

Tip Sheet: Recording the 714 Hansen's Disease

This tip sheet has been developed to assist panel clinics conducting U.S. Visa health examinations for applicants who are required to undergo the **714 Hansen's Disease** exam.

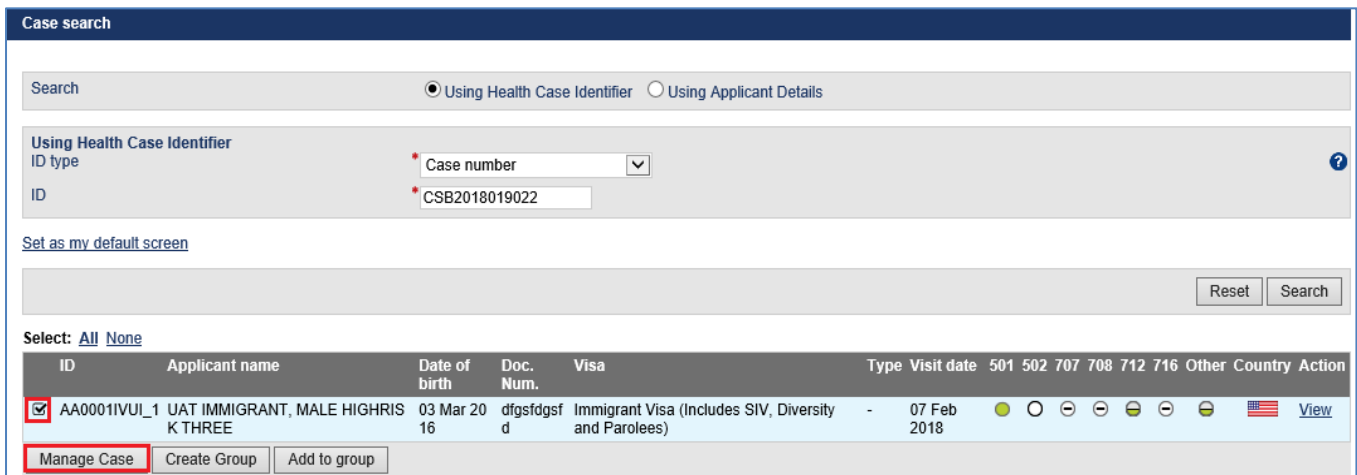
Once the health case is at **Exam in Progress** status, you can start recording these examinations.

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.

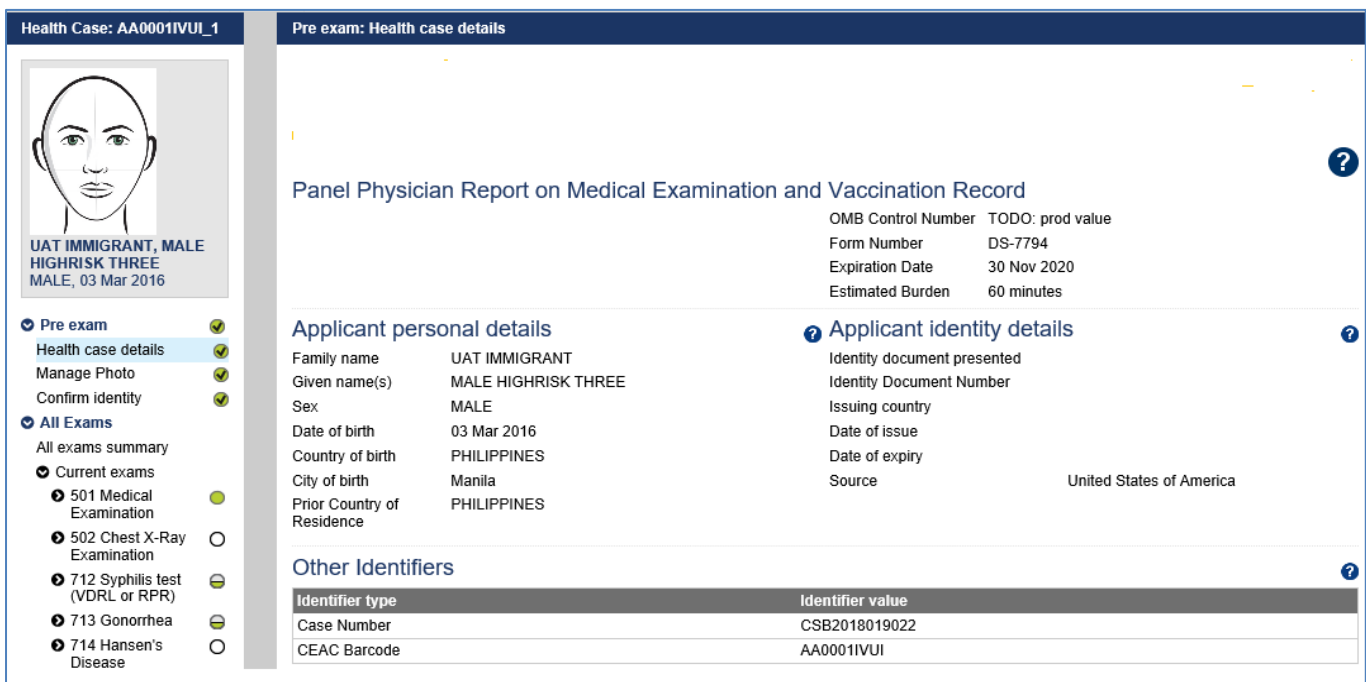
Step 1. Search the health case using the **Case search** screen or locate the health case in the **In progress** tab of the clinic's **inbox**

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



The 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, there is a section for 'Using Health Case Identifier' with a dropdown for 'Case number' and a text input for 'ID' containing 'CSB2018019022'. There are 'Reset' and 'Search' buttons. Below the search section, there is a table of search results. The first row is selected with a checkbox and contains the following information: ID: AA0001IVUI_1, Applicant name: UAT IMMIGRANT, MALE HIGHRISK THREE, Date of birth: 03 Mar 2016, Doc. Num.: dfgsfdgsfd, Visa: Immigrant Visa (Includes SIV, Diversity and Parolees), Type: -, Visit date: 07 Feb 2018, and various status icons. Below the table are buttons for 'Manage Case', 'Create Group', and 'Add to group'.

The Health Case details screen displays.



The screenshot shows the 'Health Case details' screen for case AA0001IVUI_1. On the left, there is a navigation pane with a list of items: 'Pre exam', 'Health case details', 'Manage Photo', 'Confirm identity', 'All Exams', 'All exams summary', 'Current exams', '501 Medical Examination', '502 Chest X-Ray Examination', '712 Syphilis test (VDRL or RPR)', '713 Gonorrhoea', and '714 Hansen's Disease'. The '714 Hansen's Disease' item is currently selected. The main content area is titled 'Pre exam: Health case details' and contains 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 is the 'Applicant personal details' section with fields for Family name, Given name(s), Sex, Date of birth, Country of birth, City of birth, and Prior Country of Residence. To the right of this is the 'Applicant identity details' section with fields for Identity document presented, Identity Document Number, Issuing country, Date of issue, Date of expiry, and Source. At the bottom, there is an 'Other Identifiers' table with columns for Identifier type and Identifier value, containing entries for Case Number (CSB2018019022) and CEAC Barcode (AA0001IVUI).

Step 3. Expand the **714** exam in navigation pane

Step 4. Press the **Record result** button

The **714 Hansen's Disease: Record results** screen displays.

Health Case: AA0001IVUI_1

714 Hansen's Disease: Record results

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

Record results
Exam date: * 07 May 2018
Exam description: Record diagnosis and treatment for Hansen's Disease

Initial Diagnosis
Made by: * Not selected Panel Physician Non-panel physician prior to current evaluation
Type of Hansen's disease: * Not selected Multibacillary Paucibacillary

Treatment
Treatment: * Not selected None Partial (>= 7 days) Completed

Attachments
Link to existing Add New

No documents have been attached

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

Back Close Save Next

Step 5. Select **Yes** or **No** button for **Was the applicant's identity confirmed?**

Step 6. Edit the **Exam date**, if required (will default to today's date)

Step 7. Select the appropriate button for **Made by**

For **Non-panel physician prior to current evaluation**, the **Year of diagnosis** field displays.

714 Hansen's Disease: Record results

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

Record results
Exam date: * 04 May 2018
Exam description: Record diagnosis and treatment for Hansen's Disease

Initial Diagnosis
Made by: * Not selected Panel Physician Non-panel physician prior to current evaluation
Year of diagnosis: *
Type of Hansen's disease: * Not selected Multibacillary Paucibacillary

Treatment
Treatment: * Not selected None Partial (>= 7 days) Completed

Step 8. Enter the year for **Year of diagnosis**

Step 9. Select the **Multibacillary** or **Paucibacillary** button for **Type of Hansen's disease**

Step 10. Select appropriate button for **Treatment**

If the **Treatment** is **Partial** or **Completed**:

Step 11. Select the **No** or **Yes** button for **Treated by panel physician?**

For a **No**, the **Referred for treatment?** is displayed.

The screenshot shows a form titled "Treatment" with the following fields and options:

- Treatment: Not selected None Partial (>= 7 days) Completed
- Treated by panel physician?: Not selected No Yes
- Referred for treatment?: Not selected No Yes

A red box highlights the "Referred for treatment?" field. A green plus icon is visible on the right side of the form. At the bottom, a navigation bar contains the following tabs: Treatment, Medication, Start, End, Dose, Frequency, Side effects.

Step 12. Select the **No** or **Yes** button for **Referred for treatment?**

For a **Yes** the **Referral facility** is displayed.

The screenshot shows the same "Treatment" form as above, but with the following changes:

- Treatment: Not selected None Partial (>= 7 days) Completed
- Treated by panel physician?: Not selected No Yes
- Referred for treatment?: Not selected No Yes
- Referral facility:

A red box highlights the "Referral facility" field. A green plus icon is visible on the right side of the form. At the bottom, a navigation bar contains the following tabs: Treatment, Medication, Start, End, Dose, Frequency, Side effects.

Step 13. Record details for the **Referral facility**

Step 14. Press the  icon to open **Add/Edit Treatment** window

The screenshot shows the "Add/Edit Treatment" dialog box with the following fields and options:

- Treatment: (dropdown)
- Medication: (dropdown)
- Start: (calendar icon)
- Duration: Not selected Fixed term On-going
- Dose:
- Frequency: (dropdown)
- Side effects: Not selected Yes No

Buttons for "Cancel" and "Ok" are visible at the bottom right.

The **Treatment** drop down is defaulted to **Hansen's Disease**.

Step 15. Select the **Medication** from the drop down list

Step 16. Enter a **Start** date

Step 17. Select the **Fixed term** or **On-going** button for **Duration**

Step 18. For **Fixed term**, enter **End** date

Step 19. Enter a **Dose**

Step 20. Select **Frequency** from the drop down list

Step 21. Select the **Yes** or **No** radio button for **Side effects**

Step 22. For a **Yes** enter the **Details of side effects**

Step 23. Press the **Ok** button

Note: At least **one** record of treatment is mandatory to record under treatment panel
Note: **Other Medication** field displays if Treatment recorded with **Medication = Other**

Add/Edit Treatment [+] [x]

Treatment * Hansen's Disease [v]

Medication * **Dapsone** [v]

Start * 21 Apr 2018 [calendar icon]

Duration * Not selected Fixed term On-going

End * 02 May 2018 [calendar icon]

Dose * one

Frequency * Once a day [v]

Side effects * Not selected Yes No


Details of side effects * nausea [up/down arrows]

[Cancel] [**Ok**]

Recorded treatments are displayed under the **Treatment** section.

Treatment	Medication	Start	End	Dose	Frequency	Side effects
Hansen's Disease	Dapsone	21 Apr 2018	02 May 2018	one	Once a day	nausea

[+] [edit icon] [trash icon]

Step 24. Press the  icon to record more **Treatment**

Step 25. Press the **Add New** button in the **Attachments** section

Attachments

[Link to existing] [**Add New**] [?]

The **Add New Attachment** window displays.

Add New Attachment [+] [x]

Attachment type: * Uploaded [v]

Document type: * [v]

Browse: * [Browse...]

Details [up/down arrows]

Link to another exam

[Cancel] [Save]

Step 26. Select a test report from the **Document type** drop down list

Step 27. Press the **Browse** button to locate and upload the attachment file

Add New Attachment

Attachment type: * Uploaded

Document type: * **Required documents**
Hansen's Disease laboratory test report
Optional documents
Other

Browse: *
Details

Link to another exam

Cancel Save

Step 28. Press the **Save** button

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

Attachments

Link to existing Add New ?

Delete	Document Type	Details	Attachment type	Sending method	File name	Edit
	Hansen's Disease laboratory test report	-	Uploaded	-	Hansen's disease test report.docx	

General Supporting Comments

Back Close Save Next

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

Step 29. Record comments in **General Supporting Comments** text box, if required

Step 30. Press the **Next** button

The **714 Hansen's disease: Review exam details** screen displays.

714 Hansen's Disease: Review exam details

Exam details

Exam code: 714
Exam description: Record diagnosis and treatment for Hansen's Disease
Exam added by: Auto-generated by eMedical
Reason requested: 501, Current diagnosis or treatment : Yes
Exam date: 07 May 2018
Exam status: Incomplete

Confirm identity

Was the applicant's identity confirmed? Yes

Record results

Exam date: 07 May 2018
Exam description: Record diagnosis and treatment for Hansen's Disease

Step 31. Thoroughly review the information that has been recorded

Note: All details in **714 Hansen's Disease: Review exam details** screen are view only and cannot be edited. To edit, return to the **714 Hansen's Disease: Record results** screen where the information was entered.

Step 32. 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 **714 Hansen's Disease: Review exam details** screen with a success message being displayed on the top of the screen.

Success

714 Hansen's Disease has been successfully submitted.

Health Case: AA0001IVUI_1 **714 Hansen's Disease: Review exam details**



UAT IMMIGRANT, MALE
HIGH RISK THREE
MALE, 03 Mar 2016

- Pre exam ✔
- Health case details ✔
- Manage Photo ✔
- Confirm identity ✔

Exam details

Exam code	714
Exam description	Record diagnosis and treatment for Hansen's Disease
Exam added by	Auto-generated by eMedical
Reason requested	501, Current diagnosis or treatment : Yes
Exam date	07 May 2018
Exam status	Finalized
Exam expiry date	07 Nov 2018

Confirm identity

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

Note: The **714** will be added to the health case if the existing **714** has expired at the time of 501 Classification.