MOO for Access Database

Changing Due Date

1. Open L:\DAISY DATABASE\ SchedulingSystemFix
2. On the left side list, under "Queries," open LaurenFixOldVisitsCOPY → Enter subject ID
3. Copy subjectID (first field) → then go to upper left corner and click "View"
4. Drag section bar down revealing 2 square tables "tblStudySubjects" and "tblSubjectSchedule"
5. Click on "tblStudySubjects" → Delete on keyboard
6. Below section bar → under subjectID column and Criteria row, Paste subjectID from #3
7. In the upper left corner, click "Run"
8. Change both dueDate and ctDateDue to the new due date (both need to be the same)
9. When closing, **DO NOT SAVE!!**
10. Open tblClinicTrack → Look up regular subject ID → change DATEDUE, MonthDue, and YearDue to new due date.

Changing Visit Type

1. Open L:\DAISY DATABASE\ SchedulingSystemFix
2. On the left side list, under "Queries," open LaurenFixOldVisitsCOPY → Enter subject ID
3. Copy subjectID (first field) → then go to upper left corner and click "View"
4. Drag section bar down revealing 2 square tables "tblStudySubjects" and "tblSubjectSchedule"
5. Click on "tblStudySubjects" → Delete on keyboard
6. Below section bar → under subjectID column and Criteria row, Paste subjectID from #3
7. In the upper left corner, click "Run"
8. Change "visitTypeID" to appropriate code (see lstVisitTypes)
9. When closing, **DO NOT SAVE!!**
10. Open tblClinicTrack → Look up regular subject ID → change visit type in "SAMPSET" column: must be typed EXACTLY to match other visit types of the same.

Adding New Track Record Manually

1. Open L:\DAISY DATABASE\ SchedulingSystemFix
2. On the left side list, open lstVisitTypes and look up **visit ID type**
3. Look up study **subject scheduling ID (not the same as subject ID)** in tblStudySubjects
4. Manually add track in tblSubjectSchedule
   a. SubjectID → **scheduling ID**
   b. ScheduleID → 0
   c. visitTypeID → **visit ID type**
   d. subjectSchedulesCurrent → 1
   e. dueDate → fill in due date corresponding to web database
   f. windowStart and windowEnd → leave blank
   g. ctDateDue → fill in due date corresponding to web database

Water History

- Go to L Drive: DAISY Databases: ChartClinicPrep → Enter Residential History
- Go to binoculars icon or Ctrl F → Enter DAISY subject ID → Find Next
- Click "Add Current Address to Res Hx" to add most recent address
  - If same address is added twice, delete the entire row and enter manually
- Enter in water supply manually
- Enter Participant address/ date/ water supply manually
- Saves automatically upon exit

Physician History for Immunizations

- Go to L Drive: DAISY Databases: Immunizations
- **"Look Up Group Practice"** to see if we already have the practice entered in our database
  - **If yes**, proceed to step **1.**
  - **If no**, open tblGroupPractice (under the Tables menu) and manually Add New Record (arrow with yellow star at bottom of page)
    1. Write down the **group ID number** and then **"Open Group Practice Form"**
    2. Place cursor in Group ID field and Click "Find" (binoculars at top of page). Search for appropriate Group ID
    3. Look for Physician name and copy down the corresponding **PhysicianID**
       - If Physician is not listed, enter manually or select 999-9 "Unknown"
    4. Close window, then **"Open Health Care Provider Form"**
    5. Place cursor in ID field and Click "Find" (binoculars at top of page). Search for appropriate subject ID
    6. For all previous records, make sure "Most Recent HCP?" is set to "2" (No)
    7. Enter new record by click the little arrow with yellow star
    8. Enter HCP number (HCP numbers go sequentially by record number, so if there are 3 records entered, then the new HCPNumber will be 4)
    9. Cursor automatically jumps to HCPID- **enter PhysicianID number**
    10. Cursor automatically jumps to GroupPracticeID- **enter GroupID number**
    11. Fields will autofill. Select "1" for "Most Recent HCP?", enter "AgeFirstSawHCP," and select the appropriate Units (usually 2-Years).
  - Record saves automatically