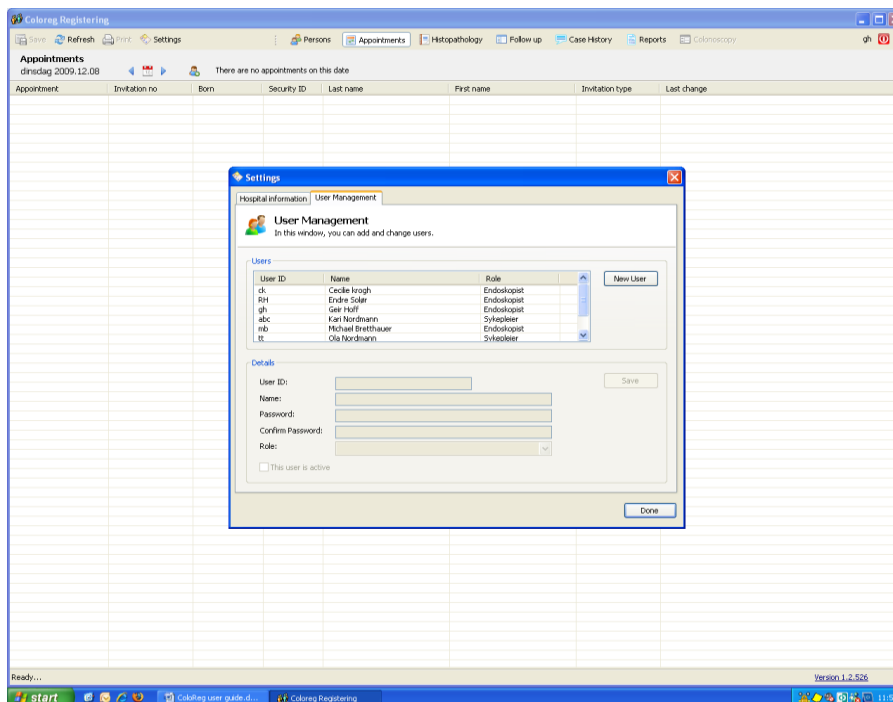
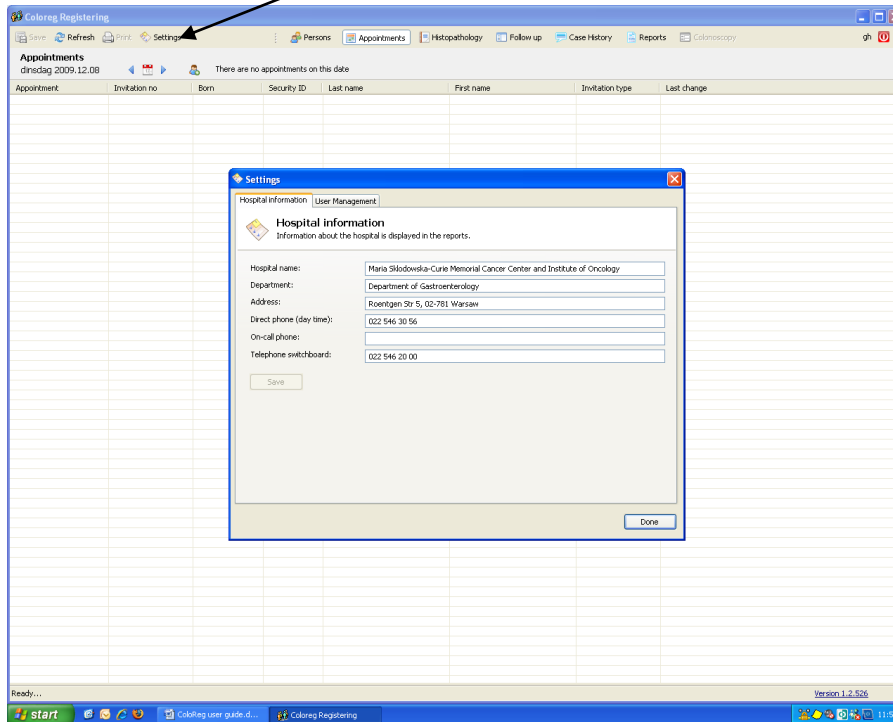


# Mini user guide ColoReg

This is a mini user guide to get started using the ColoReg software.

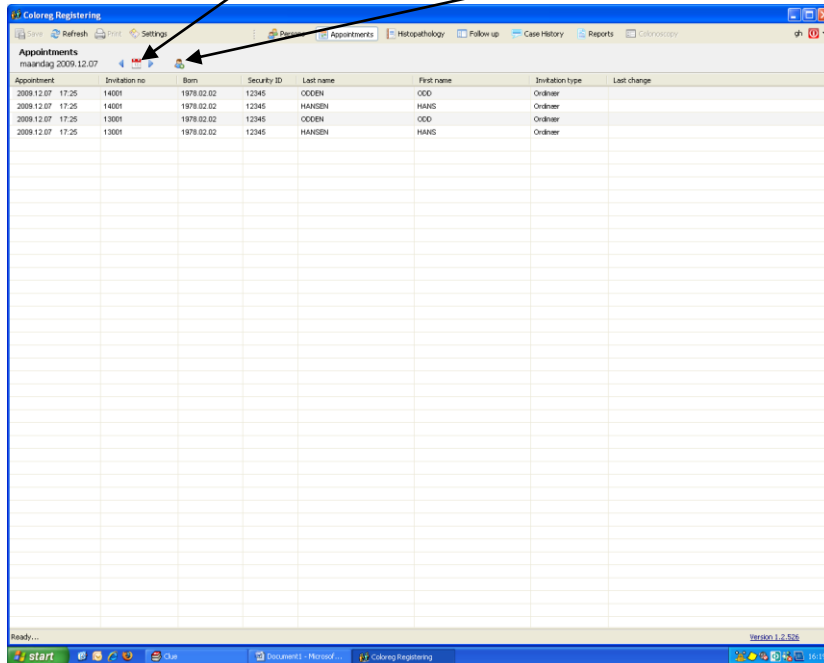
## First time users

To register a new endoscopy center or new users click on **Settings** to the right on the top bar. Here two tabs are available, **Hospital Information** and **User Management** for registering new users. Enter all required information and click **Done**. The data is then saved, and you can start using ColoReg.

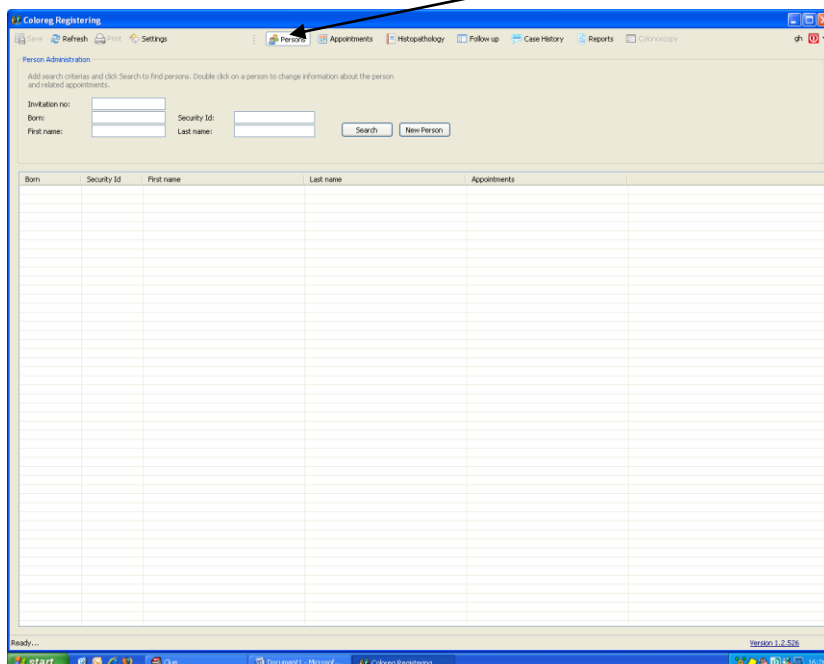


## Already registered users

When you open ColoReg, you get straight into the appointment book, where all appointments for the current date are listed. By double clicking the **calendar icon** you will get a list of appointments on the day of your choice. New appointments can be added to the list by clicking the **add person icon** next to the calendar.



For administration of appointments and persons click on the **Person tab**.



- To find an already existing appointment or person enter either:

- Invitation no
- Date of birth
- Security ID
- First + Last name

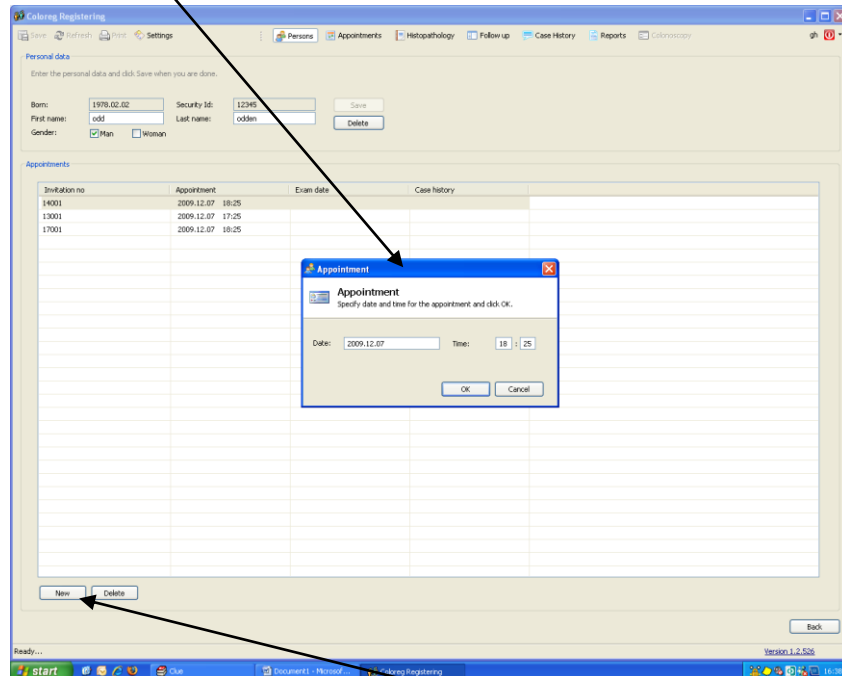
and click **search**. The matching result will turn up in the appointment list below.

- To enter a new invitation/person simply click the **New person** button. This leads you to the “personal data” sheet:

Fill in the blanks and press **Save**. The new invitation/person will turn up in the appointment list.

- To enter another new invitation/person immediately after registering the first one, you must first click the **Back button** on the bottom right. (Note: Do not click on the **New** button on the bottom left as this will generate a new appointment for the person already registered.)

- To change an already existing appointment double click on the appointment and the **appointment pop-up box** will show. Here you can change date or time for the appointment. This is useful when entering appointments retrospectively. (Note: Do not click the **New** button at the bottom left to change the date/time of an already existing appointment, as you then will create a new a appointment.)



- To create a new appointment for the person you have chosen click on the **New** button at the bottom left. In the pop-up box you can fill in time and date for the new appointment. This operation creates a new invitation number for the new appointment.
- To delete an appointment, mark the appointment in the list and then press the **Delete** button at the bottom left.
- To delete a person all invitations of that person has to be deleted first. Then press **Delete** to the right of the personal data fields.

- To fill in the colonoscopy report for a person either double click on the patient in the appointment list or click **Colonoscopy** to the upper right. This form will appear.

**Note:** There is also a ColoReg video demo available demonstrating how to fill in the form. You find it on the NordICC website <http://www.krefregisteret.no/nordicc>.

The screenshot shows the ColoReg Registering software interface. The window title is "Coloreg Registering". The patient information is "hans hansen" with ID "1978.02.02 - 12345". The interface is divided into several sections:

- Examination:** Date: 2009.12.07; Endoscopist 1: [dropdown]; Endoscopist 2: [dropdown]; Assistant: [dropdown]; Indication: [dropdown].
- Symptoms:** Obstipasjon, Diare, Endrede avføringsvaner, Synlig blod i avføringen, Smerte, Allmennsymptomer, Annet (se frietekst). Each symptom has a "Yes/No" checkbox and a "None" option.
- Medication given:** Midazolam (0.0 mg), Diazepam preparat (0.0 mg), Pethidin (0.0 mg), Buscopan (0.0 mg), Propofol (0.0 mg), Fentanyl (0.0 µg). Each medication has a "Yes/No" checkbox and a numerical field for dosage.
- Colonoscopy:** Procedure: Koloskopi; Main finding: [dropdown]; Additional finding 1: [dropdown]; Additional finding 2: [dropdown]; Cleansing regimen: [dropdown]; Cleansing quality: [dropdown].
- Examination including (segment):** [dropdown]. Below this is a diagram of the human colon.
- Total exam time (mins):** 0; **Time to caecum (mins):** 0.
- Complications:** [dropdown].
- Reasons for incomplete examination:** A list of checkboxes including: Slynger, Smerte, Dårlig tarmning, Strikur, Dårlig pasientforberedelse, Utstyrsvåt, Teknisk vanskelig, Komplikasjon, Pasienten ikke forberedt/motivert for undersøkelsen, Feil indikasjonstilling, Oppfølging/supplerende distal undersøkelse.

At the bottom right of the form are buttons: "Previous", "Next", "Cancel", and "Done". The Windows taskbar at the bottom shows the start button, taskbar, and system tray with the time 16:53.

Fill in all applicable fields, and click **next**.



When clicking the **Next** button once again you will see a summary report of all information entered about the patient. There is also a free text field to the right for writing additional comments if necessary. When finished click **Done** and the information is saved.

The screenshot shows the 'Coloreg Registering' application window. The main content area displays a colonoscopy report in Dutch. The report includes patient information, examination details, and findings. A yellow box highlights a 'Free text field' in the 'Comment:' section on the right. The interface includes a menu bar with options like 'Save', 'Refresh', and 'Print', and a toolbar with 'Previous', 'Next', 'Cancel', and 'Done' buttons.

**colonoscopie verslag**

Maria Skłodowska-Curie Memorial Cancer Center and Institute of Oncology  
Department of Gastroenterology  
Roentgen Str. 5, 02-781 Warsaw  
telefoon nummer: 022 546 30 56  
schakelbord: 022 546 20 00

Koloskopi is gedaan 2009.11.20 bij PerPersen, burger service nummer 2000.12.12.1212004242  
door Cecilie Krogh

Indicatie Screening

**Koloskopi**  
onderzoek is verricht tot en met segment Ascendens  
de kwaliteit van de voorbereiding is god  
aanvullende procedures zijn verricht  
- Injektionsbehandling (for blødning)  
No medications were given.

**complicatie**  
Blødning

**redden voor incompleet onderzoek**  
- Teknisk vanskeligt

**diagnose**  
belangrijkste bevinding Polyp(ef)

**Geregistreerde afwijkingen**

Afwijking nummer	lokatie	Diameter (mm)	Aspect afwijking	biopsten genomen
1	Descendens	4	Stillet	Vanlig biopsi

**Bevindingen bij histologie**

Comment:

Free text field

Previous Next Cancel Done

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In the **histopathology tab** the histopathological information about the different lesions are registered. All lesions for the patient of your choice are shown in the list. Click on a lesion and enter histopathological information by choosing from the drop down menus. Click **save** when finished. The text will now change to green color.

The screenshot shows the 'Coloreg Registering' application window. The 'Histopathology' tab is active, displaying a table of registered lesions. A dropdown menu is open, showing a list of lesion types and dysplasia options. The 'Save' button is visible at the bottom right of the form area.

Exam date	Born	Security ID	Navn	Lesion no	Glass no	Endoscopist	Lesion type	Dysplasia	Registered date
2009.11.24	2000.12.12	1212004242	PERSEH, PER	1	1	MB	Flat adenom, tubulovillos type	Grov (høygradig) dysplasi	2009.12.08 10:04
2009.11.24	2000.12.12	1212004242	PERSEH, PER	2	2	MB	Mixed adenom/hyperpl.	Høyt differensiert	2009.12.08 10:11

The dropdown menu shows the following options:

- Benign neoplasi**
  - Tubulært adenom
  - Tubulo-villøst adenom
  - Villøst adenom
  - Flat adenom, tubulært type
  - Flat adenom, tubulovilløs type
  - Flat adenom, villøs type
  - Mixed adenom/hyperpl.
- Annen benign lesjonstilstand**
  - Hyperplastisk polyp
  - Mucosal tag
  - Granulasjonsvevspolyp
  - Inflammatorisk polyp

The form below the table has the following fields:

- per person, burger service numr
- Histopathology
- Lesion type: Mixed adenom/hyperpl.
- Dysplasia/differentiation: Høyt differensiert
- Resection completeness: Stikk ikke vurderbar
- Save

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The **follow-up** tab contains an overview of the follow-up planned for the patient of interest. The program generates a suggestion for next control. In the bottom left pane you register your suggestion, time for the new appointment and type of control. There is also a free text field for additional comments. To the bottom right is a summary report of the colonoscopy examination.

The screenshot displays the 'Coloreg Registering' application window. The 'Follow up' tab is active, showing a table with the following data:

Exam date	Born	Security ID	Navn	Endoscopist	System chosen control	Endoscopist chosen control	Registered date
2009.11.24	09.12.12	1212004242	PERSEN, PER	MB	Kontroll innen 6 mndr.	Kontroll innen 6 mndr.	2009.12.08 10:12

Below the table, the patient's details are shown: 'per persen, burger service nummer 00.12.12 1212004242'. The 'System chosen control' and 'Endoscopist chosen control' are both set to 'Kontroll innen 6 mndr.'. The 'Next appointment' is set to '04 / 10 (mm/yy)' and the 'Control type' is 'Koloskopi'. A 'Comment (not shown on the report)' field is present but empty.

The summary report on the right is titled 'colonoscopie verslag' and includes the following information:

- Header:** Maria Sklodowska-Curie Memorial Cancer Center and Institute of Oncology, Department of Gastroenterology, Rosentgen Str 5, 02-781 Warsaw, telephone number: 022 546 91 schakelbord: 022 546 21
- Text:** Koloskopi is gedaan 2009.11.24 bij PerPersen, burger service nummer 2000.12.12 1212004242 door Michael Brethauer
- Indicatie:** Opvolging etter scr. u.s.
- Koloskopi:** onderzoek is verricht tot en met segment Proximale transversum  
geen aanvullende procedures zijn verricht
- Medicijnen die zijn toegediend:** Fentanyl 100.0 µg
- complicatie:** Vasovagal reaksjon
- redden voor incompleet onderzoek:**
  - Dårilig pasientforberedelse
  - Dårilig temming
  - Feil indikasjonstilling
  - Pasienten ikke forberedt/motivert for undersøkelsen
  - Teknisk vanskelighet

The software version is 1.2.526 and the system time is 10:12.

Under the **case history tab** you will find an overview of the patient's history and the colonoscopy form. First enter the search criteria in the blank fields. The results from your search will appear in the list below. Mark the case of your choice and click either the **case history** button or the **colonoscopy** button.

Clicking **Case history** will lead you to a form for filling in the patient's previous examinations if any and various information regarding general health, smoking and family history. When finished completing the form, press **Done** and the information is saved.

The screenshot shows the 'Coloreg Registering' application window. The 'Case History' tab is active. At the top, there are menu options: Save, Refresh, Print, Settings, Persons, Appointments, Histopathology, Follow up, Case History, Reports, and Colonoscopy. The patient ID is 'per persen 2000.12.12 - 1212004242'.

**Exclusion criteria:** A dropdown menu is open, showing a list of conditions:

- Pasienter med tidligere åpen kirurgi på colon/rectum (reseksjoner, stompasienter)
- Kronisk emsorgs- og pleietrengende (somatisk, psykisk, HPU)
- Pågående cytostatika- eller strålebehandling for malign sykdom
- Alvorlig kronisk hjerte-/lunnesykdom (NYHA III-IV)
- Livslang antikoagulasjonsbehandling (Warfarin)
- Koronar episode med hospitaliseringsbehov siste 3 mndr.
- Cerebrovaskulært insult, siste 3 mndr.
- Bosatt i utlandet
- Retur av uåpnet invitasjonsbrev og/eller purrebrev (adressert ukjent)
- Bekjerd fra naboer/familie/postkontor at vedkommende er død (ikke oppdatert folkerregister)
- Inkludert for skopiundersøkelse, men anamneseopptak mangler/brukes ikke fylt ut

**Previous exam:** A table with checkboxes for various examination types and their results:

Examination Type	Result
<input checked="" type="checkbox"/> Koloskopi	Usikker
<input type="checkbox"/> Fleksibel sigmoidoskopi	Usikker
<input type="checkbox"/> Rektoskopi	Usikker
<input type="checkbox"/> CTMR kolografi	Usikker
<input type="checkbox"/> Røntgen colon dobbelkontraest	Usikker
<input type="checkbox"/> Annen billedframstilling av colon/rectum	Usikker

**Right-hand form fields:**

- Weight (kg): 90
- Heart disease: Nei
- Cholelithiasis: Nei
- Year of diagnosis: 2005
- Number of years on insulin therapy: [ ]
- Recent symptoms:
  - Abdominal pain last 2 weeks: Nei
  - Blood in feces: Ja, blandet med avføring
  - Mucous in stool: Nei
  - No. of months since mucous in stools was first observed: [ ]
  - Change in bowel habits:  Yes  No How long (months)? 2
  - No. of months since change in bowel habits was first observed: 2
- Smoking:
  - Ever been daily cigarette smoker? Nei
  - Ever been daily cigarillo smoker? Nei
  - Ever been daily pipe smoker? Nei
  - Never been daily smoker: Belreftet
  - Age when smoking started: [ ]
  - Age at most recent smoke-cessation: [ ]
  - No. of years with smoking: [ ]
  - No. of cigarettes (cigarette equivalents) per day: [ ]
- Family history:
  - No. of siblings (including screenees): 3
  - No. of children: [ ]
  - No. out of total first-degree relatives with CRC: 1
  - No. of first-degree relatives with CRC diagnosed at age <60 years: 1

Buttons: Cancel, Done

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Under the **Reports** tab you can search for reports with key data and statistics for endoscopist performance.

**Coloreg Registering**

Save Refresh Print Settings Persons Appointments Histopathology Follow up Case History **Reports** Colonoscopy gh

**Reports** Colonoscopies men From: 2009.09.09 To: 2009.12.12 Show

Colonoscopies women  
Colonoscopies men  
Colonoscopies women and men  
My Colonoscopies  
Patient Module

**Colonoscopies**  
Period: 2009.09.09-2009.12.12  
Gender: Mann

**Key data per endoscopist**

Endoscopist	Colonoscopies	Exams to caecum	Exams with findings	Polyps per colonoscopy	Total exam time	Time to caecum
Geir Hoff	1	0	0,00%	0,00	15,00 min	10,00 min

**Distribution of polyp size per endoscopist**

Endoscopist	< 5 mm	5-9 mm	10-14 mm	15-20 mm	> 20 mm	Size not specified	Total
Geir Hoff	0 (0,0%)	0 (0,0%)	0 (0,0%)	0 (0,0%)	0 (0,0%)	0 (0,0%)	0 (0,0%)

**Distribution of tissue sampling procedures per endoscopist**

Endoscopist	Vanlig biopsi	Hot biopsi	Polypektomi med diatermi	Polypektomi med kald slynge	Cytologisk preparat	Ingen vevsprene	Total
Geir Hoff	0 (0,0%)	0 (0,0%)	0 (0,0%)	0 (0,0%)	0 (0,0%)	0 (0,0%)	0 (0,0%)

**Reasons for incomplete exam (not reached caecum or terminal ileum)**

Endoscopist	Slynger	Smertor	Dårlig tarmning	Striktur	Dårlig pasientforberedelse	Utstyrssvikt	Teknisk vanskelig	Komplikasjon	Pasienten ikke forberedt/motivert for undersøkelsen	Feil indikasjon/stilling	Oppfølging/supplering distal undersøkelse	Total
Geir Hoff	0 (0,0%)	0 (0,0%)	0 (0,0%)	0 (0,0%)	1 (100,0%)	0 (0,0%)	0 (0,0%)	0 (0,0%)	0 (0,0%)	0 (0,0%)	0 (0,0%)	1 (100,0%)

**Complications per endoscopist**

Endoscopist	Perforasjon	Bleddning	Vasovagal reaksjon	Kardiovaskulær komplikasjon	Reaksjon på i.v. medikasjon	Annet (se fritekst)	Total
Geir Hoff	0 (0,0%)	0 (0,0%)	0 (0,0%)	0 (0,0%)	1 (100,0%)	0 (0,0%)	1 (100,0%)

**Bowel cleansing assessment by endoscopist**

Pagina 1 van 2 - Maria Skłodowska-Curie Memorial Cancer Center and Institute of Oncology

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start ColoReg user guide.d... Coloreg Registering 10:45