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, Hyosoin. 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, Cecum, Terminal Ileum, and Appendix

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