DAISY: Immunization Data Collection

Overview:
Collecting immunization information is a routine part of the DAISY study. To do this we must:
   A. Obtain an up to date signed HIPAA form for the participant,
   B. Get the name and fax number of the current health care provider (HCP),
   C. Fax the HIPAA Form to obtain the immunization record, and
   D. Enter the immunization records into the database.

A. Obtaining HIPAA Form

The HIPAA form is usually signed at the 15-month clinic appointment. If the child is older than 15 months and has either changed HCP's or has never filled out a HIPAA form, we request that a HIPAA form be completed during their next clinic visit. At the beginning of every month, a list of those that are due in clinic the following month and who require HIPAA forms will be printed out. To do this, follow these steps:
   1. Open the DAISY database.
   2. From the main menu, click on 'Immunization Concerns.'
   3. Next, click on 'Who needs a HIPAA form to complete.'
   4. Enter the date parameters (i.e. beginning the first day of next month and ending the first day of the following month).
   5. Print the list.
   6. For each child on the list, on the blank HIPAA form (S:\DAISY MOO\Immunizations\Appendix), fill in the child's first and last name, write the study ID in the top right corner of the form, and highlight the child's name, where the parents will fill in the HCP information, and where the legal guardian is asked to sign.
   7. Place these forms in their appropriate charts to be signed during their next clinic visit.

B. Health Care Provider Information

Information about the child's healthcare provider is gathered on the mailed forms sent out at the time of enrollment and is confirmed or updated during the clinic visits.

To enter a participants health care provider information first determine if the physician already exists in the database. To do this, follow the procedure under "Avoiding Duplicate Entries" below. If the physician or group practice is already in the database, follow the procedure "Entering into healthcare provider form" below. If the physician is not already in the database then follow the procedure "Entering a new HCP" below. Use instructions in "Searching for Physician Information" if the parents don't provide all the necessary information for the physician.

Procedures:

AVOIDING DUPLICATE ENTRIES
       When given physician information for a study subject, it is very important to make sure the physician is not **already** in the HCP database, so as not to produce duplicate entries. There are four places to check before entering a new HCP into Access.

1. Physician Table
    The physician table can be useful to check for a physician by his/her last name to see if they already exist in the database. To access this table follow these steps:
1. In Access go to **S:\DAISY\daisy**
2. From the **Main Menu** screen click on **Immunization Concerns.**
3. Click on **Look Up Physician** button.
4. Scroll through to find the physician name and corresponding Group ID/Physician ID. For example, Laitos has the PhysicianID 59-2 and the GroupID 59.

2. List of Group Names
       The Group Practice Table can also be useful to check for a particular group of physicians to see if they already exist in the database. To access this table follow these steps:
1. In Access go to **S:\DAISY\daisy**
2. From the **Main Menu** screen click on **Immunization Concerns.**
3. Click on **Look Up Group Practice** button.
4. Scroll to find the group ID of the corresponding group of physicians. For example, Glenwood Medical Associates PC has the GroupID 410**.**

3. Phone/Fax Numbers
       A useful way to look for a particular group of physicians in Access is to look for them by phone number (it is easier to enter and search for a phone number <u>exactly</u> as it was entered into the database then it is for a group name). To do this follow these steps:
1. In Access go to **S:\DAISY\daisy**
2. Open the screen **Immunization Concerns**.
3. Open the screen **Look Up Group Practice**.
4. Click on phone number or fax number field and do a search. All phone and fax numbers are entered under the same format, so search without using parentheses or spaces. For example, enter the phone number as follows:
   "303-555-1212".

            The preceding three ways to search are only suggestions but have been found to be the most useful.

4. Kaiser Permanente Physicians
            Many Daisy/Orchid participants use Kaiser Permanente for their primary care. All of Kaiser Permanente's records are computerized and can be obtained from their Medical Records/Release of Information office. There is no need to request immunizations or other records from the individual Kaiser facility or physician. Kaiser Permanente's Group

ID number for the Denver/Boulder area is "50". Use this information for acquiring records.

We usually know if a study participant is a Kaiser patient, but sometimes when obtaining physician information from the family, they only give a physician name. If you are unsure is a physician is a Kaiser physician there is a notebook that lists all Kaiser physicians in the Denver/Boulder and Colorado Springs areas. Since so many of our study participants use Kaiser it may be useful to double-check this notebook first before either searching for a physician or making a new entry in the HCP form.

ENTERING INTO HEALTHCARE PROVIDER FORM
a.   Using the information from the individual form, Annual Update, or family structure-healthcare provider print out, first determine the HCPID (HealthCare Provider ID) and the Group Practice ID. (See procedure under "Avoiding Duplicate Entries".)
b.   Go to Access database S:\DAISY\DAISY DATABASES.
c.   Click **Immunizations**.
d.   From the main menu, click "Open Healthcare Provider Form".
e.   This data entry screen uses the group practice ID and the physician ID to display the information we currently have on the participant. Look up the ID for the participant who you are entering new information for by searching in the **ID** field.
f.   In the middle of the screen, click on the arrow with the yellow star/box by it to generate a blank record. At the bottom of the screen you can see all of the different HCP's this child has had. Determine the next consecutive HCP number and enter that number into the HCP Number field of the blank record. At his time the child's ID number will appear in the ID window on the data entry part of the screen.
g.   Next enter the Group practice ID for the new provider in the "Group Practice ID" field. Then enter the Health Care Provider ID in the "HCP ID" field. At this time the group name, address, phone and fax numbers and the physicians name will appear.
h.   In the "Most recent HCP?" field enter a "1" if this is their most recent HCP, a "2" if it is not their most recent, or a "3" if it isn't clear if this is their current HCP. If this is their current HCP, please be sure the rest of the records for this child show that they are not the current HCP with a 2 or a 3.
i.   Enter the age that the child first saw the HCP and the units (weeks, months, or years) and the age and units they last saw the HCP (if available).

ENTERING A NEW HCP
Entering a new HCP is very simple, but searching for a HCP in the database later can be quite complicated if certain guidelines are not followed. Being a little cautious now can make life much easier later on.

To enter a new HCP follow these steps:
1. In Access go to **S:\DAISY\daisy databases**
2. Click **Immunizations**
3. Open the screen **Open Group Practice/Physician Form**
4. Obtain a new (blank) record
5. Enter the Group Name (all caps please). If the Group name is the name of a physician enter as follows:
   Schmoe MD, Joe

6. Enter the Address. If the city is Wheat Ridge, please note, "Wheat Ridge" is two words, not "Wheatridge"! Use 2 letter abbreviations for the state (ex CO, ID, NE).
7. Enter the phone and fax numbers. **DO NOT** use parentheses or spaces. Using a single format for phone numbers makes it much easier to search by phone or fax number later on. The format that has been used is as follows: "**303-555-1212**".
8. Enter each physician in that group. To assign a physician ID, simply use the group ID and a **-#**, for example **541-1**. The database is set up to show you if a physician is already in the database as you enter the last name. If the physician you are entering is already in the database (for example, he/she practices at more than one group) use the physician ID that was previously assigned. The goal is for each physician to only have <u>one</u> physician ID number, but they can have multiple group ID numbers.

SEARCHING FOR PHYSICIAN INFORMATION
<u>Internet</u>
The Internet can be very useful for searching for physician information. Of particular benefit is the website: http://www.qwestdex.com . The following is just a guide to searching on this website.

When entering the website, the first screen that pops up is the **Business Search** screen. This is the screen most commonly used. You can enter the city and state you are searching in. If you don't know the particular city or region, you can choose not to enter a city, and just search the state. There is also an option when searching in a city to **search surrounding areas**. This can be important to use because many parents can and do tend to give information that is not entirely accurate.

You can search under **Popular Categories** for **Physicians and Surgeons**. This allows you to select more specific areas of practice. Those most commonly used are "General Practice", "Family Practice", and "Pediatrics". This is a very useful way of searching for medical providers. You may also enter you own category if you wish.

It has been <u>most</u> useful to use the option **Enter a Business Name**. With this, you can enter just the first few letters of a group or physician name. This is very helpful if you are not sure of the spelling of the name.

** VERY IMPORTANT**
 When you have found the group or physician you are looking for, it is very important to try to find every listing at the phone number given. To do this, go back to the home/main page (**Find/Home**) and click on **More Ways to Search**. With this option, you may enter just the phone number and get as much information as possible for the practice, including other doctors practicing within the group.
For example, under **Basic search**, you can enter "**feiten**" under **Enter a Business Name**. This leads you to Dr. Dan Feiten's business address and phone number. This number, 303-694-3200, can be entered under **More Ways to Search** to get information for Greenwood Pediatrics and all of the physicians that practice at that group, including Dr. Bauer and Dr. Cooper. Once you have found this information, you will need to contact the group to obtain the fax number for the office or the medical records department of that office.

ALSO IMPORTANT
Some groups have a link to their home page on qwestdex.com. Often, their fax number and other pertinent information can be found here.

C. Faxing HIPAA Forms To Physicians

1.   From the **Main Menu** for S:DAISY/daisy, click on the **Immunizations Concerns** button. Click on the **Fax Coversheet** button. Enter the "med release received after" date and the "med release received before" date. Print out the Fax cover sheets.

2.   Pull the signed HIPAA forms from the folder 'HIPPA forms to be entered and faxed for med record requests.' Attach the signed HIPPA forms to their respective fax cover sheets.

3.   Write the total number of pages on the cover page; then fax them.

4.   Set aside those that don't go through due to wrong fax numbers. You will need to call the MD's office to get the correct fax number. If you don't have a phone number for the MD, try finding it on the internet at Qwestdex.com. If you cannot find it that way, you'll need to call the subject and get the correct phone number.

5.   On closing the "Fax Coversheet" report the field **MEDRECFAXPHYS** (in form track) will be updated to today's date plus two. Once you have faxed all that you can get through, you'll need to update the database for the subjects whose med releases were not faxable. To do this you will have to go in manually and delete the fax-date in the field MEDRECFAXPHYS (on the form tracking screen).

6.   When you get an immunization record faxed or mailed to you, you'll need to update these 3 fields in the immunization data entry screen (L:DAISY\Daisy, Immunizations Concerns, Open Immunization Form):

> **Recieved** ("Yes" for received the immunization record),
> **Date Received** (enter the date received), and
> **Source** (enter the source of the immunization record: "Med Records" for those supplied by an MD, HMO, Hospital or group practice, "Parents" if it's from a questionnaire or sent in by a parent and is from their child's immunization card, or "Don't Know")

7.   Put the immunization records (with DAISY ID written on them) in the 'Immunizations Rec'd to enter into db' folder.

8.   Once per month, look in the 'HIPAA Forms faxed' folder and make phone calls to any medical offices that have not responded to the initial fax. Make sure they received the fax and re-fax if necessary.

D. Immunization Record Data Entry Protocol

1. Open the S:\Daisy\Daisy database.

2. Click on the 'Immunization Concerns' Button.

3. Click on the 'Open Immunization Form' Button.

4. Most of the immunization record data entry is self-explanatory. Delineated here are the special cases. For each shot, enter the **date** administered, whether the date was **est?** (for estimated), and the **type** of shot when required:

    a. **est?** If the exact date is available, key this field as 2=No. If there is only a month and a year or the shot was administered at "2 months", for example, you will need to estimate the shot day. Key the Est? field as 1=Yes. The procedure for estimating the shot day is described below.

    b. **Type** For DTP & Polio, you will need to indicate the type of shot. For DTP, the choices are 1=DTP, 2= DTaP and 3=Unknown. For Polio, the choices are 1=IVP, 2= OVP and 3=Unknown. If polio type is not specified as OVP/IVP, look at the injection site--if "O", "OP" or "PO" is listed, the type is 2=OVP.

    c. **Date** Enter the exact date if it is available. When immunization dates are listed in months, the birth "day" will be used. For example, if the 2nd DTP shot was given at "4 months" and the birth date was 1/25/98, you would key 5/25/98 for the 2nd DTP shot date (and would indicate in the est? field that this date was estimated).

    When a month/year combination is given in the record, use the 15th of the month. For example, if 6/97 is listed for the 1st MMR, key in 6/15/97.

    d. **Comments** Note in the Comments field if an entire series of immunizations is missing or intentionally not given. Use this field also if there is any other pertinent information on the immune record that cannot be filled in the other fields. For example, if there were more than the allotted shots for immunization dates given for a particular shot, note that fact, the shot, and the date in the comments field. E.g., if there were 5 HIB shots given, note that along with the 5th date in the comments field.

    e. **Misc.** Tetramune is a combo of HIB & DTP. Enter them separately.

    f. **New issues** When new issues arise (e.g., see 4.e.) please add to this protocol.