

# OSCAR eCGA Form: *Guide for Practitioners*

## Enable the eCGA Form

The eCGA form must be enabled in OSCAR before it can be used.

1. from OSCAR's main menu, click Administration
2. click on Forms/eForms
3. click Select Forms
4. select ECARES from the All Available Forms list
5. click Add
6. the ECARES form will populate over to the Selected Forms list
7. close the Administration window

## Begin a New eCGA Form

A new eCGA form is created from within OSCAR's patient encounter interface.

1. begin a new patient encounter
2. hover or click the + icon next to the Forms tab in the left most menu
3. select ECARES
4. complete the form as required

NOTE: a NEW eCGA form cannot be created while an incomplete eCGA is still active. The Form Status of the currently active eCGA form must be changed to complete before a new form can be created.

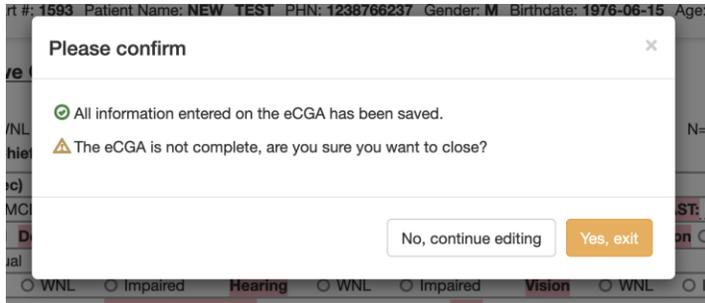
## Complete Mandatory Fields

The eCGA form cannot be fully completed and the final Frailty Index cannot be calculated until all of the Mandatory Fields are answered. Incomplete mandatory fields will be highlighted in red and a warning will be given upon these actions:

- Changing the Form Status from "incomplete" to "complete"

○ Caregiver relationship    ○ Spouse    ○ Siblings    ○ Offspring    ○ Other  
○ Caregiver Stress    ○ None    ○ Low    ○ Moderate    ○ High    Caregiver Occupation: .....  
○ Adjustment Required    **Form Status: incomplete**

- Clicking Save & Close or attempting to exit the form



- Clicking Calculate Frailty Index

## Manage Problems and Medications

**Active** Medications and Disease Registry (Problems) entries into OSCAR's Patient Encounter are automatically populated and tabulated into the bottom of the eCGA form.

Number of Problems: 2

Number of Medications: 2

<p>1. icd9(250) DIABETES MELLITUS* Date: 2021-07-29</p> <p><input type="button" value="Disable"/> <input type="button" value="Enable"/></p> <p>2. icd9(2551) HYPERALDOSTERONISM Date: 2021-07-29</p> <p><input type="button" value="Disable"/> <input type="button" value="Enable"/></p>	<p>1. CARBIDOPA 25MG/LEVODOPA 100MG TABLETtake one dailyQty:0 Repeats:0 Date: 2018-12-19</p> <p><input type="button" value="Disable"/> <input type="button" value="Enable"/></p> <p>2. OXYCODONE HYDROCHLORIDE 15MG TABLET (EXTENDED-RELEASE)take one dailyQty:0 Repeats:0 Date: 2018-12-19</p> <p><input type="button" value="Disable"/> <input type="button" value="Enable"/></p>
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Click the Disable button under each Problem or Medication entry that is not relative to the completion of the Frailty Index calculation. The Disabled entry will be struck out with a red line.

Number of Problems: 1

Number of Medications: 1

<p>1. <del>icd9(250) DIABETES MELLITUS* Date: 2021-07-29</del></p> <p><input type="button" value="Disable"/> <input type="button" value="Enable"/></p> <p>2. icd9(2551) HYPERALDOSTERONISM Date: 2021-07-29</p> <p><input type="button" value="Disable"/> <input type="button" value="Enable"/></p>	<p>1. <del>CARBIDOPA 25MG/LEVODOPA 100MG TABLETtake one dailyQty:0 Repeats:0 Date: 2018-12-19</del></p> <p><input type="button" value="Disable"/> <input type="button" value="Enable"/></p> <p>2. OXYCODONE HYDROCHLORIDE 15MG TABLET (EXTENDED-RELEASE)take one dailyQty:0 Repeats:0 Date: 2018-12-19</p> <p><input type="button" value="Disable"/> <input type="button" value="Enable"/></p>
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Click the Enable button to add the entry back into the Frailty Index calculation.

Disabling and Enabling Problems and Medications in the eCGA form does not change or remove each entry in OSCAR's Patient Encounter or in the patient's medical data.

New Problems and Medications cannot be added to OSCAR's Patient Encounter or a patient's chart through the eCGA form. If a Problem or Medication needs to be added:

1. click the red Save & Close button at the bottom of the eCGA form
2. confirm exit in the Please confirm dialog

- add a new Disease Registry and/or Medication entry to the patient chart through OSCAR's Patient Encounter
- re-open the eCGA form entry located under the Forms tab in the left most menu of OSCAR's Patient Encounter interface.



## Calculate Frailty Index

The Frailty Index score is calculated when clicking the dark blue Calculate Frailty Index button after 80% of the mandatory fields have been completed. The final Frailty Index score will be displayed in the Frailty Index text box just under the Critical Frailty Score selection table.

Clinical Frailty Score	
Scale	Pt. CG
1. Very Fit	<input type="radio"/> <input type="radio"/>
2. Well	<input type="radio"/> <input type="radio"/>
3. Well With Rx'd co-morbid disease	<input type="radio"/> <input type="radio"/>
4. Apparently vulnerable	<input type="radio"/> <input type="radio"/>
5. Mildly Frail	<input type="radio"/> <input type="radio"/>
6. Moderately Frail	<input type="radio"/> <input type="radio"/>
7. Severely Frail	<input type="radio"/> <input type="radio"/>
8. Very severely ill	<input type="radio"/> <input type="radio"/>
9. Terminally ill	<input type="radio"/> <input type="radio"/>
<b>Frailty Index:</b>	<input type="text"/>

The final Frailty Index score will be populated under the Measurements tab of OSCAR's Patient Encounter as the measurement type EFI. Each consecutive update to the Frailty Index value is also populated under the Measurements tab in order to track trending data.

A warning dialog will be displayed and the Frailty Index score will not be calculated whenever the mandatory fields required for the Frailty Index calculation are incomplete.

## Graph Trending eFI Scores

A graph of trending Frailty Index scores can be viewed by clicking on the light blue Graph eFI button at the bottom of the eCGA form.

## Save

The eCGA form can be partially saved for full completion at a later date or by another provider.

Click the green Save button at the bottom of the eCGA form to save current progress without closing the form.

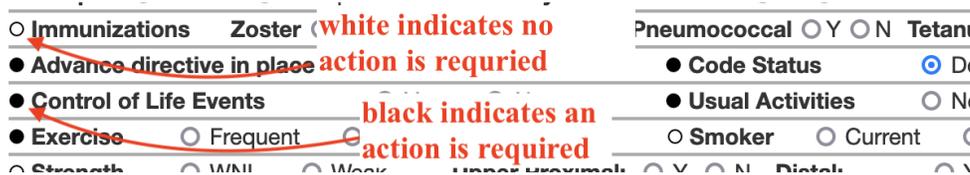
Click the Save & Close button to save current progress and to close the eCGA form. Dismiss the warning dialog to complete exiting the form.

This form contains redundant checks and confirmations to ensure that it has been successfully saved before being closed. These critical safety checks cannot be overridden.

## Create a Tickler (task assignment to another practitioner or reminder)

An OSCAR Tickler can be created from the eCGA form as a reminder to complete a task at a later date or to assign a task to another provider. To create a Tickler from the eCGA form:

1. (optional) click on the disk next to each form category in the eCGA form that requires an action. Black indicates an action is required and white indicates no action is required.



2. click on the light blue Create Tickler button at the bottom of the eCGA form
3. complete the Create Tickler dialog
  - a. **Action** (optional): select a predetermined Action from the select list
  - b. **Assign to:** select the provider whom will be assigned this task (assign to yourself if this is a reminder).
  - c. **Priority:** Low, Normal, High. Default priority is Normal
  - d. **Service Date:** enter the date for when this task should be completed.
  - e. **Message:** the default message is "eCGA Form Actions Required". This message can be overridden with a custom message or with a predetermined message from the select list
  - f. **Encounter Note:** the list of required actions will auto populate into this textbox. The Encounter Note can be overridden with a custom note.
4. click Create Tickler

An entry will be created in OSCAR's Tickler module.

The screenshot shows the OSCAR Tickler module interface. It includes a header with "Print" and "Help About" buttons. Below the header are filters for "Service Date-Range" (1900-01-01 to 2021-09-09), "Move To" (Active), "MRP" (All Providers), "Creator" (All Providers), and "Assigned To" (All Providers). A "Create Report" button is also present. The main table lists tickler entries with columns for Demographic Name, Creator, Service Date, Creation Date, Priority, Task Assigned to, Status, and Message.

Demographic Name	Creator	Service Date	Creation Date	Priority	Task Assigned to	Status	Message
<input type="checkbox"/> Edit TEST.NEW	Warren MSP 56465, Dennis	2021-09-08 16:53:00.0	2021-07-29 16:17:17.0	High	doe, doctor	Active	eCGA Form Actions Required
	Warren MSP	2021-09-08			Warren MSP 56465		This has a tickler for

An entry will be added under the Tickler tab in the left most menu of OSCAR's Patient Encounter



The Tickler Encounter Note will be populated as an entry into OSCAR's Patient Encounter Note history.



## Complete a Tickler

Refer to OSCAR's documentation on how to manage and complete Ticklers.

## Open a Saved Incomplete eCGA

A saved incomplete eCGA form can be accessed as many times as required until completion. To open a saved eCGA:

1. open OSCAR's Patient Encounter
2. locate and click on the ECARE's form under the Form tab in the left most menu
3. add or edit data in the form
4. click Save

**WARNING:** do not open and edit a currently active eCGA from the Form History page. Doing this could result in data loss.

A screenshot of the OSCAR software interface showing a table titled 'FORM HISTORY'. The table has three columns: 'Form Name', 'Created Time', and 'Edited Time'. The rows contain the following data:

Form Name	Created Time	Edited Time
BC-AR 2012	20/04/16	20/04/16 13:45:47
BC-AR 2012	20/04/16	20/04/16 13:43:56
ECARES	21/07/28	21/07/29 16:17:18
ECARES	21/07/28	21/07/29 13:01:16
ECARES	21/07/28	21/07/29 12:59:24
ECARES	21/07/28	21/07/29 12:59:14
ECARES	21/07/28	21/07/29 12:58:05
ECARES	21/07/28	21/07/29 12:57:18
ECARES	21/07/28	21/07/29 12:49:10
ECARES	21/07/28	21/07/28 22:16:09

The entire table is crossed out with a large red 'X'.

## Complete (close) an eCGA

The Form Status of completed eCGA form must be changed to "complete". This action is not automatic.

A NEW eCGA form cannot be created while an incomplete eCGA is still active. The Form Status of the currently active eCGA form must be changed to complete before a new form can be created.

To change the Form Status to “complete”:

1. open an existing eCGA form
2. change the Form Status to “complete”
3. complete any missing mandatory fields if indicated.
4. accept the confirmation dialog.

Caregiver Relationship     Spouse     Siblings     Offspring     Other

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Caregiver Stress     None     Low     Moderate     High    Caregiver Occupation: .....

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Adjustment Required    **Form Status: incomplete** .....

## Print

Click the light blue Print button located at the bottom of the eCGA form.