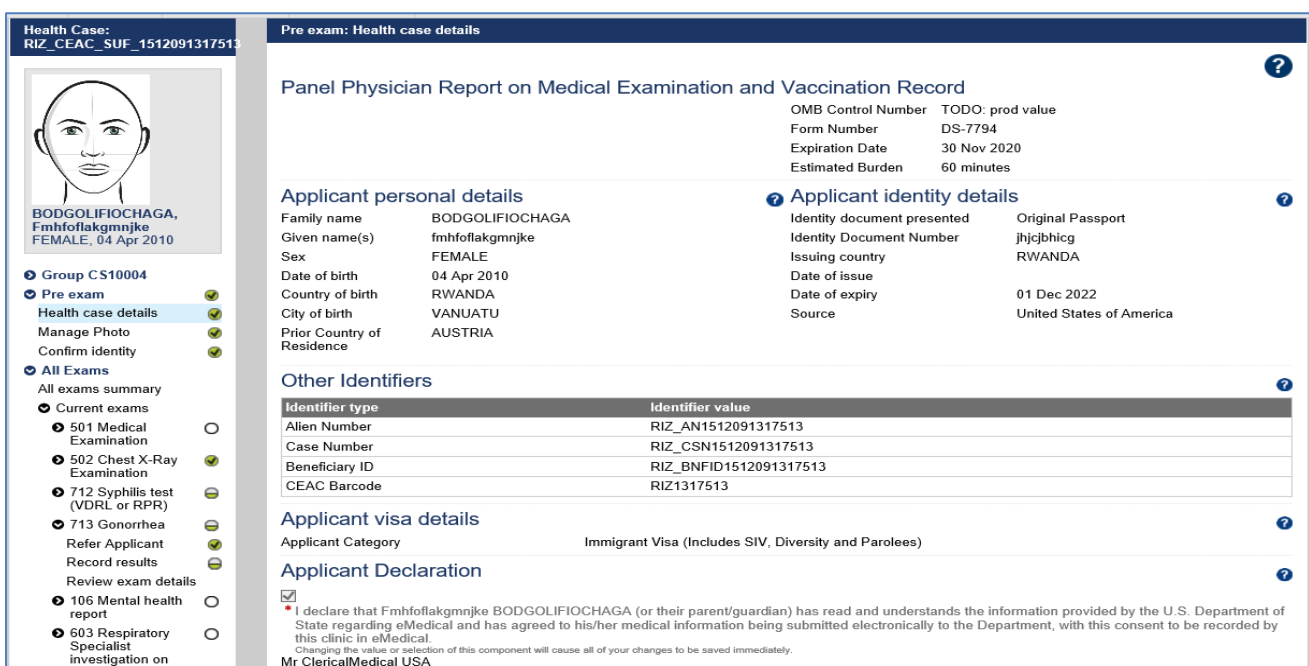
The **Health case details** screen displays.

Step 3. Expand the **713 Gonorrhea** in navigation pane

Step 4. Press the **Refer Applicant** button

The **713 Gonorrhea: Refer Applicant** screen displays.

> **Note:** If the required service to complete the **713 Gonorrhea** is already present for your clinic then the exam will be automatically referred. You may however, refer the applicant (if required) to an externally linked specialist clinic.

To refer applicant to an external specialist clinic:

Step 5. Press the **Refer** button

Step 6. In the **Refer Applicant** window, select the name of the referring doctor from the **Referred by** drop down list

Step 7. Select the radio button for the clinic you want to refer the applicant to and press the **Save** button

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

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

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 select the **Record results** button in the navigation pane

The **713 Gonorrhea: Record results** screen displays.

Step 10. Select the **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. Select the **No** or **Yes** button for **Was laboratory testing performed**

Note: For a **No** response record the reason under **General supporting comments**

For a **Yes,** the **Screenin**g section displays.

Step 13. Enter a date for **Date specimen reported**

Step 14. Enter the **Test name**

Step 15. Select the Positive or Negative button for **Gonorrhea test result**

Step 16. Select the **No** or **Yes** button for **Applicant elects to undergo treatment?**

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

713 Gonorrhea: Record results

Confirm identity

Was the applicant's identity confirmed?   * ○ Not selected ● Yes ○ No

Record results

Exam date   * 16 Oct 2017

Exam description   Record testing and treatment for Gonorrhea

Was laboratory testing performed?   * ○ Not selected ○ No ● Yes

Screening

Date specimen reported   *

Test name   * Required

Gonorrhea test result   * ○ Not selected ○ Negative ● Positive

Applicant elects to undergo treatment? * ○ Not selected ○ No ● Yes

Treatment

Treatment details for Gonorrhea must be recorded.

Treatment	Medication	Start	End	Dose	Frequency	Side effects

☐ * Recording of treatment is complete

Step 17. Press ✚ icon to open **Add/Edit Treatment** window

Add/Edit Treatment

Treatment   * Gonorrhea ▼

Medication * Select an Option ▼

Start   *

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 **Gonorrhea**.

Step 18. Select the **Medication** from the drop down list

Step 19. Enter the **Start** date

Step 20. Select the **Fixed term** or **On-going** button for Duration

Step 21. For **Fixed term**, enter **End** date

Step 22. Enter a **Dose**

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

Step 24. Select the **Yes** or **No** button for **Side effects**

Step 25. For a **Yes** enter the Details of side effects

Step 26. Press the **Ok** button

Recorded treatment details are displayed under the **Treatment** section.

Step 27. Press the icon to record more treatment

Step 28. Select check box for **Recording of treatment is complete**

> **Note:** At least **one** record of treatment must be recorded.
>
> **Note:** The check box for **Recording of Treatment is complete** is **mandatory** if a **Treatment** is recorded.

Step 29. Press the **Add New** button in the **Attachments** section

The **Add New Attachment** window displays.

Step 30. Select a test report from the **Document type** drop down list

Step 31. Press the **Browse** button to locate and upload the attachment file

Step 32. Press the **Save** button

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

> **Note:** To **Link to existing** refer to Understanding attachments tip sheet

Step 33. Record comments in **General Supporting Comments** text box, if required

Step 34. Press the **Next** button

The **713 Gonorrhea: Review exam details** screen displays.

Exam details

Exam code	**713**
Exam description	Record testing and treatment for Gonorrhea
Exam added by	DOCCOLA3, USA - UAT Clinic
Reason requested	Required under policy
Exam date	16 Oct 2017
Exam status	Incomplete
Referred to	Avengers Clinic 123 Sesame ST UNITED STATES

Confirm identity

Was the applicant's identity confirmed?	Yes

Record results

Exam date	16 Oct 2017
Exam description	Record testing and treatment for Gonorrhea
Was laboratory testing performed	Yes

Screening

Date specimen reported	16 Oct 2017
Test name	NAAT
Gonorrhea test result	Not selected
Applicant elects to undergo treatment?	Yes

Step 35. Thoroughly review the information that has been recorded

Note: All details in **713 Gonorrhea**: **Review exam details** screen are view only and cannot be edited. To edit, return to the **713 Gonorrhea**: **Record results** screen where the information was entered.

Step 36. Press the **Submit Exam** button

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.
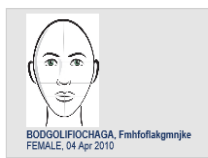

This submits the exam, and returns you to The **713 Gonorrhea**: **Review exam details** screen with a success message being displayed on the top of the screen.

Note: The **713 Gonorrhea** exam will be added to the health case if the existing **713 Gonorrhea** exam has expired at the time of 501 Classification.