

5. Click Add new exam. The following page will appear, (please note: all patient identifiers have been erased from the print screen.)

Exam Type: Available options include Colonoscopy, CTC, Barium Enema, Surgery, Flexible Sigmoidoscopy

Exam Date: Enter the date that the exam took place, as recorded on the diagnostic exam report

Pre-medication: Click on **Add Premedication**. Select the drug from the dropdown, available options include Buscopan, Diazemol, Midazolam, Nubain, Pethidine, Fentanyl, Entonox, Meptazinol, Alfentanil, Glucagon, Hyosioine. Enter the **dose** in the free text field and select **milligrams** or **micrograms**

Hospital Name: Enter as recorded on the medical record

Hospital Number: Enter as recorded on the medical record

Endoscopist: Give the full name of the endoscopist / list clinician, as recorded on the report

Exam Assessment: This information is not generally found on the diagnostic report, and if it is missing this field should be left blank

Bowel Prep Assessment: Available options include Excellent, Good, Adequate and Poor. Where the report determines bowel prep as 'acceptable' this should be recorded as adequate

Exam Status: Available options include Completed, Incomplete – Pain, Incomplete – Faeces, Incomplete – Other, DNA and Not Performed. This field affects a later field, **Additional Exam**. If the exam status is incomplete, a repeat exam may be scheduled at a later date

Segment Reached by Exam: Available options include Rectum, Rectosigmoid, Sigmoid Colon, SD Junction, Descending Colon, Sigmoid Flexure, Transverse Colon, Hepatic Flexure, Ascending Colon, Caecum, Terminal Ileum, and Appendix

Complications: This is a free text field to record any complications listed on the report. Use direct quotes wherever possible.