Help Sheet for Obtaining Dilated Eye Exam Results
Version 3.0.5

Rationale: Adults with Type 2 diabetes should have an initial dilated eye exam and annual follow-up by an experienced eye care provider.

Objective: To reduce vision loss by diagnosing and treating diabetic retinopathy through eye exams.

Instructions for implementing an eye exam form:

1. To select patients in DQCMS, go to Search on the main ribbon and select Advanced Search.

2. Select the Eye Exam tab and insert dates to include patients not receiving an eye exam during the past 12 months. Then select the Eye Referral tab and insert dates to include patients not receiving an eye referral during the past 12 months.

3. Click Search and then View Report to generate a list of patients meeting these criteria. Print the report by going to File on the main ribbon and selecting a print option from the print menu.

4. Make a note on the Individual Patient Profile (IPP) for the noted patients to encourage an eye exam during their next appointment.

5. Obtain permission from the patient to consult with the ophthalmologist/optometrist.

6. Obtain the ophthalmologist/optometrist’s name and fax number.

7. Fill out patient’s name and date of birth on the eye exam form (this can be done by a receptionist or nurse).

8. Fax the eye exam form to the ophthalmologist/optometrist.

9. Expect the form to be faxed back to you from the ophthalmologist/optometrist. If you do not receive the results faxed back to your agency, place a follow-up call requesting the information.

10. Record the eye exam results on the form into DQCMS.
Follow-up:

At approximately 6 to 12 months following the initiation of the eye quality improvement project, rerun the reports noted using the dates from the start of the project.

Contact Information:

Chris Jacoby, BSN, RN  
Quality Improvement Coordinator  
Phone: (406) 444-7324  
E-Mail: cjacoby@mt.gov

Elisabeth Mann, RN CDE  
Quality Improvement Coordinator  
Phone: (406) 682-5453  
E-Mail: elsmann2@yahoo.com

www.risprojects.org/dqcms