

Health Information System

Organisation: _____

3.0 Morbidity

Location: _____

Out-Patient Department (OPD) Register



> Illustrated Guide to OPD Register

A						B			
OPD No.	Name	Age	Sex (M / F)	Status (Ref / Nat)	Address	Date of visit	New or Re-visit*	Temp. (°C)	Weight (kg)

A Registration

OPD No.:

> **Enter sequence number in register**

Name:

> **Print name of patient**

Age:

> **Enter age (in years)**

Sex:

> **Enter male (M) / Female (F)**

Status:

> **Classify as Refugee (Ref) / National (Nat)**

Address:

> **Enter Camp Address (Refugee) / Nearest Village (National)**

NOTES

It is the responsibility of the Clinical Officer to record information neatly and legibly, alongside the OPD tally sheet and individual patient records.

One register book should be available in each OPD consultation room.

B Visit Details

Date of visit:

> **Enter date (dd/mm/yy)**

New or Revisit:

> **Classify as New / Revisit (refer to guidelines)**

Temp:

> **Enter temperature (in °C)**

Weight:

> **Enter weight (in kg)**

NOTES

Classification of New and Revisit should meet criteria specified in guidelines.

Temperature should be recorded for all patients using a thermometer.

Weight measurements are important for children under five, to ensure accurate calculation of drug dosage requirements (per kg).

This does not need to be routinely measured for adults, but is particularly important if relevant to the reason of consultation (e.g. TB, HIV/AIDS, malnutrition). In such cases BMI should also be calculated.

Presenting signs and symptoms	Past history of anti-malarial use †	RDT or Lab. results	Diagnosis	Treatment ‡	Admit (Y / N)

C Case Management

Presenting signs and symptoms:

> **Enter annotated list of most significant symptoms (from history) and signs (from examination)**

Past history of anti-malarial use:

> **For malaria patients who are revisiting for same infection, enter abbreviations to indicate name, dose and duration of prior anti-malarial use**

RDT or Lab. results:

> **Enter result of rapid diagnostic test (RDT) for malaria, or other relevant laboratory investigation results**

Diagnosis:

> **Enter diagnosis. Case definition criteria should be used for reporting purposes only, and not to guide clinical management or treatment.**

If more than one diagnosis is made, use a separate row to record each

Treatment:

> **Enter annotated treatment given. Only include treatment relevant to the diagnosis. For prescribed drugs, enter name, dose and duration.**

Admit:

> **Enter Yes (Y) or No (N) to indicate whether admission to IPD ward was required**

NOTES

The OPD Register should include a ANNOTATED case information only. Detailed records of history, examination and clinical management should entered in patient notes.

The OPD Registers are NOT used for direct reporting of consultation or morbidity data, but serve other important functions:

1. Clinical Guide

The fixed column headings in the register help to guide clinical officers during each consultation. They prompt full and complete recording of details for each patient, in the same way, every time.

2. Outbreak Alert

The case-based information collected in the register can play a crucial role in tracing individuals in the event of an outbreak. It is an important reference for the completion of the line listing section within the Outbreak Alert Form (see Illustrated Guide to Outbreak Alert Form).

3. Quality of Care

The centralised summary of case-information within each register facilitates acts as a useful monitoring and evaluation tool. Health Managers should periodically audit the books, to review diagnosis and prescription practices in each OPD.

