

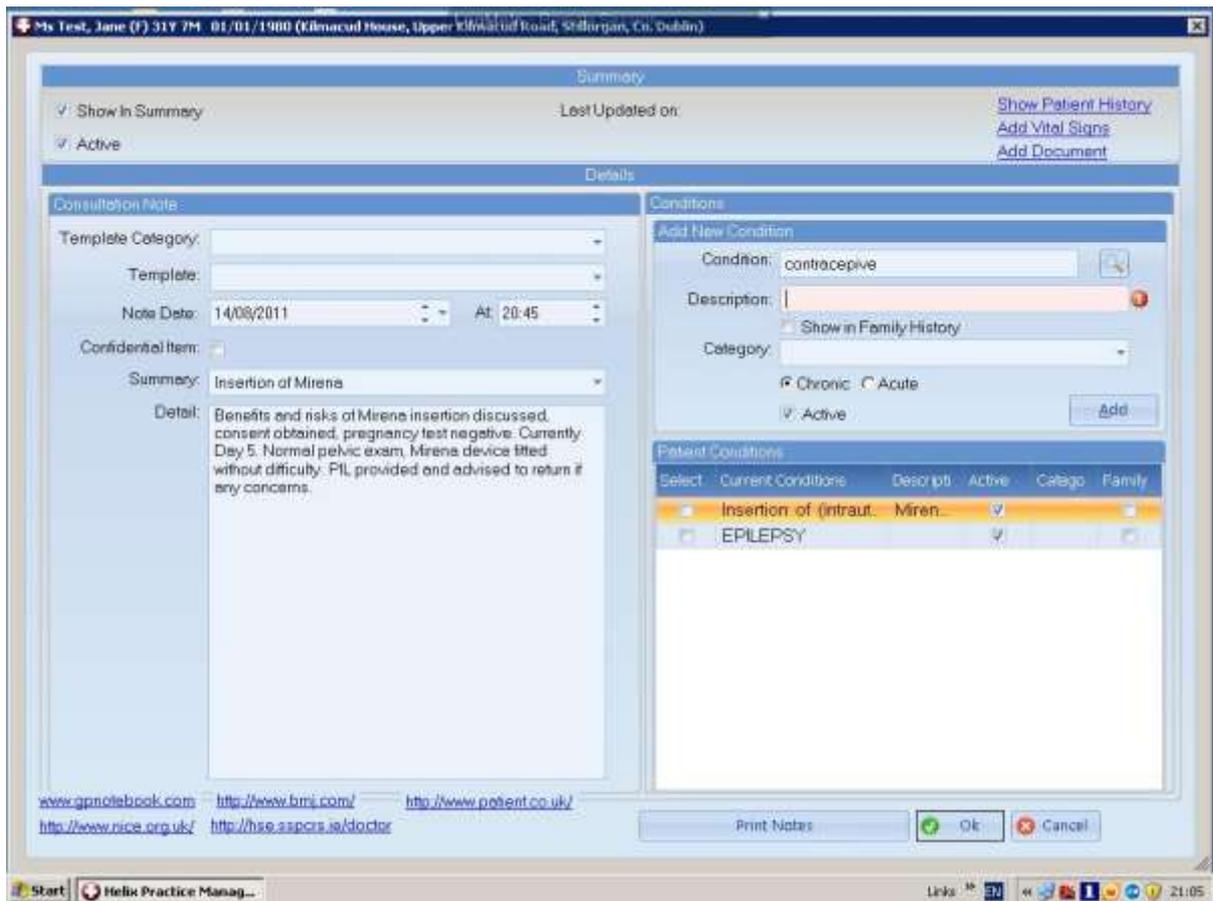
## **Using Helix Practice Manager to keep a log of contraceptive procedures carried out**

### **Step 1 – Coding your procedure**

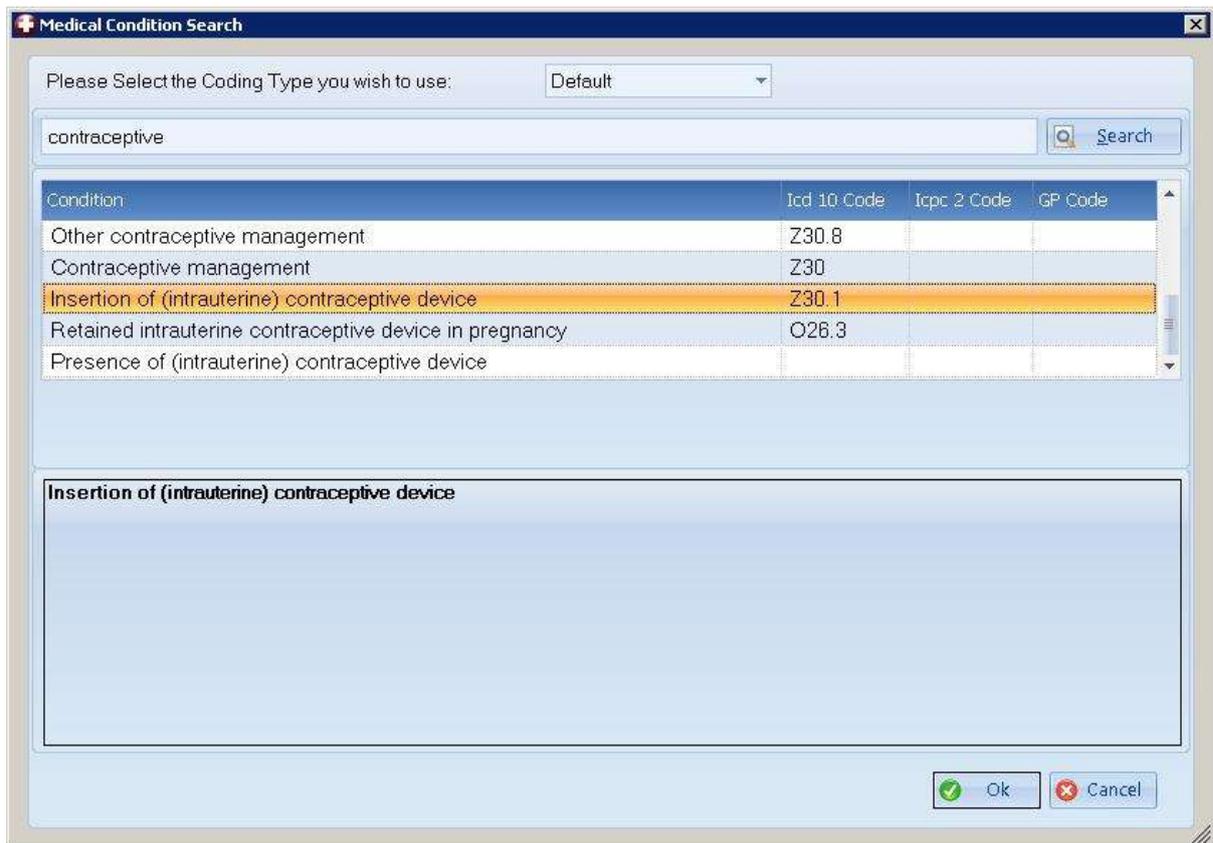
- The key to retrieving information efficiently within practice management systems is to use codes.
- Applying an appropriate code to a procedure such as a mirena insertion or progesterone implant allows the system to manage that information more efficiently.
- Certified practice management systems in Ireland use either ICPC-2 or ICD 10 coding systems (or both). Both have a variety of codes that can be used for the various types of procedures which are necessary for the advanced certificate in contraception.
- The following are among the options for the insertion of a Mirena device

<b>ICD Codes</b>		Free text
Z31	Insertion of (intrauterine) contraceptive device	Mirena
<b>ICPC-2</b>		
W12	Contraception Intrauterine	Mirena
W14	Contraception Other	Mirena
-49	Other preventative procedure	Mirena insertion

- Coding is best carried out at the time the procedure is being carried out.
- The consultation note dialogue box displays a small section titled "Add New Condition" as shown below



- Type in the word contraceptive as shown and then click on the small magnifying glass icon to the right of this box to launch a search for codes beginning with this word.
- This will launch another screen as shown below where you can pick out the code you desire, in this case "Insertion of (intrauterine) contraceptive device". Click OK to insert this code in your patient's medical history.



- Below the box containing the name of the procedure and code there is a description box which allows a free text elaboration of the disease or procedure. Here for example it would be useful to type in "Mirena" to indicate it was a Mirena insertion rather than another type of device.
- Below this are two small radio buttons where it is possible to indicate whether the disease code is acute or chronic. In this case it is better to code it as an acute condition as it will not therefore appear in the list of the patient's chronic disease either on the front screen or in referral letters.

## Step 2 – Generating your report

- Finding the names and details of patients you have carried out any contraceptive procedures on should be relatively straight forward once you have coded them all in the same way.
- To generate a list of patients you have inserted Mirena coils on, click on the "reports" tab at the top of the screen.
- Then click on the "Diagnosis" option indicated by the stethoscope icon
- A new screen appears and at the bottom of this screen click on the "new" button to create a new disease search.
- In the "diagnosed from date" type in the date you want your search to begin from. Similarly the "Diagnosed to date" permits you to create a date range within which you want to search for Mirena insertions.

- The age range and gender can be left unchanged in this case.
- In the condition box type in the word "contraceptive" and in the same way as in step 1 above, select the code for insertion of intrauterine contraceptive advice. (see below)
- Now click the "add" button to include this in your search. It is possible to include other codes you have used in the same search if you wish.

Diagnosis Reporting

Patients

Diagnosed From Date: 01/08/2011 Diagnosed To Date: 31/08/2011

Age Between: 0 and 150

Gender: Female

Medical Conditions

Show:  All  Any SortBy:  Patient Name  Condition Name

Condition Name	Code
Insertion of (intrauterine) contraceptive device	Z30.1

Condition: Insertion of (intrauterine) contraceptive d

Add Delete

Run Save Cancel

- Now click the "Run" button which will generate a list of patients who have had a mirena coil inserted in the date range you have chosen. It is also possible to generate this list in an excel spreadsheet.

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