cayuse VETERINARY CARE

OFFICE OF LABORATORY ANIMAL CARE
BERKELEY

How to: **Manage Health Cases**

	Responding to New Health Reports	
A	Login to Cayuse	https://cal.esirius.cayuse.com/ **Practice site:** https://cal.stg-esirius.cayuse.com/
1	Select **Animal Health Technician** Role	AHEALTH ▼ Sign Off Berkeley UNIVERSITY OF CALIFORNIA
2	Select **Veterinary Care** on the side menu & Select **New Health Reports**, then expand reports in the area for which you are responding by clicking the +	cayuse VETERINARY CARE **Mailbox** IACUC ▶ Animal Inventory ▶ Service Charges ▶ Veterinary Care ▶ Alert / Inbox / Total New Health Reports / 17 / 17 Cases in Review / 9 / 9 Daily Activities / 0 / 6 Active Cases / 4 / 4 PI Workflow / 9 / 9 Service Billings / 2 / 2 New Room Cases Active Room Cases New/Active Group Cases / 2 / 2 Weights/Vitals Update / 0 / 0 New Health Reports / Cases in Review / Daily Activities / Ac ⇄ Submit New Health Report / + Start New Group Case / + S **New Health Reports** Card ID / Priority / Case ID / Species ⊞ Li Ka Shing:B151 - 8 Health Report(s) New ⊞ Northwest Animal Facility:151 - 8 Health Report(s) New ⊞ Weill Hall-B:14A - 1 Health Report(s) New 🔎 Find ⟳
3	Open a single New Health Report by clicking on the Case ID	New Health Reports / Cases in Review ✕ / Daily Activities ✕ / Active Cases ✕ / PI Workflow ✕ / Act ⇄ Submit New Health Report / + Start New Group Case / + Start New Room Case / + Start Weig **New Health Reports** Card ID / Priority / Case ID / Species / Observations ⊟ Li Ka Shing:B151 - 8 Health Report(s) New 0000002493 / High / HR-0000001169-00 / Mouse / Bleeding/blood in cage;Diarrhea 0000002493 / High / HR-0000001171-00 / Mouse / FDIC;Sick;Small Weanlings 0000002493 / Normal / HR-0000001168-00 / Mouse / Flooded Cage
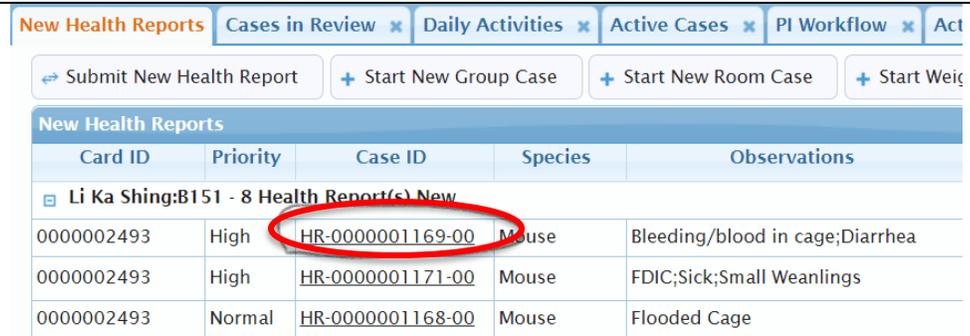
| 4 | Case opens to Overview page, which is the information sent to the investigators when submitting the case (1).

After exam, check observations entered by animal technician and correct if needed (2). Select the **Date stamp** (3) add notes for investigator and your initials (4). Copy the information just entered into the Notes, then select Save (just below the Notes box). | **Case Management** HR-0000001169-00
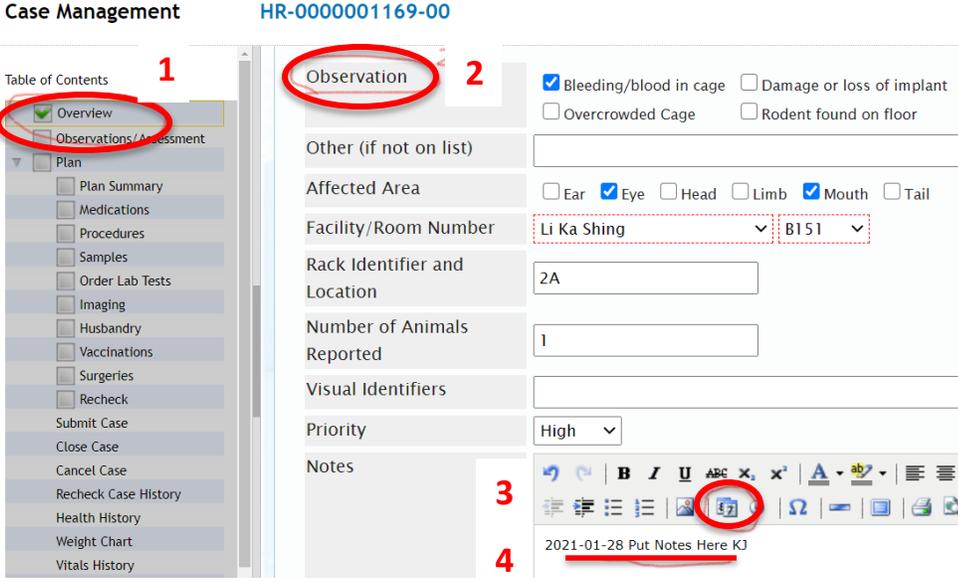
Table of Contents **1**
☑ Overview
☐ Observations/Assessment
▽ ☐ Plan
　☐ Plan Summary
　☐ Medications
　☐ Procedures
　☐ Samples
　☐ Order Lab Tests
　☐ Imaging
　☐ Husbandry
　☐ Vaccinations
　☐ Surgeries
　☐ Recheck
Submit Case
Close Case
Cancel Case
Recheck Case History
Health History
Weight Chart
Vitals History

Observation **2**
☑ Bleeding/blood in cage　☐ Damage or loss of implant
☐ Overcrowded Cage　☐ Rodent found on floor

Other (if not on list) [　]
Affected Area ☐Ear ☑Eye ☐Head ☐Limb ☑Mouth ☐Tail
Facility/Room Number [Li Ka Shing ▾] [B151 ▾]
Rack Identifier and Location [2A]
Number of Animals Reported [1]
Visual Identifiers [　]
Priority [High ▾]
Notes **3**　**4** 2021-01-28 Put Notes Here KJ |
| 5 | Click on Plan Summary (1), then paste the information from the Overview Notes into the Plan Summary box (2). This will allow users to easily see the Plan when going through rechecks. Then click on the Save button at the bottom. | **Case Management** HR-0000001169-00:Plan
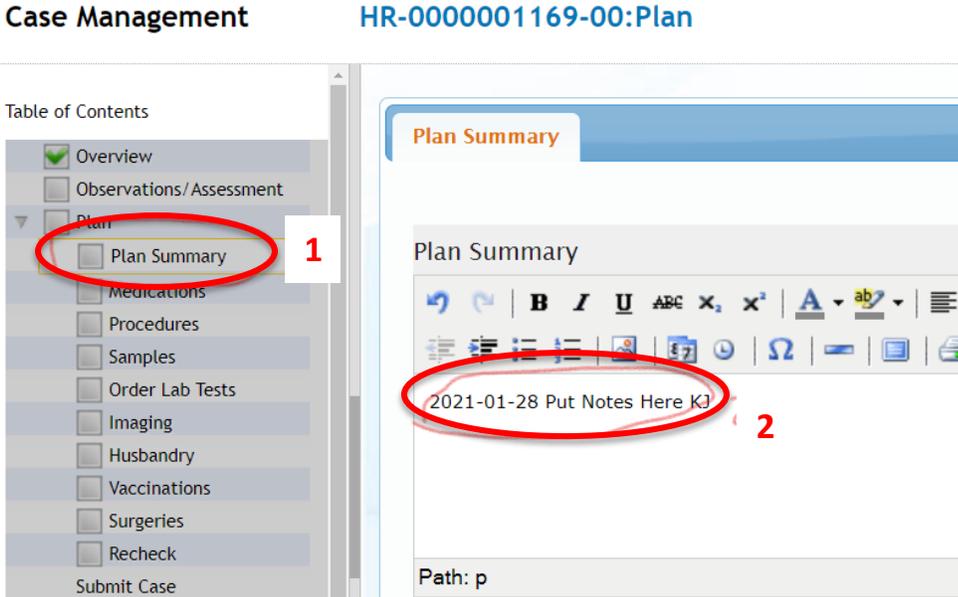
Table of Contents
☑ Overview
☐ Observations/Assessment
▽ ☐ Plan
　☐ Plan Summary **1**
　☐ Medications
　☐ Procedures
　☐ Samples
　☐ Order Lab Tests
　☐ Imaging
　☐ Husbandry
　☐ Vaccinations
　☐ Surgeries
　☐ Recheck
Submit Case

Plan Summary

Plan Summary

2021-01-28 Put Notes Here KJ **2**

Path: p |

| 6 | Submit the case via email to the lab and/or to the veterinarians as needed.

Click on Submit Case (1). To send a health check email to the lab, choose Submit Case To PI (2) and check either the listserv (Under Lab, PI Name) + PI or check Notify All Personnel (3) if no listserv is present.

Click on the Submit button at the bottom (4). Case will now move to *PI Workflow*.

NOTE: **If vet review is needed first**, choose Submit Case To Vets (2) and choose which doctor to review. Then click on the Submit button at the bottom. Case will now move to *Cases in Review*, and Vet can then review the case and either communicate with the lab directly or update the case and then submit to the lab through the system. | |
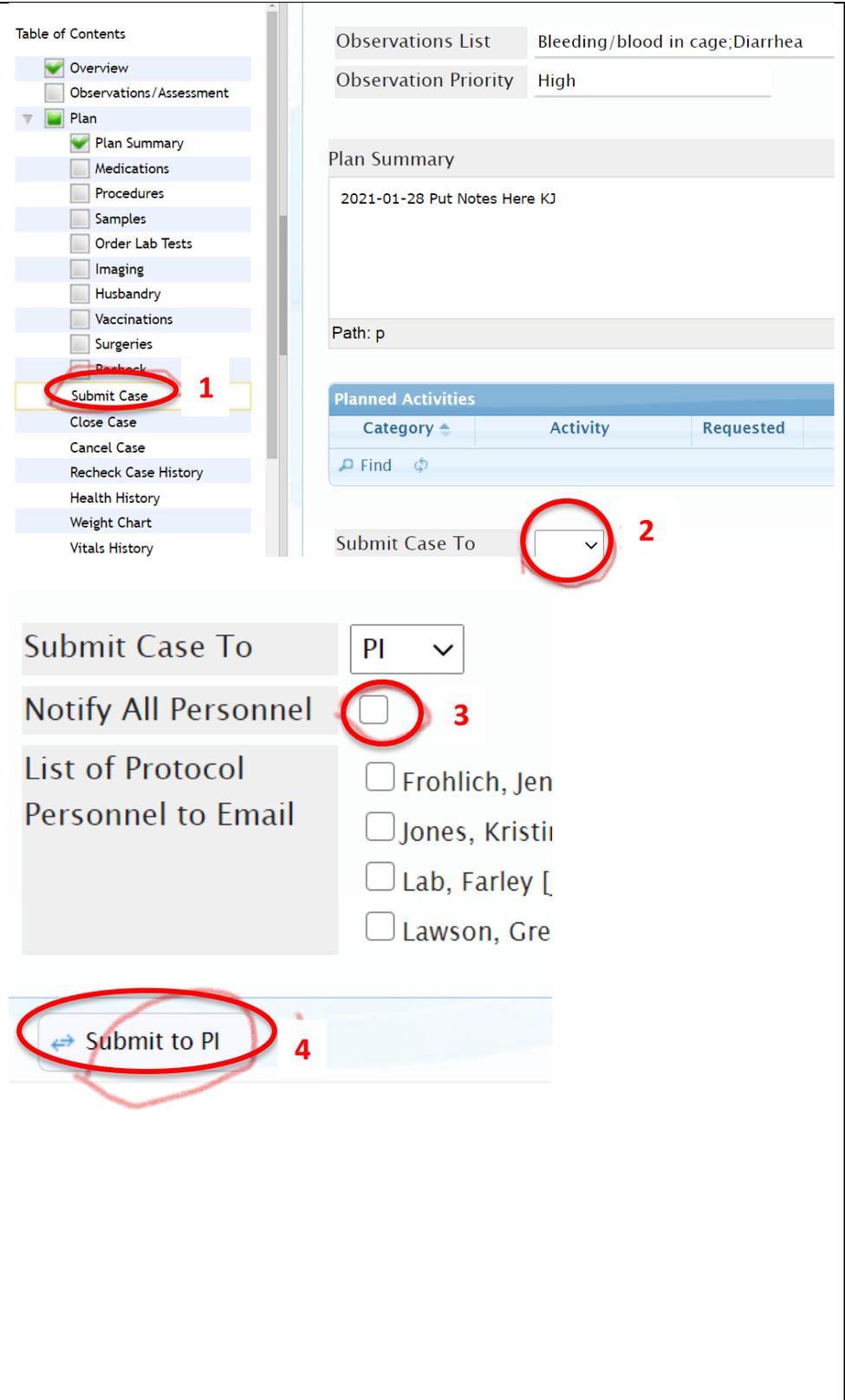
Actions for Cases in PI Workflow

| 1	To get to PI Workflow, Select *Veterinary Care* on the side menu and then select *PI Workflow*. Choose the case you are working on from the PI Workflow list. If **no** follow-up is needed, close the case: Click on Close Case (1). In the Final Diagnosis Box (2), date stamp and write final progress note and initials. Click on the Save button at the bottom.	
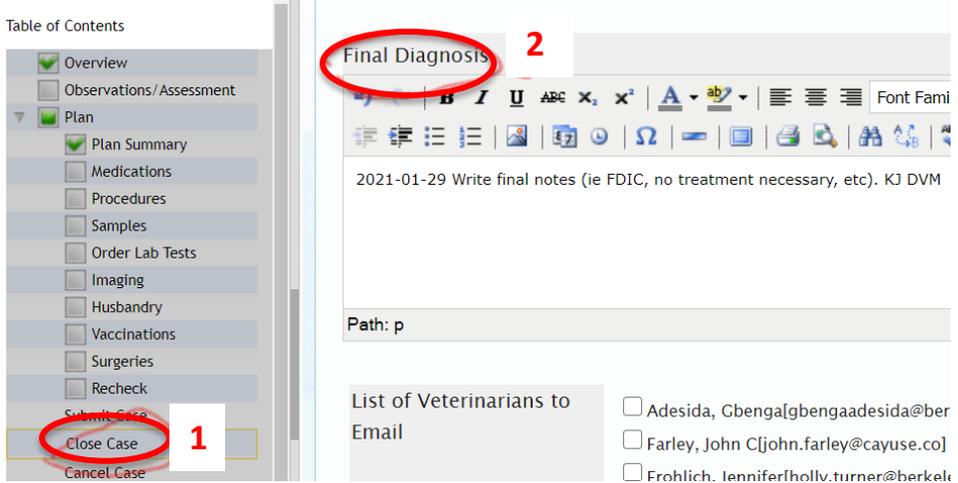
2	If follow-up is needed after you have checked the animal, set up a recheck: Click on Recheck(1). Fill in the date of the recheck based on vet staff standards, choose one time and the time of day (2). Click the Save button. The next window visible shows the Plan Summary and the Recheck information. **Click the Start Treatment button** (3), but **do not** submit the case to anyone at this time. Case will now move to *Active Cases* and will appear in the *Daily Activities* list when the recheck comes due.	
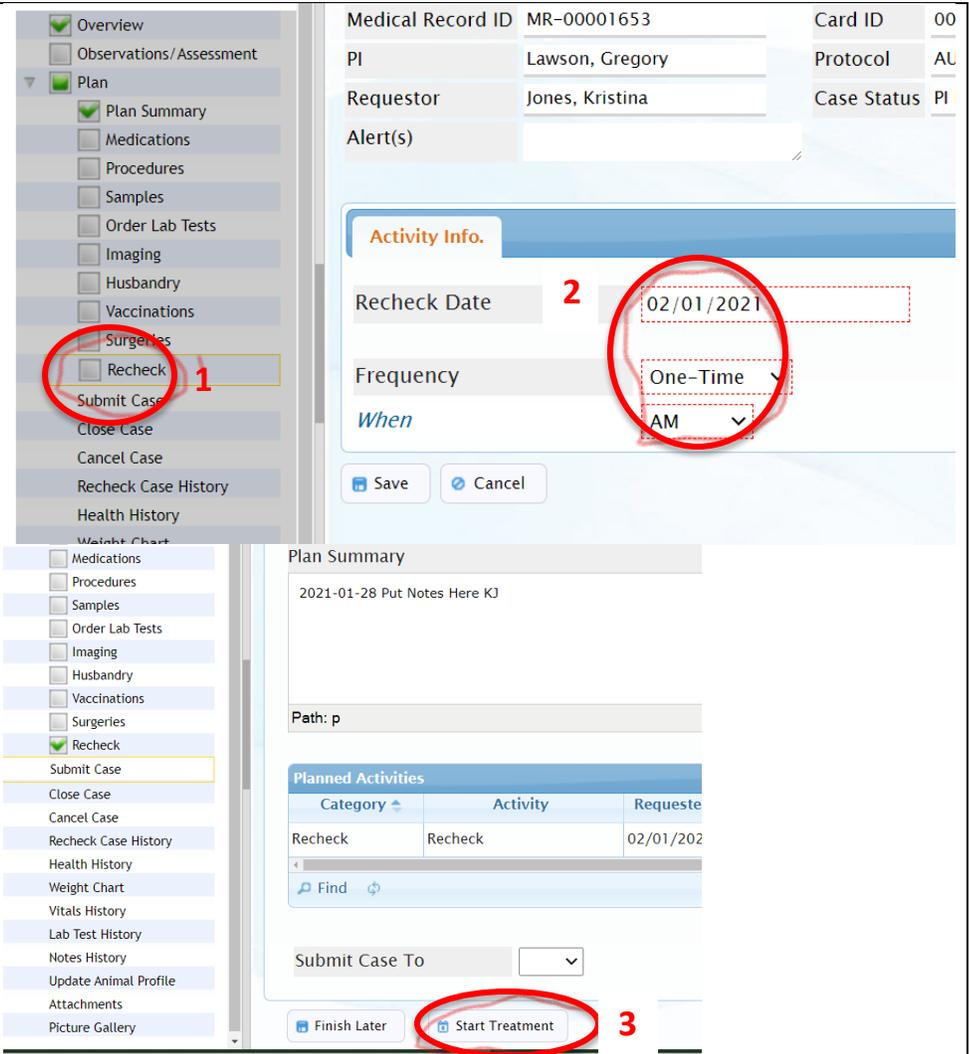
Medical Record ID MR-00001653 **Card ID** 00

PI — Lawson, Gregory — Protocol AU

Requestor — Jones, Kristina — Case Status PI

Alert(s)

Activity Info.

Recheck Date — **2** — 02/01/2021

Frequency — One-Time

When — AM

Save — Cancel

Plan Summary

2021-01-28 Put Notes Here KJ

Path: p

Planned Activities

Category ▲	Activity	Requeste
Recheck	Recheck	02/01/202

Find

Submit Case To

Finish Later — Start Treatment — **3**

1	Click on Daily Activities and click on location to see the designated recheck activity in the calendar.	
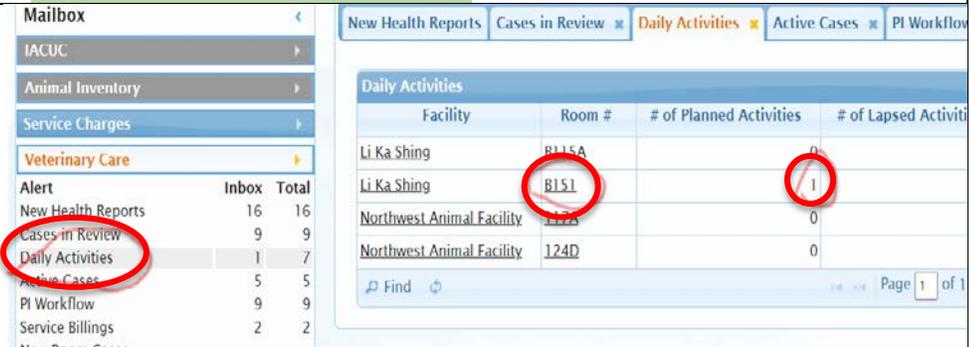
Mailbox
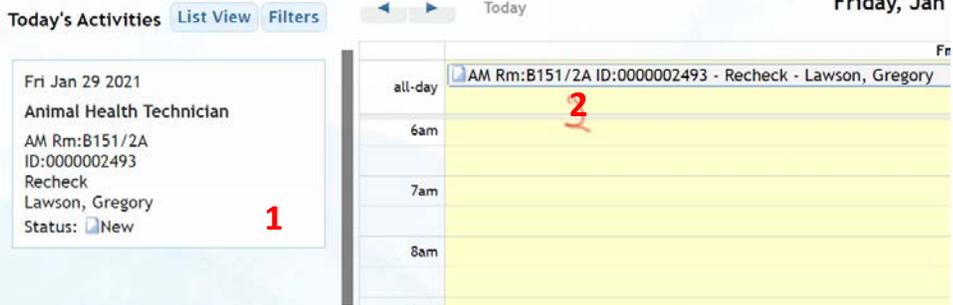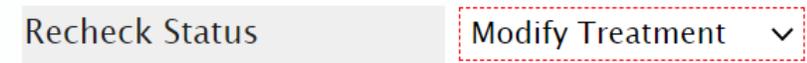
IACUC

Animal Inventory

Service Charges

Veterinary Care

Alert	Inbox	Total
New Health Reports	16	16
Cases in Review	9	9
Daily Activities	1	7
Active Cases	5	5
PI Workflow	9	9
Service Billings	2	2
New Room Cases		

New Health Reports | Cases in Review | Daily Activities | Active Cases | PI Workflow

Daily Activities

Facility	Room #	# of Planned Activities	# of Lapsed Activiti
Li Ka Shing	B115A	0	
Li Ka Shing	B151		1
Northwest Animal Facility	112A	0	
Northwest Animal Facility	124D	0	

Find — Page 1 of 1
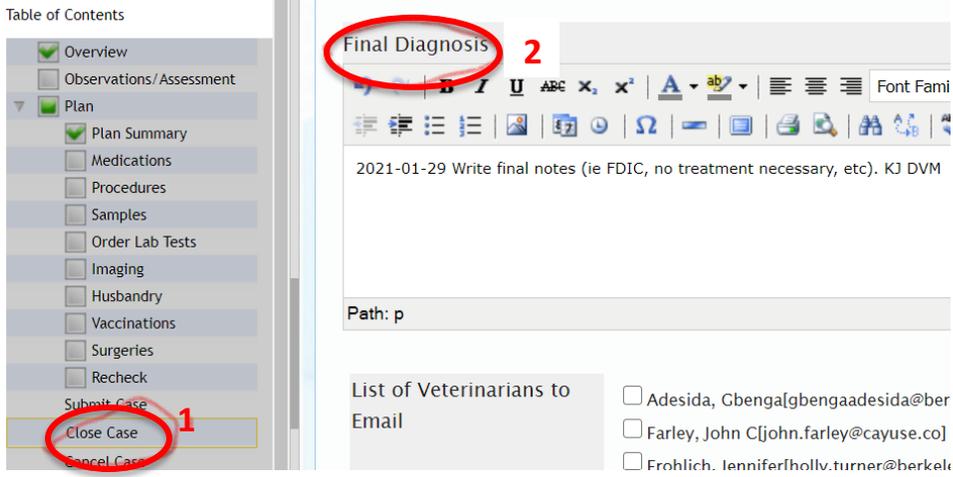
2	Click on the Activity for the recheck you are working on, either on the box on the left (1) or in the calendar itself (2). Window will open to Recheck Case	
2a	If a case is being treated by the lab under red card orders, choose **Modify Treatment** under recheck status, then click Continue, which will take you back to the Overview Page. **Scenario 1** - case is not yet resolved: • Repeat steps 3, 4 and 5 under "Responding to New Health Reports", above. • Then set up a new recheck date by	

	repeating step 2 under "Actions for Cases in PI Workflow", above. **Scenario 2** - case is not resolved and OLAC had to take action to resolve (ie animal not treated or euthanized by deadline) ● Repeat steps 3, 4 and 5 under "Responding to New Health Reports", above to inform lab that action was taken and (if applicable) lab was charged. ● Close the case by following step 1 under "Actions for Cases in PI Workflow", above. ● Submit charges accordingly **Scenario 3 -** case is resolved and lab can discontinue treatment: ● Pull red card cageside. ● Repeat steps 3, 4 and 5 under "Responding to New Health Reports", above to inform lab that treatment is no longer necessary ● Close the case by following step 1 under "Actions for Cases in PI Workflow", above.	

2b	If the case has been immediately addressed by the lab through correction of the issue or euthanasia, choose **Close Case** under Recheck Status, then click Continue. Then follow step 1 under "Actions for Cases in PI Workflow", above.	Recheck Status — Close Case ⌄
2c	If you cannot find the cage from a New Health Report, follow steps 1-3 under "Responding to New Health Reports" above, then close the case directly: Click on Close Case (1). In the Final Diagnosis Box (2), date stamp and write final progress note and initials. Click on the Save button at the bottom.	Table of Contents ☑ Overview ☐ Observations/Assessment ▼ ☑ Plan 　☑ Plan Summary 　☐ Medications 　☐ Procedures 　☐ Samples 　☐ Order Lab Tests 　☐ Imaging 　☐ Husbandry 　☐ Vaccinations 　☐ Surgeries 　☐ Recheck 　Submit Case 　Close Case **1** 　Cancel Case **Final Diagnosis** **2** 2021-01-29 Write final notes (ie FDIC, no treatment necessary, etc). KJ DVM Path: p List of Veterinarians to Email ☐ Adesida, Gbenga[gbengaadesida@ber ☐ Farley, John C[john.farley@cayuse.co ☐ Froehlich, Jennifer[holly.turner@berkele

Additional Tips

- Remember to click **Start Treatment** after updating a recheck, or it will not show up again in the Daily Activities calendar.
- If the lab responds via email that they addressed the issue and you have a recheck scheduled, confirm it was addressed then find that case in Active Cases and close it using the instructions above.
- If you get lost and need to change the plan for an **active** case, you can always get back to the Overview Page using these steps:
  - click on **Change Plan** on the left hand menu(1)
  - click the Change Plan button (2)
  - click "Yes" at the prompt (3)