Installing the Cognitive Decline Tool

Practice Registration

Ideally before the installation, the practice needs to be registered in the Cognitive Impairment Tool database.

1. Setup → Location → Location Settings

2. Open the appropriate location.

3. "Codes and Defaults" tab

4. Node the value in "Health Facility No".

5. Provide this number along with the name of the practice to Ken Leech.

Download Installation Package

From www.procon.co.nz/hpho.htm

Right click on the file and "extract all" to extract all files into a separate folder.

Check Existing Assessment Screening Terms

You must have a screening term for each of the following.

✓	Term	Description	Concepts Mapped to this Term
	ADL	Barthel ADL Index	BADL.1
	CAGE	Screening Tool for Alcohol Dependence	CAGE.0, CAGE.1
	CAM	Confusion Assessment Method	CAM.0
	GDS	Geriatric Depression Scale	GDS.0, GDS.1
	GPCOG	GP Assessment of Cognition	GPCOG.0, GPCOG.1
	CPCOGI	GP Assessment of Cognition – Informant Interview	GPCOGII.0 – 3
	IADL	Lawton Instrumental Activities of Daily Living Scale	IADL.1
	IQCODE	Informant Questionnaire on Cognitive Decline in Elderly	IQCODE.0 – 2
	MCOG	Mini-COG	MCOG.0 – 2
	MOCA	Montreal Cognitive Assessment	MOCA.0 – 10

Either import the standard screening term if one does not already exist, or update the concepts listed to point to the existing screening terms.

Setup → Recall/Screening → Screening Terms
Screening Term → Import Disk

Check Existing Test Result Screening Terms

You must have a screening term for each of the following.

✓	Term	Description	Concepts Mapped to this Term
		Cholesterol – Total Cholesterol	27.134.1
		Cholesterol – HDL	27.135.1
		Cholesterol – LDL	27.136.1
		Cholesterol – Triglycerides	27.137.1
		Cholesterol – Total : HDL Ratio	27.138.1
		Glucose	27.140.1
		eGFR	27.154.1
		Liver Function Test – ALT	27.171.1
		Liver Function Test – AST	27.172.1
		Liver Function Test – ALP	27.173.1
		Liver Function Test – GGT	27.174.1
		Iron Binding Capacity	27.175.1
		Calcium Serum	27.176.1
		Calcium Adjusted	27.176.1A
		Serum B12	27.177.1
		Serum Folate	27.178.1
		Free TSH	27.179.1
		Complete Blood Count – Haemoglobin	27.180.1
		Complete Blood Count - Platelet Count	27.181.1
		Complete Blood Count – Eosonophil	27.182.1
		Complete Blood Count - Neutrophils	27.183.1
		Complete Blood Count - Lymphocyte	27.184.1
		Complete Blood Count - ESR	27.185.1
		C-Reactive Protein (CRP)	27.186.1

If you need to import a standard screening term:

Setup → In/Out Box → Outbox Document
Document → Import Disk

If you want to view existing mapping:

Tools → SQL
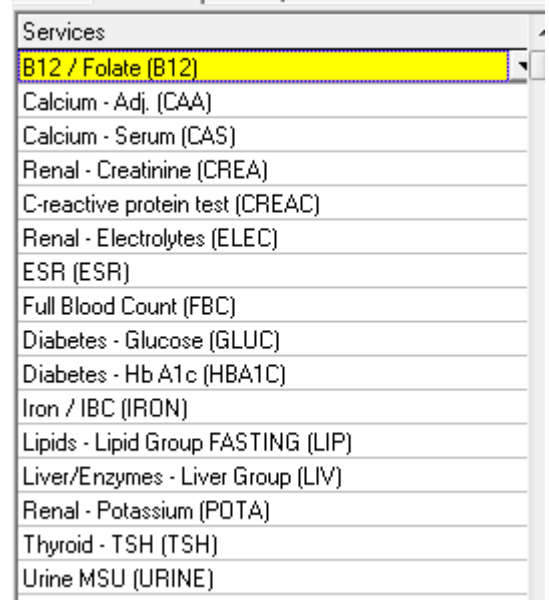File → Open
Open the supplied SQL
SQL Options → Run SQL

Import the documents:

☐ HCT Head Scan.mtd
☐ Cognitive Decline Lab Macro.mtd

Check the Lab Referral Macro

Setup → In/Out Box → Referral Macro
Open the "Cognitive Decline" Macro

Check that all required services are present and mapped to the correct code (No "not in use" shown).

Services
B12 / Folate (B12)
Calcium - Adj. (CAA)
Calcium - Serum (CAS)
Renal - Creatinine (CREA)
C-reactive protein test (CREAC)
Renal - Electrolytes (ELEC)
ESR (ESR)
Full Blood Count (FBC)
Diabetes - Glucose (GLUC)
Diabetes - Hb A1c (HBA1C)
Iron / IBC (IRON)
Lipids - Lipid Group FASTING (LIP)
Liver/Enzymes - Liver Group (LIV)
Renal - Potassium (POTA)
Thyroid - TSH (TSH)
Urine MSU (URINE)

Import Advanced Forms

Note: All required screening terms MUST be present before you import the forms.

Setup → Advanced Forms → Advanced Forms Manager
Advanced Forms → Import Form

Import the forms (from the ProCare or Waitemata PHO folder as appropriate):

• DTP   CoDA – Cognitive Decline
• LTM   Lab Test Mapping

Run the lap mapping utility

Run advanced form "Lab Test Mapping" against any patient. On this form you must identify the screening term and value that corresponds to each required element.

When you press "Generate SQL", a file of generated SQL will be opened which you must then save to a location where you can find it in the next step:

Tools → SQL
File →Open/Run
Select the file you saved above.

Now login and log out of Medtech (completely exit)

Setup the database password

• Run the Cognitive Decline Tool form against any patient.
• The first time you run it, you will be asked to enter a password.
• Password is: cog99*HPHO (to re-enter: clicking on version number at bottom of form)

Inactivate Form Not Needed

Setup → Advanced Forms → Advanced Forms Manager
Advanced Forms → Import Form

Inactivate the form "LTM: Lab Test Mapping" as it is no longer required.

TEST

- ☐ Registering a new patient
- ☐ Patient Overview – Test Results
- ☐ Patient Overview – Current Medications
- ☐ Completing an assessment