

Instructions for STI data entry forms

Case report form

Record by month, all cases diagnosed with an STI on the sheet (hardcopy or electronic)
For each case:

1. Enter the Anonymous ID number. All cases must have an anonymous ID number
2. Indicate (tick or any character) in the box to record if the case is female or male
3. Indicate the box to record the appropriate ethnicity. One box only, please refer to the Ministry of Health Ethnicity Data Protocols guidelines:
www.health.govt.nz/publication/ethnicity-data-protocols-health-and-disability-sector
4. Indicate the boxes of all the STIs the patient has been diagnosed with. Indicate all diagnoses made e.g. if the patient has an uncomplicated infection with chlamydia, and also an uncomplicated infection with gonorrhoea (urogenital site) indicate in both boxes.
5. If a patient is diagnosed as a probable case of chlamydia or gonorrhoea (i.e they are symptomatic **and** their contact is laboratory confirmed) **and** you are **not** undertaking laboratory testing, enter the patient as a probable case
6. If a patient is diagnosed as a probable case of chlamydia or gonorrhoea (i.e they are symptomatic **and** their contact is laboratory confirmed) **and** you are undertaking laboratory testing you may *either*:
 - wait till the lab results have been received before entering any of the patient details
 - or*
 - enter the patient as a probable case and if the laboratory test results are subsequently negative leave the entry unchanged as a probable case. If the laboratory tests results are subsequently positive
 - go back to the original entry and add a tick to the appropriate box under the confirmed section (you can leave the probable tick in place)
 - or*
 - enter the patient details again on a new line, and place a tick only under the confirmed section (leaving the original entry unchanged)
6. If a patient is diagnosed with a complicated chlamydia infection i.e PID or epididymitis, **do not also** tick uncomplicated lower anogenital infection.
7. If patient is diagnosed with a complicated gonorrhoea infection i.e PID or epididymitis, **do not also** tick uncomplicated urogenital or anorectal infection
8. Record details of cases of Chancroid, LGV or Granuloma inguinale along the bottom of the page.

All clinic visits form

Record the **monthly** total of **all** patient/client visits **for any reason** on this sheet. These visits include consultations for non-sexual health related care such as colds, flus, UTIs, sprains and immunisations, as well as sexual health visits.

Count every visit a person makes to the clinic

Record male and female numbers on the separate sheets.

Record the total number of males and females according to age, and by the ethnic group

If you are recording this data manually, on a daily basis, you may wish to use a new sheet each week and total the numbers onto one sheet at the end of the month. Or you may choose to use a new sheet each day, total them weekly and then total the weekly sheets at the end of the month.

At the end of the month, that month's data for males and females must be collated onto one sheet each and is then forwarded to your local STI co-ordinator or ESR.
