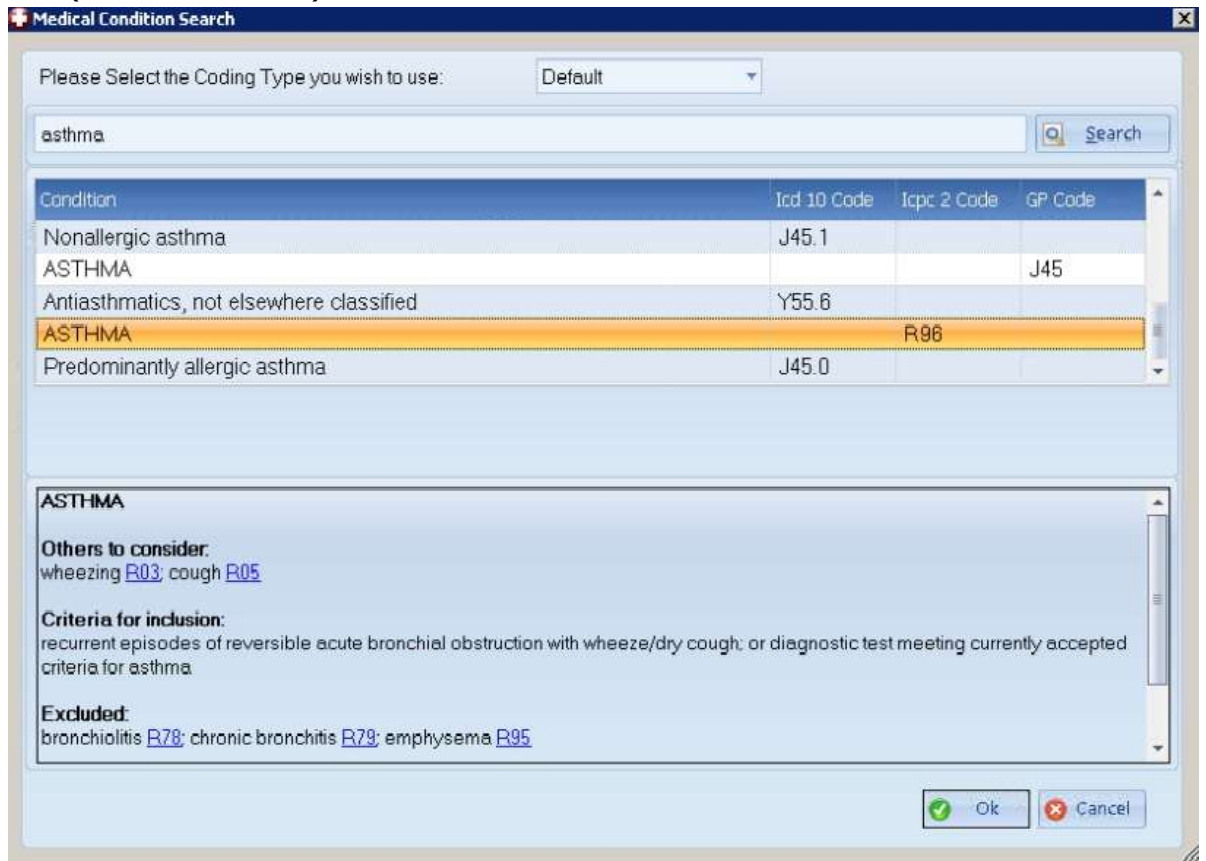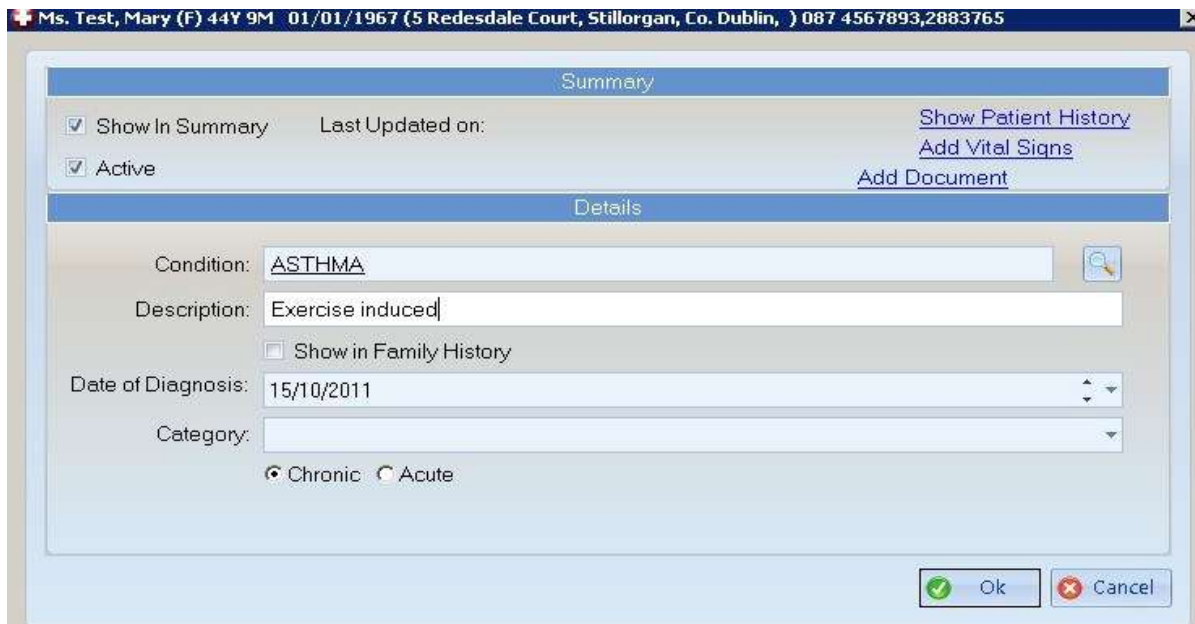**How to code a disease in Helix Practice Manager**

1. Open the patient's file and click on "add new" in the medical history section
2. This will open a window called "Medical Condition Search" as shown below.
3. Type the word "asthma" into the search box as shown and click on the search button.
4. A list of codes pertaining to Asthma will appear, chose the code you wish to use (ICPC2 or ICD 10) and click ok.
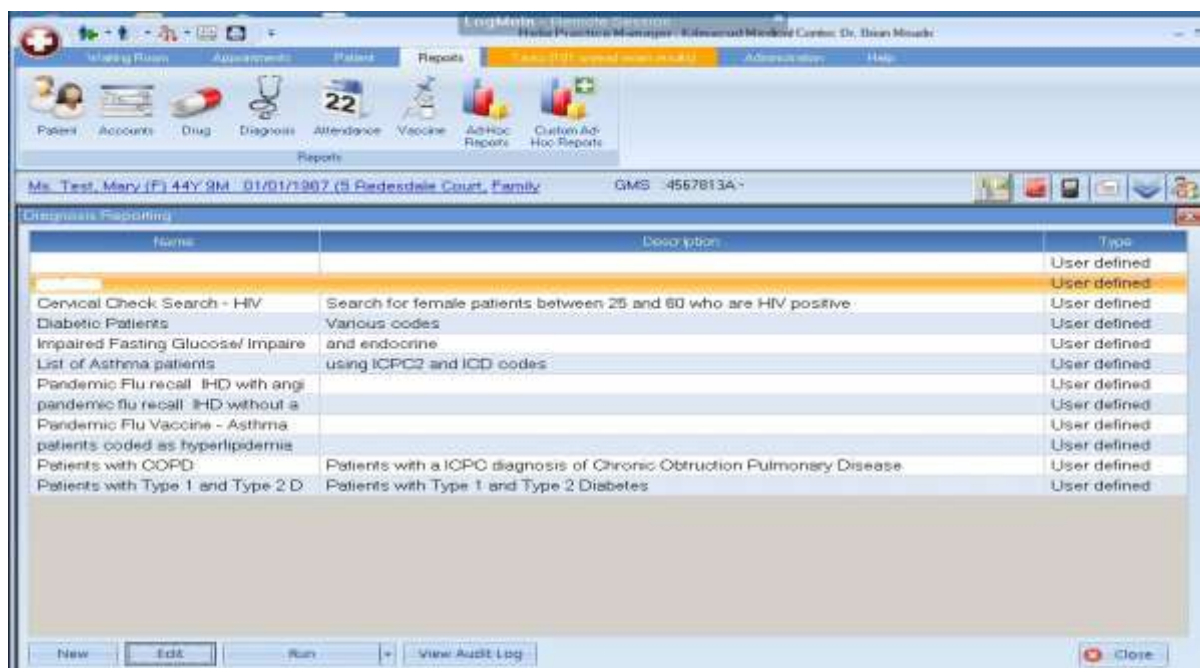


5. Another window now appears which allows you to add further information such as the type of asthma, where it was diagnosed etc.
6. The date of diagnosis is inserted automatically as the current date but this can be changed to an earlier date.

7. Other options in this window are to make the diagnosis acute or chronic and to make the diagnosis active or inactive. Only active diagnoses will appear on the main page of the patient's file and in referral letters and reports.
8. Click OK to include the diagnosis and details in the patient's medical history.

## How to generate a list of patients with a specific code in HPM
1. Click on the "Reports" tab at the top of the screen
2. This will offer you a variety of reporting options including Patient, Accounts, Drug etc
3. Click on the Diagnosis icon represented by the stethoscope, this will launch the screen shown below with a list of previously created diagnosis searches.

4. Click on the "new" button to create a new search, this will launch the "diagnosis reporting" window as shown below.
5. This screen gives you the option to frame your search according to date of diagnosis as well as age and gender of patient.
6. In this case we are going to restrict the search to patients who have had a diagnosis made in the last 11 years by changing the "from" date to 15/10/2000. We will leave the gender and age drop down unchanged as we wish to include patients of all ages and both genders.



7. At the bottom of this screen is the "condition" box in which we write the name of the condition we are interested in searching for. Type in Asthma here and click on the small magnifying glass icon to chose the codes you wish to search under.
8. This launches the "medical condition search" box as shown above in the first section of these instructions. Again chose Asthma R96 (ICPC-2 code) if this is the code used in your practice and click the "Add" button to include this code in your search. It is possible to include other codes for Asthma if you have used more than one or you wish to search for a number of conditions at the same time as shown below.

9. To run the search click on the "run" button. To the right of this button is a small drop down menu which allows you to export your list of patients into an Excel spreadsheet rather than a word document. This will allow you to merge your list of patients with a standard recall letter.

10. Don't forget to save your search by clicking on the "save" button. This will allow you to run the report again at a future time and include newly diagnosed asthma patients as well as excluding patients who have died or left the practice.

Dr. Brian Meade
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