

RHEUMATIC HEART DISEASE REGISTER

User Guide *MS Excel Database*

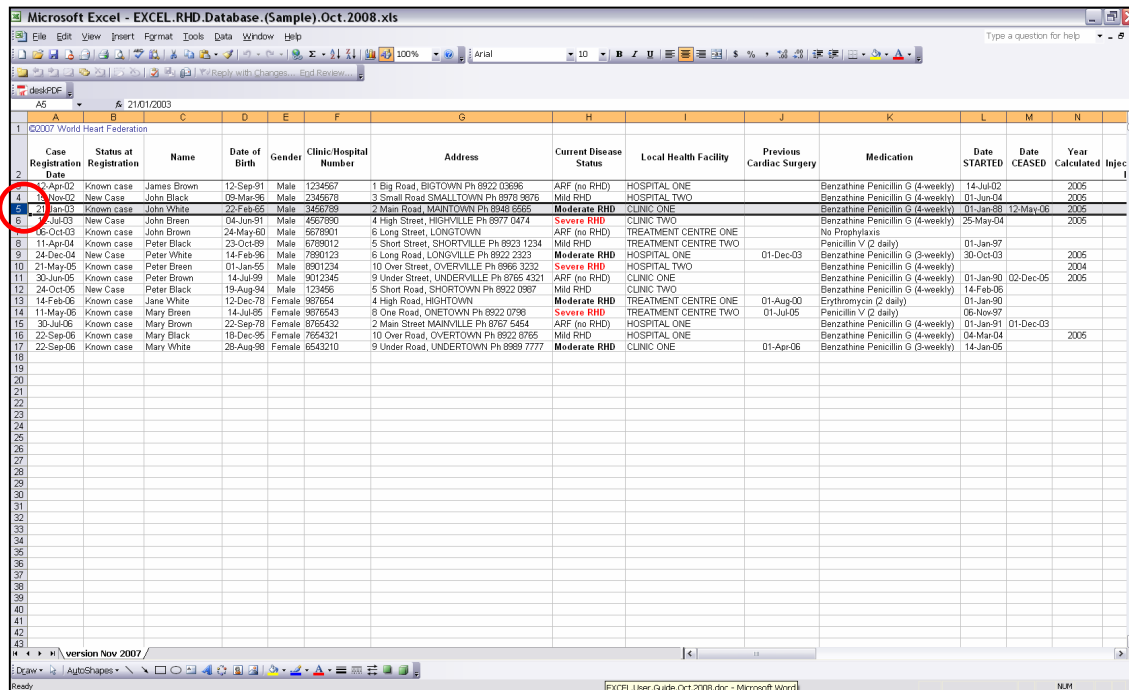
This database has been designed to be used as part of a comprehensive Rheumatic Heart Disease control programme. The main functions of this database are to

1. Identify people in the community with confirmed or suspected Acute Rheumatic Fever (ARF) and Rheumatic Heart Disease (RHD);
2. Identify people with severe RHD and those at increased risk of developing severe disease;
3. Help monitor and improve secondary prophylaxis delivery;
4. Help coordinate ongoing medical care;
5. Report ARF/RHD epidemiology.

GENERAL INFORMATION

Database Cells

The spaces on the spreadsheet are called *cells*. Each piece of information is typed into a separate cell. A separate row (record) in the spreadsheet is created for each person. Once created, a record can be updated with new information at any time. Below is an example of one person's record highlighted by clicking into the ROW NUMBER box at the left. In this example, record number 5 is selected.



Case Registration Date	Status at Registration	Name	Date of Birth	Gender	Clinic/Hospital Number	Address	Current Disease Status	Local Health Facility	Previous Cardiac Surgery	Medication	Date STARTED	Date CEASED	Year Calculated	Injec
02-Apr-02	Known case	James Brown	12-Sep-91	Male	1234567	1 Big Road, BIGTOWN Ph 8922 0366	ARF (no RHD)	HOSPITAL ONE		Benzathine Penicillin G (4-weekly)	14-Jul-02		2005	
19-Nov-02	New Case	John Black	09-Mar-96	Male	2345678	3 Small Road SMALLTOWN Ph 8978 3876	Mild RHD	HOSPITAL TWO		Benzathine Penicillin G (4-weekly)	01-Jan-04		2005	
23-Jan-05	Known case	John White	22-Feb-65	Male	3456789	2 Main Road MINTOWN Ph 8948 8285	Moderate RHD	CLINIC ONE		Benzathine Penicillin G (4-weekly)	01-Jan-98	12-May-06	2005	
20-Jun-03	New Case	John Green	04-Jun-91	Male	4567890	4 High Street, HIGHTOWN Ph 8877 0474	Severe RHD	CLINIC TWO		Benzathine Penicillin G (4-weekly)	25-May-04		2005	
05-Oct-03	Known case	John Brown	24-May-60	Male	5678901	6 Long Street, LONGTOWN	ARF (no RHD)	TREATMENT CENTRE ONE		No Prophylaxis				
11-Apr-04	Known case	Peter Black	23-Oct-89	Male	6789012	5 Short Street, SHORTVILLE Ph 8923 1234	Mild RHD	TREATMENT CENTRE TWO		Penicillin V (2 daily)	01-Jan-97		2005	
24-Dec-04	New Case	Peter White	14-Feb-96	Male	7890123	8 Long Road, LONGVILLE Ph 8922 2323	Moderate RHD	HOSPITAL ONE	01-Dec-03	Benzathine Penicillin G (3-weekly)	30-Oct-03		2005	
21-May-05	Known case	Peter Brown	01-Jan-55	Male	8901234	10 Over Street, OVERVILLE Ph 8966 3232	Severe RHD	HOSPITAL TWO		Benzathine Penicillin G (4-weekly)	01-Jan-90	02-Dec-05	2005	
30-Jun-05	Known case	Peter Brown	14-Jul-99	Male	9012345	9 Under Street, UNDERVILLE Ph 8765 4321	ARF (no RHD)	CLINIC ONE		Benzathine Penicillin G (4-weekly)	14-Jan-90		2005	
24-Oct-05	New Case	Peter Black	19-Aug-94	Male	123456	5 Short Road, SHORTTOWN Ph 8922 0987	Mild RHD	CLINIC TWO		Benzathine Penicillin G (4-weekly)	14-Feb-05		2005	
14-Feb-06	Known case	Jane White	12-Dec-78	Female	987654	4 High Road, HIGHTOWN	Moderate RHD	TREATMENT CENTRE ONE	01-Aug-00	Erythromycin (2 daily)	01-Jan-90		2005	
11-May-06	Known case	Mary Green	14-Jul-85	Female	9876543	8 One Road, ONETOWN Ph 8922 0786	Severe RHD	TREATMENT CENTRE TWO	01-Jul-05	Penicillin V (2 daily)	06-Nov-97		2005	
30-Jul-06	Known case	Mary Brown	22-Sep-78	Female	8765432	2 Main Street MAINVILLE Ph 8767 5454	ARF (no RHD)	HOSPITAL ONE		Benzathine Penicillin G (4-weekly)	01-Jan-91	01-Dec-03	2005	
22-Sep-06	Known case	Mary Green	18-Dec-89	Female	754321	10 Over Road, OVERTOWN Ph 8922 8765	Mild RHD	HOSPITAL ONE		Benzathine Penicillin G (4-weekly)	04-Mar-04		2005	
22-Sep-06	Known case	Mary White	28-Aug-98	Female	6543210	9 Under Road, UNDERTOWN Ph 8989 7777	Moderate RHD	CLINIC ONE	01-Apr-06	Benzathine Penicillin G (3-weekly)	14-Jan-05		2005	

Search the Database

- Open the database;
- Click into any cell;
- From the menu, select *Edit, Find*;
- Type in the information required (e.g. Peter);
- Click FIND NEXT until the correct record has been found [or is not found] and click *Close*.

Add a New Record

- Open the database;
- Click into the first cell of the first blank row at the bottom of the list (in the Case Registration Date column);
- Add any available information for this person along the row.

NOTE: Each person has a separate row to record personal and medical information.

Date Fields

Dates will appear as *dd, mmm, yy*

To enter 4th Oct 1990: type **4/10/90** (day, month, year), or type **10/04/90** (month, day, year).

NOTE: For all dates - if exact date is unknown, enter known year as a default date: e.g. if 1990, enter as 1st July 1990.

Option Fields

Option fields have a small arrow on the right and allow selection from a list of set options. Option fields have standard options [e.g. *Gender* options are MALE and FEMALE]. Only options in the list can be selected.

Text Fields

Text fields require information to be typed. There are no rules for these fields and care must be taken with spelling and accuracy [e.g. *Name, Health Number*].

Filtering and reporting information

Information can be sorted, filtered and counted by using the tools in Microsoft Excel, or by exporting into a statistical analysis program.

Inadequate Secondary Prophylaxis

A person who received less than 80% of REQUIRED injections in the previous 12 months is not receiving adequate medication to effectively prevent recurrent acute rheumatic fever, and the result in Injections RECEIVED (%) will appear **RED**.

NOTE: If no injections were received during the full year, record '0'.

Next Reviews

Select the *Next Review* required for this person from the list provided. This information should be updated as medical orders are changed.

EXAMPLE: The heart specialist requests an echocardiogram in 5 months and surgery in 6 months.

- **Next Review 1** = Select *Echocardiogram*
- **Next Review Date 1** = Enter a date 5 months from today
- **Next Review 2** = Select *Surgery*
- **Next Review Date 2** = Enter a date 6 months from today

DATA DICTIONARY

Field Name	Description	Cell Format	Details
Case Registration Date	The date the record is first entered into the database.	Date	
Status at Registration	The person had a known ARF or RHD diagnosis, or diagnoses was unknown (new) at the time of registration on the database	Option List	<i>OPTIONS:</i> Known case; New case
Name	All known given and family names	Text	
Date of Birth	Date of birth	Date	
Gender	Gender	Option List	<i>OPTIONS:</i> Male; Female
Clinic/Hospital Number	Clinic or Hospital Registration Number	Text	
Address/Phone	Contact information including address, region, phone number/s	Text	
Current Disease State	Current type of disease and its severity (update as disease progresses)	Option List	<i>OPTIONS:</i> ARF (no RHD); Mild RHD; Moderate RHD; Severe RHD
Local Health Facility	The Local Health Facility where the person receives regular secondary prophylaxis (or where medical care is provided if not prescribed secondary prophylaxis)	Text	
Previous Surgery Date	Date of most recent heart valve surgery	Date	
Medication	Method of secondary prophylaxis (if any) currently prescribed by a Medical Specialist	Option List	<i>OPTIONS:</i> Benzathine Penicillin (3weekly); Benzathine Penicillin (4weekly); Penicillin V (2 daily); Erythromycin (2 daily); No Prophylaxis
Date STARTED	Date that secondary prophylaxis was started following initial diagnosis of ARF or RHD	Date	
Date CEASED	Date secondary prophylaxis was ceased by a Medical Specialist	Date	
Year Calculated	The full year (Jan to Dec) for which Benzathine injection delivery is being calculated	Text	Enter as a 4- digit year (e.g. 2004)
Injections Required (Jan-Dec)	The number of injections required for this person for the year (enter 13 for 4- weekly injections and 17 for 3- weekly injections)	Text	2 characters

Injections GIVEN (Jan-Dec)	The total number of injections given to this person over the full year Enter '0' if no injections were given during the year.	Text	2 characters
<i>Injections RECEIVED (%)</i>	AUTOMATED field calculation using <i>Injections REQUIRED</i> and <i>Injections RECEIVED</i>	Number	3 characters
Last ARF Diagnosis	Date of most recent ARF diagnosis	Date	
ARF Discovered by	Method by which the most recent ARF diagnosis was discovered	Option List	<i>OPTIONS:</i> Clinical Presentation; Post Mortem; School Health Check; Screening Programme
RHD Diagnosis	Date of RHD diagnosis	Date	
RHD Discovered by	Method by which a diagnosis of RHD was discovered	Option List	<i>OPTIONS:</i> Associated ARF; Clinical Presentation; Coincidental Finding; Post Mortem; Pregnancy/Labour; School Health Check; Screening Program
Date of Death	Date of death	Date	
Cause of Death	The primary cause of death in a person with a history of ARF or RHD	Option List	<i>OPTIONS:</i> Other Cause (not RHD); RHD-Haemorrhage; RHD-Heart Failure; RHD-Endocarditis; RHD-Stroke; Unknown Cause
Next Review 1	The type of follow-up required for this person	Option List	<i>OPTIONS:</i> Echocardiogram; Heart Specialist; Dental Review; Heart Valve Surgery
Next Review Date 1	Scheduled date for next review 1	Date	
Next Review 2	Additional follow-up required for this person	Option List	<i>OPTIONS:</i> Echocardiogram; Heart Specialist; Dental Review; Heart Valve Surgery
Next Review Date 2	Scheduled date for next review 2	Date	
Notes	Important notes, comments and reminders about diagnosis or ongoing management	Text	