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**6.3.7**

The complete RHIS curriculum is available here: <https://www.measureevaluation.org/our-work/routine-health-information-systems/rhis-curriculum>

**Description of the Database for the Data Clerk in the Quality-Improvement Simulation**

**Instructions for opening the database**

1. Double-click on the Microsoft Access file titled: cd4database.mdb.
2. If a security warning comes up, choose the option Open to continue to the database. This security warning comes up for all Access database files and is not a threat.
3. If you are asked if you would like to “block unsafe expressions,” just select “No” (though if you happen to hit “Yes” there is no problem with that, either).
4. The database opens with 4 windows in view (listed from back to front): the database window called *cd4 database*; the table called *CD4 Results Table*;and the form called *Patient Search*. The use of each of these will be discussed below.

**What do I show participants during the simulation?**

1. Start by explaining to participants that the clinic has started to keep a database of CD4 results. You are able to show them all the entries made during the 6-month review period (July–December 2009).
2. Then use the table below to help you determine what to show the participants. The general guidelines are: show them anything they ask to see; the more questions they ask the more you show them; help them search for specific patients if they ask; and use your judgment.

| **Window** | **When do I show it to participants?** | **What is it and why is it important?** |
| --- | --- | --- |
| *Patient Search* | Start by showing this to participants. They may also come back to you later to cross-reference patient numbers found in medical records of registers with entries in the database. | Explain that using this form, you can enter a patient number\* at the prompt and pushing the search button will return all the CD4 tests results for that patient. Let them see this work so they know they have the ability to cross-reference patient numbers found in medical records or registers with entries in the database.  \*Only patients seen in the 6-month review period will be found in the database, so if a random number is entered, it may not return any results. Try entering a patient number that you know exists in the database. Some examples are: 337, 405, 1617. |

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| **Window** | **When do I show it to participants?** | **What is it and why is it important?** |
| *CD4 Results Table* | Show this to participants if they ask to see the database or the patients in the database or the number of patients in the database for the 6-month review period. | This table contains all the CD4 results recorded in the database over the 6-month review period. This table gives participants an idea of how many patients had results during the 6-month period. You may point out to them that the total number of patient results in the database over the past 6 months is evident in the bottom frame of this window and is 1140. Keep in mind that the table is sorted by the date the CD4 tests were done, not the date on which they were ordered. That means there may be some dates just after December 2009 that are from tests that were ordered during the review period whose results were done several days later. |
| *cd4 database* | The “Patient Search” and “CD4 Results Table” referenced above are part of the CD4 database. It’s fine to show these elements of the database, upon request by the participants. However, do not share the database as a whole with the participants. | The database window can be used to make any adjustments to the data. There is a column on the left side of this window that lists: tables, queries, forms, and reports. If you wish to explore any of these, select one of those categories and you will see all the files of that type that exist in the database appear in the right side of the window. Double-click on those you wish to view. Take caution in doing this, as making correct changes to the database takes some knowledge of Access. |

