

National Home Infusion Foundation
Home Infusion Pharmacists Professional Services Study

Excel[®] Data Entry Guide

The hard-copy data collected from the sites participating in the Home Infusion Pharmacists Professional Services Study will be entered into the **Home Infusion Pharmacists Professional Services Study Data Collection Template**. The template, in Excel, will need to be complete for each individual patient.

1. Location DPC: This area will require the entry of the pharmacy location DPC (Data Participant Code) number
2. Patient Age: Enter the patient age
3. Patient Data Start Date: Enter the date of the first in-home infusion for the patient
4. Patient Data Stop Date: Enter the date of the second dispense to the patient
5. Patient Therapy Type Code: In the upper right of the document, the patient therapy types are each assigned a code 1-8. Please enter the appropriate number, 1-8, for that individual patient
 - a. For example: Antiinfective patient using IV push administration = 2
6. Secondary Therapies
 - a. Enter any secondary therapies the patient may receive while enrolled in the study.
 - b. For example, a TPN patient that requires a dose of Cathflo, enter that in this section as the therapy (using the NHIF standard therapy types), medication, date added, and administration method.
7. Data Entry: This section is to log the various Care Activity Tasks, grouped into six (6) categories. An explanation of each task category is provided at the end of this document (see Appendix A).
 - c. The codes for the Care Activity Tasks are listed below the Patient Therapy Codes in the tool
 - i. Date: Enter the date the service is rendered
 - ii. Task Code #: enter the appropriate code that identifies the service(s) provided
 - iii. Enter the start and end time in military time
 1. For example: Start 13:35 End 13:50
 - iv. Comments/Notes; This is free text for any additional information to be provided to highlight or outline the service(s) being provided

On the next page you will find an example of the blank template and an example of a template that has been filled out.

NHIF Home Infusion Pharmacist Tracking Form-Clinical Services Time research Study

Location DPC	123456			Patient Therapy Type Codes	
Patient ID #	12345601			1: Antiinfective using an ambulatory infusion pump 2: Antiinfective utilizing IV push administration 3: Inotropic using an ambulatory infusion pump 4: Anti-neoplastic chemotherapy (i.e.5-Fu) using ambulatory infusion pump 5: Parenteral nutrition patient 6: Monoclonal antibody administered intravenously with initial home dose 7: Subcutaneous immunoglobulin-pump administered 8: Intravenous immunoglobulin-pump administered	
Patient Age	62			Care Activity Task Codes	
Patient Data Start Date	9/1/20			1: Performing patient assessments and documentation 2: Developing, implementing, & documenting care plan 3: Remote monitoring and intervention activities 4: Drug preparation and compounding activities 5: Care coordination and telephonic communications 6: Other patient related works tasks	
Patient Data Stop Date	9/15/20				
Patient Therapy Type Code	2				
Secondary Therapies (IV)	Therapy	Medication	Date Added		Administration Method
	Hydration	0.9% NS	9/5/20		Gravity
Data Entry					
Date	Task Code #	Start Time	End Time	Comments/Notes	
9/1/20	1	12:35	13:05		
9/1/20	2	13:05	13:20		
9/1/20	4	13:20	13:30		
9/4/20	3	9:15	9:30	sCr elevated, MD consult	
9/4/20	5	9:30	9:45	HYD added	
9/4/20	4	11:00	11:15		
9/7/20	5	13:15	13:45		
9/11/20	3	15:15	15:20		
9/15/20	6	17:30	17:45	Patient DC	

Appendix A

Care Activity Task Explanation

Code 1: Performing patient assessments and documenting the assessment results in the patient EMR, and including any of the following activities:

Examples of tasks:

- Review of current illness
- Review of past medical history
- Review of current medication list
- Review of prescribed infusion medication
- Assessment of home environment/caregiver status
- Assessment of ambulatory status and other physical limitations that may interfere with self-administration
- Assessment of vascular access device compatibility with prescribed medication
- Interventions to facilitate initiation of home infusion therapy

Code 2: Developing, implementing and documenting the care plan, including the following:

Examples of tasks:

- Selection of administration method
- Establishing goals of therapy
- Reviewing existing, and obtaining supplemental physician orders for prevention of acute infusion reactions, catheter declotting agents, access device maintenance solutions, etc.
- Developing a monitoring plan
- Developing an access device maintenance plan
- Patient education plan
- Interventions performed
- Documenting and updating the care plan in the EMR

Code 3: Remote monitoring and related intervention activities, including:

Examples of tasks:

- Obtaining, tracking, and trending lab results
- Lab evaluations
- Interventions performed
- Recommendations made as a result of monitoring activities
- Documentation of monitoring and interventions in the EMR

Code 4: Drug preparation and compounding activities, including:

Examples of tasks:

- Dispensing
- Determining appropriate beyond use dates
- Compounding process oversight (patient specific)
- Supply selection
- Shipping
- Documentation of compounding, dispensing, and delivery activities

Code 5: Care Coordination and communication

Examples of tasks:

- **Telephonic interactions and the time spent performing the task**
- Patient communication
- Prescriber communication
- Internal communication (i.e. billing,
- Only include if not able to fit into a category above

Code 6: Other patient related work tasks including:

Examples of tasks:

- Case conferences
- Work not covered above