WELFORD CHART NOTES
NEWSLETTER

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RECORDING A RELATIVE IN THE DETAILED FAMILY HISTORY   *(User's Manual, pgs. 1364-1366)*

Welford Chart Notes give you two options for recording a patient's Family History. The Family History Expander lets you store it as a block of text. Version 6.6 introduces a new feature, called the Detailed Family History, which lets you store it in a structured database. (We will see in a subsequent Newsletter how to convert data from the Family History Expander into the Detailed Family History and vice versa). In this newsletter, we will explore how to record information about the patient's Relative in the Detailed Family History.

1. Press Write\Detailed Family History.
2. Enter the name of the patient whose Family History you wish to record.
3. You now see a display of all of the Relatives of this patient, along with their Names, whether they are Alive, and their Diseases. Press **Add** to add a new Relative to the list. Here's where you record the information about that Relative.

4. If you know the name of the Relative, enter the **First Name**, **Middle Name**, **Last Name**, and **Ending** if any. The program defaults to filling in the **Last Name** with the last name of the patient to save you time in case they are the same. Note that you are not required to fill in the name at all. Often, a patient may simply tell you that they have for example two sisters without telling you their names. In that case, you can leave these fields blank.
5. If you have already recorded the person who is the father of this Relative as one of the Relatives, or if the patient is the father of this Relative, you can designate that fact in the **Relative's Father** field. The drop-down list includes all of the male Relatives of this patient that have already been stored in the database. Again, you can leave this field blank if you wish.
6. Similarly, if you have already recorded the person who is the mother of this Relative as a Relative, or if the patient is the mother of the Relative, you can optionally designate that fact in the **Relative's**

Mother field. The drop-down list shows you all of the female Relatives of this patient that are stored in the database.

7. Specify the gender of this Relative in the **Sex** box. If you don't know the gender, you can choose **Unknown\Unspecified**. For example, the patient may have only told you that she has two children without specifying their genders.

8. Specify the **Relationship** of this Relative to the patient. For example, if this is the patient's sister, then select **Sister** from the drop-down list. You are not permitted to leave this box blank. Note that if you select a Relationship from this list with a specific gender (such as **Sister**), the program automatically changes the **Sex** to match the gender of that Relationship. On the other hand, if you select a Relationship with no defined gender (such as **Child**), the program does not change the **Sex** and leaves it at whatever you had specified. If you have previously specified a different Relative as the **Father** or **Mother,** these choices no longer appear on the drop-down list, since a person cannot have two fathers or two mothers.

9. If the Relative is a woman, you can optionally record the **Maiden Last Name** of the Relative.

10. If you know the birthdate of this Relative, you can enter it in the **Birthdate** box. If you only know it approximately, check the **Approximate** box. For example, if the patient tells you that his Sister was born in 1980, you can enter "1980" as the **Birthdate** and then check **Approximate**.

11. If the Relative has died, you can enter the date that the Relative died in the **Death Date** box. Again, if this date is only approximate, you can check the **Approximate** box. If you don't know the date at which the Relative died, but the patient tells you at what age the Relative died, you can enter the **Death Age** instead. If you specify both the **Birthdate** and the **Death Date**, the program automatically calculates and fills in the **Death Age**. If you only know that the Relative has died, but you know neither the date nor the age at which that occurred, you can check the **Dead** box. If you specify a **Death Date** or a **Death Age**, the **Dead** box is automatically checked for you. If you know that the Relative is alive and well, you can check the **Alive and Well** box. Note that checking the **Dead** box causes the **Alive and Well** box to become disabled, since a Relative cannot be both at the same time. If you do not know whether this Relative is alive or dead, you can leave all of these boxes empty and unchecked.

12. Enter an optional comment about this Relative in the **Comment** box.

13. Note that if this Relative happens to be a patient in your practice, you can designate this fact by pressing the **Search** button and selecting the name of the patient who is this Relative. Once you do this, information from the Name Editor for this Patient is filled into this Relative's window. Furthermore, any diagnoses that are stored in this patient's Diagnosis Editor are automatically imported into this Relative's Diseases window, and the two lists remain synchronized unless you press the **Unsearch** button to sever this link. For example, if the patient whose family history you are editing is named Grover Cleveland, and he has a daughter named Allison Toledo who also happens to be your patient, if you press the **Search** button and enter the name of Allison Toledo, then the **Name** fields, **Birthdate**, and **Sex** fields are filled in with the data from the Name Editor of Allison, and the diagnoses stored in the Diagnosis Editor of Allison are stored in the Diseases of the Relative Allison Toledo.

14. If you enter a Relative in error, you can delete that information by pressing the **Delete** button.

15. You can press the **Diagnoses** button to jump to the Diagnoses for this Relative.

16. Press **OK** to store the information about this Relative.

Next month we will learn how to store Diagnoses in the Detailed Family History.

SEND US YOUR TIPS

If you have tips, shortcuts, questions, or suggestions for future newsletter topics, please send them to us at:

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