Ebola Treatment Unit Daily Census and Patient Tracking Tool v1.0

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Instructions for use of the tool

We created this spreadsheet tool to facilitate patient care in Ebola Treatment Unit (ETU) in West Africa in response to the 2014 Ebola Virus Disease (EVD) outbreak.

We assume a standard ETU consists of three units, which we call Annex, Medical-Surgical (or Med-Surg), and Convalescent. Patients suspected of EVD will be in the Annex until their Ebola polymerase chain reaction test returns either positive or negative results. If they have confirmed EVD, they are moved to the Med-Surg ward, and when they recover from acute illness they are moved to the Convalescent ward. Further testing includes rapid tests for Lassa fever and malaria in the Annex and Med-Surg wards, and confirmatory negative PCR for Ebola in the Convalescent ward.

The spreadsheet requires a sequential data entry process, and provides both summary statistics and daily census outputs.

1. Patient identifier information is entered on the first sheet, “Patient Intake Record,” which also records the first ward/unit in the ETU to which the patient is sent.
2. Patient identifier information is then automatically sent to the proper sheet representing the patient’s first destination ward.
3. If a patient is transferred from Annex to Med-Surg or from Med-Surg to Convalescent, this patient’s information is automatically entered on the receiving ward’s information sheet on the date of transfer.
4. All information from the 4 patient data entry sheets is pulled together in the two summary sheets, “Summary Census Sheet” and “Summary Location and Logistics.”
5. These sheets feed information to the “DASHBOARD” sheet that summarizes critical statistics about the ETU’s patient population and clinical parameters (e.g., delay to laboratory test reporting).
6. Finally, the tool automatically sorts and allocates current patients in the three wards to the final three sheets of the workbook, permitting printing of three “DAILY UNIT CENSUS” pages.

--THE KEY TO EFFICIENT PRINTING OF THESE SHEETS IS TO “FILTER” OUT BLANK ROWS USING THE FILTER FUNCTION IN MS Excel IN CELL “A3” OF EACH SHEET. IF YOU DO NOT FILTER, YOU WILL PRINT OUT MANY BLANK ROWS; IF YOU DO FILTER, YOU WILL PRINT ONLY THOSE PATIENTS CURRENTLY ON THE UNIT/WARD OF INTEREST.

NOTE TO OTHER DEVELOPERS/Excel EXPERTS:
A. We created this tool rapidly to solve a set of critical data needs. Therefore, we did not linger on formatting or additional functionality. Please feel free to use the unlocked “sample data” version of this tool to improve its look, feel, functionality, etc., but please keep us informed of your edits!
B. We have “locked” certain sheets and cells in the working version of the tool in order to prevent accidental erasure of formulae and formatting. The password for all locked pages is “EVD”.

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