

User's Guide to the ADE Reporter

Purpose

The Utah Department of Health, in conjunction with the UHA ADE Users Group, has developed a software tool for the tracking of adverse drug events by clinical personnel in Utah hospitals. The user is able to input pertinent information about the adverse drug events. The user can also do queries and print off reports about all adverse drug events that have been entered for a hospital.

Getting Started

The ADE Reporter was developed in Microsoft Access. The application can be used or copied onto any computer that has Microsoft Access. The CD or diskette that has the ADE Reporter application needs to be inserted into the appropriate drive. Using Windows Explorer, go to the A: drive if it is a diskette, or the D: or E: drive if it is a CD to retrieve the application. The application can be run from the CD or diskette or it can be copied onto a computer directory.

For CD: There are two versions of ADE Reporter available. If you are using Access 2000, open the ADE Reporter Access 2000 file. If you are using Access 97, open the ADE Reporter Access 97 file.

For diskette: The diskette contains the ADE Reporter Access 97 file.

If you're not sure which version of Access you're using, go to the "Help" tab on the right of the main set of tabs in Microsoft Access and select "About Microsoft Access". This will show you which version you're running.

To run the application, simply double click on the ADE Reporter file.

Any data entered into the tool will be saved only on the computer from where it is being run. There is no automatic central repository for data storage when data is entered from multiple computers.

ADE Reporter Main Menu

This is the main menu of the application. This is the first screen to appear after double clicking on the file. To access any of the options click once. The following are the descriptions of the main menu options:

Enter, Edit or Review ADE Records

This is the ADE input segment of the software tool. To begin entering records click on the 'New ADE Record' button on the left side. This must be clicked before a new record is entered. All the vertical buttons on the left side allow for navigation

between entered records. The first tab has all the fields for the required information about the adverse drug event. The remaining tabs are optional and give additional information about the event. Nothing needs to be inputted for 'ADE_ID'. This is automatically filled after the Event Date is entered. The ADE_ID field is generated automatically. Microsoft Access considers ADE_ID as the primary key. This means that this value has to be unique for every record. Access also remembers the unique values for deleted records. Therefore, if no records exist and one is input and the ADE_ID value generated is something other than '1', then all this means is that other records existed but were deleted. Also, if 30 records were inputted and records 25-30 were deleted, then the next record entered would have the ADE_ID value as 31. When the user scrolls through the records, the ADE_ID field will go from a value of '24' to the next record with a value of '31'.

There are two fields on the 'Required Info' tab that look like free text fields but the choices are actually from a drop down menu. 'Frequency' and 'Route' in the 'Medications Potentially Involved' section turn into a drop down menu when the user tabs into these boxes. With drop down menus, the user must select an option from the drop down list.

IMPORTANT:

The "Medical Seriousness" and "Preventability" drop down choices on the 'Required Info' tab must be completed. These are key fields. Adverse drug events need to have both these fields completed to be counted when reports are run.

Preview Report: ADES by Date

This option generates a report that lists all adverse drug events in the database that occurred between the dates specified by the user. The report is generated on screen and is not automatically printed. To generate the printed report, the user must click on the 'Print' button on the top toolbar. If no dates are specified, then all records, by date, will appear in the report. To save the report as a Word document, simply press on the "W" icon (it is the 4th icon from the left on the toolbar at the top of the screen). This will copy the report into a Word document. The user can then save the document.

Preview Report: ADES by Level of Harm

This option generates a report that lists all adverse drug events in the database that had a specific level of harm specified by the user. Only one harm score from A-I can be selected at one time. The report is generated on screen and is not automatically printed.

To generate the printed report, the user must click on the 'Print' button on the top toolbar. If no harm category is specified all records, by harm, will appear in the report. To save the report as a Word document, simply press on the "W" icon (it is

the 4th icon from the left on the toolbar at the top of the screen). This will copy the report into a Word document. The user can then save the document.

Print Report: ADES by Date

This option prints a report without generating a screen report. With one click a printed report can be generated. If dates using the 'Preview Report: ADES by Date' option have been previously entered, then this option will print the records based on those dates. The dates have to be cleared out of the 'Preview Report: ADES by Date' in order to print all records. The only advantage in using this option versus the 'Preview Report: ADES by Date' is that it takes one click to get a printed report. To save the report as a Word document, simply press on the "W" icon (it is the 4th icon from the left on the toolbar at the top of the screen). This will copy the report into a Word document. The user can then save the document.

Print Report: ADES by Level of Harm

This option prints a report without generating a screen report. With one click a printed report can be generated. If a harm score using the 'Preview Report: ADES by Level of Harm' option has been entered, then this option will print the records based on that harm score. The only advantage in using this option versus the 'Preview Report: ADES by Level of Harm' is that it takes one click to get a printed report. To save the report as a Word document, simply press on the "W" icon (it is the 4th icon from the left on the toolbar at the top of the screen). This will copy the report into a Word document. The user can then save the document.

Deleting a Record

This is not recommended, but in case a record or records need to be deleted then follow the instructions below.

There is no button on the 'Enter, Edit or Review Records' tab that can delete a record. If a record has to be deleted then the user has to go to the actual database to do it. To do this, go to the first row of icons at the top of the screen. The third one from the end is the database window icon. When it is scrolled over, it reads 'Database Window'. Click on that icon and it launches the window for accessing the database. Once this screen appears, click on the 'Table' option in the top left corner. This will show all the tables that make up the database. To delete a record the user will have to go to 6 different tables to delete all information about the record. First, go to the table called tblADE_Req. Double click on it and it opens the table. Next, find the record with the ADE_ID that needs to be deleted. Left click on that record, then right click. After right clicking, the option of 'Delete Record' comes up. Click on 'Delete Record' and then continue to say 'Yes' on the next pop-up screen to delete the record. To close out of the table simply click on the X at the top right of that database screen.

The user has to go to the following tables (always looking for the ADE_ID field) to delete all relevant information about the record. The process for deleting the record in each of these tables is the same as described above.

TblDrugsInvolved
TblADR1
TblDrugsInvolved
TblMedErrorDescription
TblOptional

Downloading Application

The following link will have the ADE Reporter for download. This will be available on May 21st:

health.utah.gov/psi/adereporter.htm

Future updates to the tool will be available at this web page.

Feedback

If you have any questions or comments about the tool, would like to receive additional copies, or would like to be notified of future updates, please contact us at healthcarestat@utah.gov.