

# **NCG-KCDO EMR Requirement (NER)- Pain Management Module (Version 1.0)**

## FOREWORD

The National Cancer Grid (NCG) Electronic Medical Records (EMR) initiative has been well received by the NCG Hospitals and our community of healthcare professionals and stakeholders. The enthusiasm and support we have garnered for this initiative reflect a shared commitment to advancing cancer care through technology and collaboration.

As part of our ongoing efforts to enhance the EMR initiative, the pain management module has been developed. This module aims to streamline the process, providing clinicians with the tools they need to deliver optimal care to patients with cancer.

We share the pre-final version of the module and welcome feedback, suggestions and guidance from the healthcare professionals involved in treating patients with cancer, healthcare technology companies and providers. Your inputs will help develop EMRs with strong cancer care workflows which in turn will ensure better care, outcomes and value-based care for patients with cancer across India.

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Convener, National Cancer Grid

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## 1. NCG EMR INITIATIVE OVERVIEW

The National Cancer Grid Koita Centre for Digital Oncology (NCG KCDO) launched an initiative to empanel Electronic Medical Records (EMR) vendors and help develop high quality EMR solutions that are appropriate for use in hospitals providing cancer care. This marks a significant milestone in the ongoing efforts to promote digital health and enhance cancer care across the country. Launched with the aim of standardizing and improving clinical practices in oncology, it is a collaborative approach involving leading healthcare institutions, clinicians, and technology partners.

In March 2023, NCG KCDO released the NCG EMR Requirements (NER) – a comprehensive set of EMR requirements needed for effective management of patients with cancer. The NER is a blueprint for the development and implementation of robust EMR systems which will serve general hospitals well, but are also tailored specifically for oncology practices. The NER document is a result of intense deliberations over several months between healthcare professionals involved in cancer care and technology experts, and is available as a digital public good at [NCG-KCDO EMR Initiative](#).

To further support the development of the empanelled EMR systems, the NCG has developed detailed requirements and features in specific areas of oncology including radiotherapy, chemotherapy and surgical oncology. This document details the pain management requirements based on best practices developed at several leading NCG centres.

## 2. EMR FEATURE BUILDING

### A. Pain Management Module Overview

Building on the features outlined in the NER (NCG EMR Requirement), the Pain Management Module is designed to streamline and optimize the treatment process for patients with cancer. The module is designed to enhance the quality, safety, and efficiency of the treatment within the NCG network, ultimately improving outcomes for cancer patients and advancing the field of oncology care.

Key features of the Pain Management module include:

**2.1 Pain Characteristics:** Documents the site, type, intensity, and duration of pain.

**2.2 Quality of Life:** Assesses the impact of pain on sleep, mood, and daily activities.

**2.3 Current Medication and Treatment Plan:** Lists medications being taken and plans for ongoing pain management.

**2.4 Procedure Details:** Documents the type of nerve block, drugs used, and imaging guidance.

**2.5 Pre- and Post-Procedure Assessment:** Includes vital signs and pain scores before and after the procedure.

## B. Methodology

The methodology used to build the pain management module within the NER (NCG EMR Requirements) document encompasses a systematic and collaborative approach, involving key stakeholders and leveraging best practices across NCG hospitals.

The pain management form is characterized into 3 parts:

**PM- Part A: Pain Management Form-New** - This section collects essential patient data including general details, diagnosis, pain score, treatment history, and consent.

**PM- Part B: Pain Management Form-Follow Up** - The section records previous assessment details and current treatment, including the type and location of pain, pain score, and any aggravating factors. Auto-populate fields from previous assessments to ensure continuity of care and enable accurate tracking of changes.

**PM- Part C: Pain Management Form-Nerve Block** - The section documents procedure details such as the type of nerve block performed, drugs used, and imaging guidance. Pre- and post-procedure assessments include vital signs and pain scores to monitor patient response and immediate complications.

## 3. PM- Part A: Pain Management Form- New

New Pain Management Form			
Sno	Data elements	Clinician's Response	Remarks for Vendors
1	General Details		
A	Case Number		
B	Name		Auto populate as per case no
C	Age		Auto populate as per case no
D	Sex		Auto populate as per case no
E	Diagnosis		Auto populate as per case no
F	Phone Number		Auto populate as per case no
G	Service	<input type="checkbox"/> OPD <input type="checkbox"/> Ward	
H	Name of the Pain Physician		Add the doctors as per the facility
I	Surgery		Auto populate from EMR

J	Chemotherapy		Auto populate from EMR								
K	Radiotherapy		Auto populate from EMR								
L	Pre- Existing Chronic disease	<input type="checkbox"/> COPD <input type="checkbox"/> Epilepsy <input type="checkbox"/> Asthma <input type="checkbox"/> HT <input type="checkbox"/> DM <input type="checkbox"/> IHD <input type="checkbox"/> Others, Pls Specify____ <input type="checkbox"/> None	Multiple Choice Possible								
<b>2 Investigations</b>											
A	CBC		Link to EMR								
B	RFT		Link to EMR								
C	LFT		Link to EMR								
D	Any other, Specify____		Link to EMR								
<b>3 Pain Characteristics</b>											
A	Site		Open text box								
B	Radiates to		Open text box								
C	Type of Pain		Choose from the table below								
<table border="1"> <thead> <tr> <th>Multiple choice possible</th> <th>Single choice possible</th> <th>Single choice possible</th> <th>Single choice possible</th> </tr> </thead> <tbody> <tr> <td> <input type="checkbox"/> Burning  <input type="checkbox"/> Stabbing  <input type="checkbox"/> Dull Aching  <input type="checkbox"/> Numbness  <input type="checkbox"/> Pricking  <input type="checkbox"/> Shooting  <input type="checkbox"/> Spasmodic  <input type="checkbox"/> Tingling                             </td> <td> <input type="checkbox"/> Localised  <input type="checkbox"/> Generalised                             </td> <td> <input type="checkbox"/> Continuous  <input type="checkbox"/> Intermittent                             </td> <td> <input type="checkbox"/> Breakthrough  <input type="checkbox"/> Incidental  <input type="checkbox"/> Spontaneous                             </td> </tr> </tbody> </table>				Multiple choice possible	Single choice possible	Single choice possible	Single choice possible	<input type="checkbox"/> Burning <input type="checkbox"/> Stabbing <input type="checkbox"/> Dull Aching <input type="checkbox"/> Numbness <input type="checkbox"/> Pricking <input type="checkbox"/> Shooting <input type="checkbox"/> Spasmodic <input type="checkbox"/> Tingling	<input type="checkbox"/> Localised <input type="checkbox"/> Generalised	<input type="checkbox"/> Continuous <input type="checkbox"/> Intermittent	<input type="checkbox"/> Breakthrough <input type="checkbox"/> Incidental <input type="checkbox"/> Spontaneous
Multiple choice possible	Single choice possible	Single choice possible	Single choice possible								
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D	Pain score		Please provide options from 0-10								
E	Duration		Days/Weeks/Months								
F	No of episodes of BTP		Please provide options from 0-9								
G	Aggravating Factors	<input type="checkbox"/> After meals <input type="checkbox"/> On movement <input type="checkbox"/> Not related	Multiple choice Possible								

		<input type="checkbox"/> On Swallowing <input type="checkbox"/> Coughing <input type="checkbox"/> Others	
H	Pain Pathophysiology	<input type="checkbox"/> Somatic <input type="checkbox"/> Visceral <input type="checkbox"/> Neuropathic <input type="checkbox"/> Psychogenic	Multiple choice Possible
I	Pain Syndrome	<input type="checkbox"/> Head and Neck Cancer Pain Syndrome <input type="checkbox"/> Post Mastectomy Pain <input type="checkbox"/> Visceral Pain Syndrome <input type="checkbox"/> Pelvic Pain Syndrome <input type="checkbox"/> Skeletal Metastasis <input type="checkbox"/> STS Pain Syndrome <input type="checkbox"/> Bracheal Plexopathy <input type="checkbox"/> Lumbosacral Plexopathy <input type="checkbox"/> Post Thoracotomy Pain <input type="checkbox"/> Post RT Pain <input type="checkbox"/> Post CT Pain <input type="checkbox"/> Phantom Limb Pain <input type="checkbox"/> CRPS	Multiple choice Possible
J	Pain diagnosis	<input type="checkbox"/> Due to cancer <input type="checkbox"/> Cancer Therapy <input type="checkbox"/> Unrelated	
K	Click to add/View Pain Image		
<b>4 Quality of Life</b>			
A	Affected	<input type="checkbox"/> Sleep <input type="checkbox"/> Mood <input type="checkbox"/> Bladder <input type="checkbox"/> Bowel <input type="checkbox"/> Others <input type="checkbox"/> None	Multiple choice Possible
B	Karnofsky Performance Scale	<input type="checkbox"/> >80% Normal activity with no special care <input type="checkbox"/> 50-70% Unable to work but able to live at home <input type="checkbox"/> <50% Needs Hospital Care	
C	Diagnosis Made By	<input type="checkbox"/> X-Ray <input type="checkbox"/> CT	Auto Populate the reports as per the option selected. Multiple Choice Possible

		<input type="checkbox"/> Bone Scan <input type="checkbox"/> Clinical <input type="checkbox"/> USG <input type="checkbox"/> MRI <input type="checkbox"/> PET	
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<b>5</b>	<b>Current Medication</b>	<input type="checkbox"/> Morphine <input type="checkbox"/> Tapentadol <input type="checkbox"/> Paracetamol <input type="checkbox"/> Transdermal Fentanyl <input type="checkbox"/> Codeine <input type="checkbox"/> Transdermal Buprenorphine <input type="checkbox"/> Tramadol <input type="checkbox"/> Diclofenac <input type="checkbox"/> Ibuprofen <input type="checkbox"/> Others <input type="checkbox"/> None	Multiple choice Possible
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<b>6</b>	<b>Treatment Plan</b>
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<b>A</b>	<b>Opioid</b>	<b>Multiple Choice possible</b>
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Drug Name	Dosage	Unit	Frequency
<input type="checkbox"/> Buprenorphine TD Patch		mcg	<input type="checkbox"/> 4 Hourly <input type="checkbox"/> 6 Hourly <input type="checkbox"/> 8 Hourly <input type="checkbox"/> 12 Hourly <input type="checkbox"/> OD <input type="checkbox"/> 3 days <input type="checkbox"/> 7 days <input type="checkbox"/> SOS <input type="checkbox"/> HS
<input type="checkbox"/> Codeine		mg	
<input type="checkbox"/> Buprenorphine		mcg	
<input type="checkbox"/> Morphine		mg	
<input type="checkbox"/> Fentanyl Transdermal Patch		mcg	
<input type="checkbox"/> Tapentadol		mg	
<input type="checkbox"/> Methadone		mg	
<input type="checkbox"/> Tramadol		mg	
<input type="checkbox"/> BTP dose of Morphine		mg	

<b>B</b>	<b>NSAIDS</b>	<b>Multiple Choice possible</b>
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Drug Name	Dosage	Unit	Frequency
<input type="checkbox"/> Diclofenac		mg	<input type="checkbox"/> 4 Hourly



<input type="checkbox"/> Etoricoxib		mg	<input type="checkbox"/> 6 Hourly <input type="checkbox"/> 8 Hourly <input type="checkbox"/> 12 Hourly <input type="checkbox"/> OD <input type="checkbox"/> 3 days <input type="checkbox"/> 7 days <input type="checkbox"/> SOS <input type="checkbox"/> HS
<input type="checkbox"/> Ibuprofen		mg	
<input type="checkbox"/> Aceclofenac		mg	

**C Paracetamol**

Drug Name	Dosage	Unit	Frequency
<input type="checkbox"/> Paracetamol		mg	<input type="checkbox"/> 4 Hourly <input type="checkbox"/> 6 Hourly <input type="checkbox"/> 8 Hourly <input type="checkbox"/> 12 Hourly <input type="checkbox"/> OD <input type="checkbox"/> 3 days <input type="checkbox"/> 7 days <input type="checkbox"/> SOS <input type="checkbox"/> HS

**D Adjuvants**

Drug Name	Dosage	Unit	Frequency
<input type="checkbox"/> Gabapentin		mg	<input type="checkbox"/> 4 Hourly <input type="checkbox"/> 6 Hourly <input type="checkbox"/> 8 Hourly <input type="checkbox"/> 12 Hourly <input type="checkbox"/> OD <input type="checkbox"/> 3 days <input type="checkbox"/> 7 days <input type="checkbox"/> SOS <input type="checkbox"/> HS
<input type="checkbox"/> Pregabalin		mg	
<input type="checkbox"/> Amitryptiline		mg	
<input type="checkbox"/> Nortryptiline		mg	

E	Laxatives	<input type="checkbox"/> Yes <input type="checkbox"/> No	
F	Hyoscine	<input type="checkbox"/> Yes <input type="checkbox"/> No	
G	Steroids	<input type="checkbox"/> Yes <input type="checkbox"/> No	

H	Cyclopam (Dicyclomine)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I	Bisphosphonates	<input type="checkbox"/> Yes <input type="checkbox"/> No	
J	Baclofen	<input type="checkbox"/> Yes <input type="checkbox"/> No	
K	Antiemetic	<input type="checkbox"/> Yes <input type="checkbox"/> No	
L	Antacid	<input type="checkbox"/> Yes <input type="checkbox"/> No	
M	Flupirtine	<input type="checkbox"/> Yes <input type="checkbox"/> No	
N	Advice		Open text Box

## 4. PM- Part B: Pain Management Form- Follow Up

Pain Management Form- Follow up			
Sno	Data elements	Clinician's Response	Remarks for Vendors
<b>1</b>	<b>General Details</b>		
A	Case Number		
B	Name		Auto populate as per case no
C	Age		Auto populate as per case no
D	Sex		Auto populate as per case no
E	Diagnosis		Auto populate as per case no
F	Phone Number		Auto populate as per case no
G	Service	<input type="checkbox"/> OPD <input type="checkbox"/> Ward	
H	Name of the Pain Physician		Add the doctors as per the facility
I	Surgery		Auto populate from EMR
J	Chemotherapy		Auto populate from EMR

K	Radiotherapy		Auto populate from EMR
L	Pre- Existing Chronic disease	<input type="checkbox"/> COPD <input type="checkbox"/> Epilepsy <input type="checkbox"/> Asthma <input type="checkbox"/> HT <input type="checkbox"/> DM <input type="checkbox"/> IHD <input type="checkbox"/> Others <input type="checkbox"/> None	Multiple Choice Possible
<b>2 Previous assessment details</b>			
A	Site		Auto populate from new form
B	Radiates To		Auto populate from new form
C	Type of Pain		Auto populate from new form
D	Pain Score		Auto populate from new form
E	Duration		Auto populate from new form
F	Aggravating Factors		Auto populate from new form
G	Name of Nerve Block		Auto populate from new form
H	Date of Procedure		Auto populate from new form
I	Present Treatment		Auto populate from new form
J	Laxatives		Auto populate from new form
K	Hyoscine		Auto populate from new form
L	Steroids		Auto populate from new form
M	Cyclopam (Dicyclomine)		Auto populate from new form
N	Bisphosphonates		Auto populate from new form
O	Baclofen		Auto populate from new form
P	Antiemetic		Auto populate from new form
Q	Antacid		Auto populate from new form
R	Flupiritine		Auto populate from new form
<b>3 Change treatment</b>			
A	Do you want to change treatment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
B	Pain Score		Please provide options from 0-10
C	Overall Pain Relief	<input type="checkbox"/> <30% <input type="checkbox"/> 40% <input type="checkbox"/> 50% <input type="checkbox"/> 60% <input type="checkbox"/> 70% <input type="checkbox"/> >80%	

D	Drug Compliance	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor									
E	Karnofsky Performance Scale	<input type="checkbox"/> >80% <input type="checkbox"/> 50-70% <input type="checkbox"/> <50%									
F	No of episodes of BTP		Please provide options from 0-9								
<b>4 Investigations</b>											
A	CBC		Link to EMR								
B	RFT		Link to EMR								
C	LFT		Link to EMR								
<b>5 New Pain</b>											
A	New Pain	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Enable Rows from 5B till 5O								
B	Site		Open text box								
C	Radiates to		Free text box								
D	Type of Pain		<b>Choose from the table below</b>								
<table border="1"> <thead> <tr> <th>Multiple choice possible</th> <th>Single choice possible</th> <th>Single choice possible</th> <th>Single choice possible</th> </tr> </thead> <tbody> <tr> <td> <input type="checkbox"/> Burning  <input type="checkbox"/> Stabbing  <input type="checkbox"/> Dull Aching  <input type="checkbox"/> Numbness  <input type="checkbox"/> Pricking  <input type="checkbox"/> Shooting  <input type="checkbox"/> Spasmodic  <input type="checkbox"/> Tingling           </td> <td> <input type="checkbox"/> Localised  <input type="checkbox"/> Generalised           </td> <td> <input type="checkbox"/> Continuous  <input type="checkbox"/> Intermittent           </td> <td> <input type="checkbox"/> Breakthrough  <input type="checkbox"/> Incidental  <input type="checkbox"/> Spontaneous           </td> </tr> </tbody> </table>				Multiple choice possible	Single choice possible	Single choice possible	Single choice possible	<input type="checkbox"/> Burning <input type="checkbox"/> Stabbing <input type="checkbox"/> Dull Aching <input type="checkbox"/> Numbness <input type="checkbox"/> Pricking <input type="checkbox"/> Shooting <input type="checkbox"/> Spasmodic <input type="checkbox"/> Tingling	<input type="checkbox"/> Localised <input type="checkbox"/> Generalised	<input type="checkbox"/> Continuous <input type="checkbox"/> Intermittent	<input type="checkbox"/> Breakthrough <input type="checkbox"/> Incidental <input type="checkbox"/> Spontaneous
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H	Pain score		Please provide options from 0-10								
I	Duration		Days/Weeks/Months								
J	No of episodes of BTP	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	Please provide options from 0-9								

		<input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9	
K	Aggravating Factors	<input type="checkbox"/> After meals <input type="checkbox"/> On movement <input type="checkbox"/> Not related <input type="checkbox"/> On Swallowing <input type="checkbox"/> Coughing <input type="checkbox"/> Others	Multiple choice Possible
L	Pain Pathophysiology	<input type="checkbox"/> Somatic <input type="checkbox"/> Visceral <input type="checkbox"/> Neuropathic <input type="checkbox"/> Psychogenic	
M	Pain Syndrome	<input type="checkbox"/> Head and Neck Cancer Pain Syndrome <input type="checkbox"/> Post Mastectomy Pain <input type="checkbox"/> Visceral Pain Syndrome <input type="checkbox"/> Pelvic Pain Syndrome <input type="checkbox"/> Skeletal Metastasis <input type="checkbox"/> STS Pain Syndrome <input type="checkbox"/> Bracheal Plexopathy <input type="checkbox"/> Lumbosacral Plexopathy <input type="checkbox"/> Post Thoracotomy Pain <input type="checkbox"/> Post RT Pain <input type="checkbox"/> Post CT Pain <input type="checkbox"/> Phantom Limb Pain <input type="checkbox"/> CRPS	Multiple choice Possible
N	Pain diagnosis	<input type="checkbox"/> Due to cancer <input type="checkbox"/> Cancer Therapy <input type="checkbox"/> Unrelated	
O	Click to add/View Pain Image		
<b>6 Side Effects and Follow up</b>			
A	Side Effects	<input type="checkbox"/> None <input type="checkbox"/> Vomiting <input type="checkbox"/> Sedation/Drowsiness <input type="checkbox"/> Constipation <input type="checkbox"/> Hallucinations <input type="checkbox"/> Pruritus <input type="checkbox"/> Urinary Retention	

B	Please mention the advice		Open text box
C	Interim cancer treatment		Open text box
D	Follow up after	<input type="checkbox"/> 1 day <input type="checkbox"/> 2 days <input type="checkbox"/> 1 week <input type="checkbox"/> 10 days <input type="checkbox"/> 20 days <input type="checkbox"/> 1 month <input type="checkbox"/> 3 months	
E	Follow up date		Date to auto populate as per the option chosen
<b>End</b>			

## 5. PM- Part C: Pain Management Form- Nerve Block

Pain Management Form- Nerve Block			
Sno	Data elements	Clinician's Response	Remarks for Vendors
<b>1</b>	<b>General Details</b>		
A	Case No		
B	Name		Auto populate as per case no
C	Age		Auto populate as per case no
D	Sex		Auto populate as per case no
E	Diagnosis		Auto populate as per case no
F	Phone Number		Auto populate as per case no
G	Service	<input type="checkbox"/> OPD <input type="checkbox"/> Ward	
H	Name of the Pain Physician		Add the doctors as per the facility
I	Surgery		Auto populate from EMR

J	Chemotherapy		Auto populate from EMR
K	Radiotherapy		Auto populate from EMR
L	Pre- Existing Chronic disease	<input type="checkbox"/> COPD <input type="checkbox"/> Epilepsy <input type="checkbox"/> Asthma <input type="checkbox"/> HT <input type="checkbox"/> DM <input type="checkbox"/> IHD <input type="checkbox"/> Others <input type="checkbox"/> None	Multiple Choice Possible
<b>2 Procedure Details</b>			
A	Name of the Block	<input type="checkbox"/> Diagnostic Celiac plexus block <input type="checkbox"/> Neurolytic Celiac Plexus block <input type="checkbox"/> Glassopharyngeal Nerve block <input type="checkbox"/> Mandibular Nerve Block <input type="checkbox"/> Maxillary nerve block <input type="checkbox"/> Stellate Ganglion block <input type="checkbox"/> Sphenopalatine ganglion block <input type="checkbox"/> Intercostal nerve blocks <input type="checkbox"/> Superior hypogastric plexus block <input type="checkbox"/> Ganglion impar block <input type="checkbox"/> Neurolytic epidural block <input type="checkbox"/> Subarachnoid Neurolytic Block <input type="checkbox"/> Intrathecal morphine pump <input type="checkbox"/> Epidural morphine <input type="checkbox"/> Epidural steroids <input type="checkbox"/> Lumbar sympathetic block <input type="checkbox"/> Peripheral nerve blocks (Specify name of the nerve) <input type="checkbox"/> Trigger Joint Injections <input type="checkbox"/> Joint Injections <input type="checkbox"/> Fascial plane blocks <input type="checkbox"/> Other blocks (pls	

		specify)	
B	Approach/Procedure		
C	Date of Procedure		
D	Performed By		
E	Assisted By		
F	Drug Used		
G	Concentration		
H	Volume (ml)		
I	Image Guidance	<input type="checkbox"/> USG <input type="checkbox"/> Fluroscopy <input type="checkbox"/> CT scan <input type="checkbox"/> Landmark	
J	Contrast Used		
K	Volume (ml)		
<b>3 Pre-Procedure</b>			
A	Pulse/min		
B	BP mm/Hg		
C	Pain Score		Please provide options from 0-10
<b>4 Post Procedure</b>			
A	Pulse/min		
B	BP mm/Hg		
C	Pain Score		Please provide options from 0-10
<b>5 Immediate Complications</b>			
A	Immediate Complications		Open text box
<b>6 Status Change</b>			
A	Pre-Procedure Activity		
B	Post Procedure activity	<input type="checkbox"/> Worsened <input type="checkbox"/> No change <input type="checkbox"/> Improved	
<b>End</b>			



## 6. Appendices

### Appendix 1- Glossary of terms

Abbreviations	
NCG	National Cancer Grid
EMR	Electronic Medical Record
NER	NCG EMR Requirements
LEAP	Leading EMR Adoption Program
COPD	Chronic Obstructive Pulmonary Disease
HT	Hypertension
DM	Diabetes Mellitus
IHD	Ischemic Heart Disease
CAD	Coronary Artery Disease
CVA	Cerebrovascular Accident
TB	Tuberculosis
RFT	Renal Function Test
LFT	Liver Function Test
BTP	Breakthrough Pain
HS	At Bedtime
CRPS	Complex Regional Pain Syndrome
MDT	Multi-Disciplinary Tumor Board
EOLC	End of life care
LRTI	Lower Respiratory Tract Infection
URTI	Upper Respiratory Tract Infection

### Appendix 2- NER Document

1. [ncc-np-ner-emr-requirements-ner.pdf \(kcdo.in\)](https://www.kcdo.in/kcdo-ner-emr-requirements.pdf)