

There are two possibilities as to why the database is giving you a warning when you try to skip a field or fill in an alternative answer.

A. The field is required:

1. If the field is required, that means that you cannot finish entering a Medical Record Audit or Patient Survey without answering the question that corresponds to the field. Fields where this is possible are the demographic fields (age, ethnicity, sex, diagnosis) and possibly some other fields.
2. To remove the required limitation for the field, go to the Tables tab of the Database Items Organizer, high light the pertinent table, and hit Design instead of Open.
3. The table will open in Design View. Scroll down to the field you need. Put your cursor in the row for that field and look to the bottom of the screen.

| Field Name | Data Type |
|--------------|------------|
| ID | AutoNumber |
| code | Text |
| age | Number |
| admitdat | Date/Time |
| unit | Text |
| Ethnic | Text |
| gender | Text |
| diagn | Text |
| diagndescrip | Text |
| MD_doc | Text |
| MDrating | Text |
| RN_doc | Text |
| RNrating | Text |
| rate1 | Number |
| over_5 | Number |
| highest | Number |
| lowest | Number |
| doc_nonp | Text |
| heat | Text |
| cold | Text |
| relax | Text |
| message | Text |
| imagery | Text |

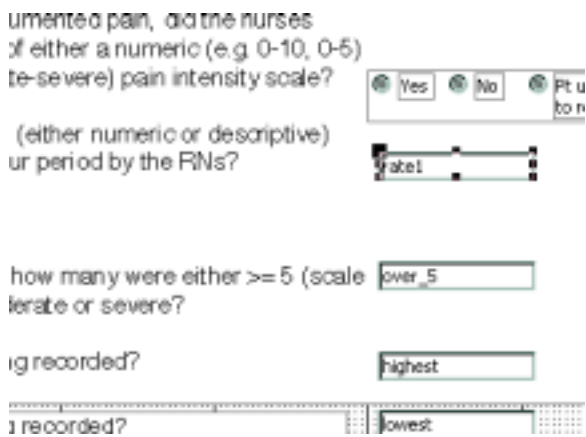
| Property | Value |
|-----------------|----------------------------|
| Field Size | Integer |
| Format | |
| Decimal Places | Auto |
| Input Mask | |
| Caption | |
| Default Value | 0 |
| Validation Rule | <130 |
| Validation Text | Age must be less than 130. |
| Required | Yes |
| Indexed | No |

4. In the Required row, change the answer to No.
5. Do this for all the fields you need to.
6. Exit the table, and when prompted, say Yes to Save.

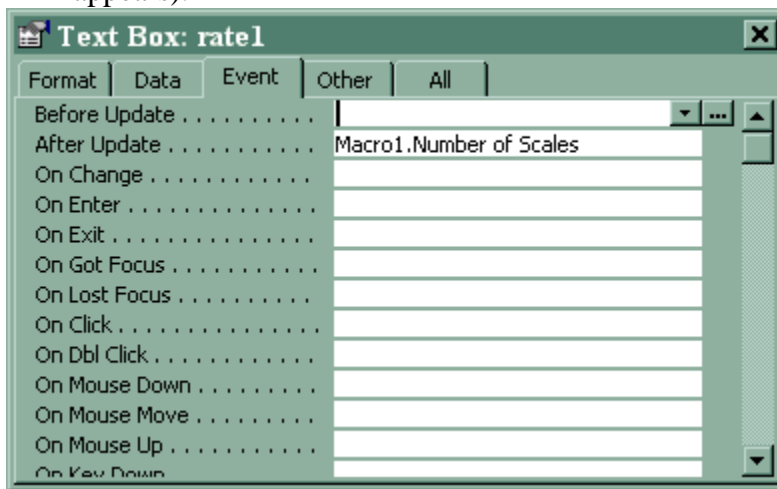
If the field isn't required, then the restriction is coming from the Macro that is working on the field. Most of the fields in the database have a macro applying some sort of restriction to assure that data entry is done correctly. Although we don't recommend removing the macros (the Quality Indicators Report Card will not work properly) if you must, use these instructions.

1. On the Forms tab, highlight the Medical Record Data Entry Form (or Patient Survey Form) and choose Design from the Database Items Organizer instead of Open.

- Once in Design View, scroll down to the answer box for that question that you want to alter, and select it. Your cursor will NOT appear in the box, but small boxes will appear on the corners (as below).



- Under the View menu choose Properties.
- In the Properties pop-up screen, select the tab that says Event.
- Erase the writing in the “After Update” row (Macro1.Number of Scales or whatever appears).



- Go back to the View menu and select Form View. This will take you back to the data entry form.
- When you exit the form, it will prompt you to save and be sure to save all changes.
- Repeat the process with any other fields you’d like to modify/

The following fields should not have their macros removed in order to assure that the Quality Indicators Report Card works properly.

- MD documentation (MD_doc)
- RN documentation (RN_doc)
- Number of pain ratings (rate1)
- Non-pharmacologic interventions (doc_nonp)
- Was an IM opioid ordered (Imopioid)

Was ketorolac ordered (Ketorola)
Was Demerol ordered (Demerol)
Was an IV PCA ordered (IV_pca)
Was an IV opioid ordered (Ivopioid)
Was an epidural ordered (spinal)
Was an oral opioid ordered (po_opioid1)
Was a second oral opioid ordered (po_opioid2)
Was an oral NSAID ordered (nsaid)
Was acetaminophen ordered (Tylenol)