The Exam module in the Health Summary details the patient’s medical and physical examinations. The exams can be customised to suit the particular needs of the practice. An exam in HPM is made up of a number of tests. E.g. an FBC would be an exam and all the components of this would be tests.

**Summary of Steps to setting up a new exam.**
1. First, set up the category the Exam will belong to (or you can use one of the existing ones)
2. If you are going to be using a drop down list as the result of any of the tests in your exam you will need to set this list up next:
   - a. Set up the name of the drop down list in Lists and drop downs ‘Clinical Exam Results List’
   - b. Then set up each option in the list by adding through ‘Result List Configuration’
3. Next set up the individual test in the Exam
4. Finally create the Exam and add in each test you have created.

**Setting Up Exams in HPM**

**Step 1 - Clinical Exam Categories**
Within the exams section it is possible to group a set of exams into a category, e.g. gynaecology, biochemistry etc. These categories must be set up in Administration first. Go to administration, Lists and Drop Downs, go to the Medical Section of lists and select Clinical Exam Categories

1. Click on the Administration tab
2. Click on Other Settings and then lists an drop downs
3. Click on Clinical Exam Categories
4. From this screen you can add, edit or activate/deactivate a category.
Step 2 - Drop Down List Results

a. **Clinical Exam Result List**
   To create a new drop down list to use in a test, first set up the drop down list name: Go to administration, Lists and Drop Downs, go to the Medical Section and select Clinical Exam Results List:
   
   1. Click on Add or Edit
   2. Enter the name of the Drop down list e.g. Age Range
   3. Click OK

   ![Add or Edit](image1)

b. **Result List Configuration - Exams**
   Once you have created a new drop down list Name, you can set up the Result List Configuration, this is where you add the items in that drop down list:

   1. Click on Administration
   2. Click on Other Settings
   3. Click Exams and Tests and then Result List Configuration
   4. Click on Add
   5. Member of List - Enter the name of the list that you had created (choose this from the drop down list) E.g. Age Range
   6. Enter title – Type the drop down list option e.g. 17 – 24

   ![Results List Configuration](image2)

   7. Enter sequence number if required and click OK
   8. Click Add again and enter e.g. 25 - 40.
   9. Continue until you have entered all age ranges
   10. You are now ready to set up your tests to be entered into your Exam
Step 3 - Test Configuration
1. Click on Other Settings – Exams and Tests
2. Click on Test Configuration
3. Click on Add
4. Enter title e.g. Age Range of Patient. This title is what will appear when entering the exam on a patient chart and also if the exam is printed.
5. Result Type – This is where you can enter how the information is put in, e.g. Numeric (number result), Text (any text can be entered for the result), Date (Date field).
6. If the result is a list
   a. Select Value List
   b. Then select Result List and choose the name of the list you had set up earlier (e.g. Age Range).
7. Click Save
8. Repeat steps 3 – 7 until you have added all the tests you need for your exam.
Step 4 - Setting up an Exam in HPM

1. In Administration click on Other Settings – Exams and Test and then Exam configuration.
2. To edit an exam simply click on Edit. Here you will see a list of tests associated with this exam. You can remove or add tests to the exam at this stage.
3. For new Exams click on Add and name the Exam
4. Add exam into Category by clicking on Add on the right.

5. To enter a new test click on Add.
6. This will bring up the test screen where you can search for tests
7. Simply click on the relevant test and click OK to add to exam. Repeat as necessary
8. Once the exam is saved, you can edit it and change any details if needed, such as Move up or down, this will allow you to sort the tests in the exam as required.
9. Another useful option here is to tick the option ‘Only Show Results Column’. This will hide all columns when entering the exam with the exception of the test name and the result: