

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

Case search		
Search	● Using Health Case Identifier O Using Applicant Details	
Using Health Case Identifier		-
ID type	CEAC Barcode plus suffix	0
ID	*C_SUF_1512091317513	
Set as my default screen		
		Reset Search
Select: All None		
ID Applicant name	Date of Doc. Visa Type Visit date 501 502 707 708 712 716 Other birth Num.	Country Action
RIZ_CEAC_SUF_1512091317513 BODGOLIFIOCH/ gmnjke	AGA, Fmhfoflak 04 Apr 201 jhjcjbhicg Immigrant Visa (Includes SIV, Diversity and - 01 Feb 0 Parolees)	<u>View</u> Edit group
Manage Case Create Group Add to group		

The Health Case details screen displays.

Health Case: RIZ CEAC SUF 15120915046	06	Pre exam: Health case details							
		Panel Physiciar	n Report on Medical	Examir	nation and Vaccir	OMB Control Number Form Number Expiration Date Estimated Burden	1405-0230 DS-7794 30 Jun 2021 60 minutes		0
\mathcal{M}		Applicant perso	nal details		0	Applicant identity	/ details		0
KELMJFJNHJMOAOD, Cdbnedgddghjoii MALE, 13 Nov 2005		Family name Given name(s) Sex	KELMJFJNHJMOAOD cdbncdgddghjoii MALE		-	Identity document preser Identity Document Numb Issuing country		Original Passport heeaibjajh RWANDA	-
Pre exam	•	Date of birth	13 Nov 2005			Date of issue			
Health case details	•	Country of birth	RWANDA			Date of expiry		01 Dec 2022	
Manage Photo	•	City of birth				Source		United States of America	
Confirm identity Confirm s	•	Prior Country of Residence	AUSTRALIA						
All exams summary		Other Identifier	_						
Current exams		Other Identifier	S						0
501 Medical Examination	0	Identifier type			Identifier value				
502 Chest X-Ray Examination	•	Alien Number			RIZ_AN151209150460	8			
Examination 712 Syphilis test (VDRL)	~	Case Number			RIZ_CSN1512091504808				
or RPR)	-	CEAC Barcode			RIZ1504606				
719 TB screening test - TST or IGRA	0	Beneficiary ID			RIZ_BNFID151209150	4808			
106 Mental health report	θ	Applicant visa o	letails						0
603 Investigation on	θ	Applicant Category		Adoptee					

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

Step 4. Press the Refer Applicant button

Health Case: RIZ_CEAC_SUE_151209	n Case: Pre exam: Health case details EAC_SUF_1512091504606							
		Panel Physici	an Report on Me	dical Examina	ion and Vaccination Re OMB Control Number Form Number Expiration Date Estimated Burden		2020	0
KELMJFJNHJMOAOD, Cdbncdgddghjoii MALE, 13 Nov 2005		Applicant pers Family name Given name(s) Sex	Sonal details KELMJFJNHJMOAO cdbncdgddghjoii MALE	D	Applicant ider Identity document pr Identity Document N Issuing country	resented	ails Original Passport heeaibjajh RWANDA	0
Pre exam	a	Date of birth	13 Nov 2005		Date of issue		RWANDA	
Health case details		Country of birth	RWANDA		Date of expiry		01 Dec 2022	
Manage Photo		City of birth			Source		United States of America	
Confirm identity Confirm identity Confirm identity	•	Prior Country of Residence	AUSTRALIA					
All exams summary		Other Identifie	are					~
Current exams			//3					0
501 Medical Examination	0	Identifier type		Identifie				
	~	Alien Number		RIZ_AN	1512091504606			
502 Chest X-Ray Examination	0	Case Number		RIZ_CS	N1512091504606			
 712 Syphilis test (VDRL or RPR) 	0	CEAC Barcode Beneficiary ID		RIZ1504 RIZ_BN	606 FID1512091504606			
Refer Applicant	۲		1.1.1					
Record results	0	Applicant visa	details					0
Review exam detai	ls	Applicant Category		Adoptee				

The 712 Syphilis test (VDRL or RPR): Refer Applicant screen displays.

712 Syphilis test (V	'12 Syphilis test (VDRL or RPR): Refer Applicant					
Exam code Exam name Exam description Referred by Referred to	Sypi	hilis Test (VDRL or RPR) hilis testing and results are required vdical clinic	0			
Select other exams	that will be referred to the select	ed clinic.				
Exam code	Exam name	Exam description	Referred to			
D 719	TB Screening test - TST or IGRA	Please provide current results of tuberculin skin test (TST) or Interferon Gamma Release Assay (IGRA).	3FE38EA71D4E3A9C 3FD6A8AD515AA2B5 COLOMBIA			
		Page 1	« < > »			
		-				
		l	Generate Referral letter			
Back			Next			

Note: If the required service to complete the **712** test 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 Applicant 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 button for the clinic you want to refer the applicant to and press the Save button

Refer Applicant		+ ×
Referred by You can choose to refer the selected exam	Mr Doctor USA Storage	
Refer to ?	Services offered at the clinic ?	
O This clinic	Psychiatry Radiology Pathology Medical Endocrinology	
Avengers Clinic 123 Sesame ST UNITED STATES	Pathology Radiology Tuberculosis specialist Medical	
		Cancel Save
Note: The Referred by will default to the	he 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 results and attach the reports once they are	the selected clinic. Please print the referral letter and instruct the client that they need to see the specialist. Record the 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): Reco	rd results	
Confirm identity Was the applicant's identity confirmed?	* Not selected O Yes O No	0
		8
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	A	dd New 🕜
No documents have been attached		
Delete Document Type	Details Attachment type Sending method File name	Edit
General Supporting Comments		\bigcirc
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	*O Not selected O Non-reactive Reactive
Titer	* Required
Confirmatory	
Test name	* Required
Date specimen reported	*
Repeat Syphilis test result	* Not selected O Non-reactive O 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	* O Not selected O Non-reactive Reactive
Clinical judgment on result	* Not selected O Treatment warranted O 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	* O Not selected O Non-reactive Reactive
Clinical judgment on result	* O 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 ONo OYes

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		* O Not selected	Non-reactive Reactive
Clinical judgment on result		* O Not selected	Treatment warranted O Previous treatment, no new risk factors since treatment
Stage of Syphilis		* Early latent	
Applicant elects to undergo treatment?		* O Not selected	I ◯No ●Yes
Treatment			
			<u>~</u>
			· · · · · · · · · · · · · · · · · · ·
Treatment details for Syphilis must be recorded.			
Treatment Medication	Start	End	Dose Frequency Side effects
By Panel Physician?		* Not selected	I ONO OYes
		Recording of	f 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	*
Duration	* ● Not selected O Fixed term O 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		
Link to existing	Add New 🛛	

The Add New Attachment window displays.

Add New Attachment			[+	×
Attachment type:	Uploaded	~			
Document type:			~		
Browse:			Browse		
Details					\wedge
					\sim
Link to another	exam				
			Cancel	Sav	/e

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

Add New Attachmen	t	+ ×
Attachment type:	• Uploaded	
Document type:	•	
Browse:	 Required documents Syphilis laboratory report 	
Details	Optional documents Syphilis proof of treatment Other	$\langle \rangle$
Link to anothe	r exam	
		Cancel Save

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.

Attachments Link to existing Add								
Delete	Document Type	Details	Attachment type	Sending method	File name	Edit		
Ť	Syphilis laboratory report	-	Uploaded	-	Syphilis report.docx	/		
T	Syphilis proof of treatment	-	Uploaded	-	Proof of Syphilis treatment report.docx	/		
General	Supporting Comments					$\hat{}$		
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

а	are submitting the exam.		
Γ	Declaration		
	I have completed this examination report on behalf of	* Select an Option	
	Back	Sub	mit Exam
L			

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 deta	ails					
131_CEAC_301_1307302043041			2				
\frown	Exam details						
	Exam code	712					
d 🗟 🐵 h	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					
HGCMNDAEDNFHKBL,	Exam status	Finalised					
Gegdgjdcfklabkm	Referred to	This clinic					
FEMALE, 18 Aug 1999	Confirm identity		0				
🛇 Pre exam 🛛 😡	Was the client's identity confirmed?	* O Not selected Yes No	U U				
Health case details 🛛 😡							

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.