Ohio Trauma Registry
2014

Trauma Acute Care Registry

Web Entry Training Manual

Created October 23, 2013
# Table of Contents

The Login Screen .................................................................................................................. 4
  User ID ................................................................................................................................. 4
  Password ............................................................................................................................... 4
  Facility ID ............................................................................................................................. 4
Welcome Screen ...................................................................................................................... 5
  Trauma Registry .................................................................................................................. 5
Open Records .......................................................................................................................... 6
  Trauma Summary ................................................................................................................ 6
Trauma Registry Record Manager .......................................................................................... 7
  Trauma Number .................................................................................................................. 7
  Facility Name ....................................................................................................................... 7
  Last Name ............................................................................................................................ 7
  First Name ............................................................................................................................ 7
  Active .................................................................................................................................... 7
Sorting Columns .................................................................................................................... 8
Searching for Records .......................................................................................................... 8
Search Trauma Screen .......................................................................................................... 9
  Searching Hints ................................................................................................................... 10
Adding a Record .................................................................................................................... 11
  Add Record Screen ............................................................................................................. 11
Navigating Within a Record .................................................................................................. 12
Edit Trauma Screen ............................................................................................................. 13
Viewing a Record .................................................................................................................. 13
Date Fields ............................................................................................................................ 14
  Shortcuts in the Date Fields ................................................................................................. 14
  Keyboard Shortcuts ............................................................................................................ 14
Menu Fields ........................................................................................................................... 15
  Drop-down Menus ............................................................................................................... 15
  Code Menus ......................................................................................................................... 15
Searching within a Code Menu ............................................................................................ 17
Notes Fields ........................................................................................................................... 17
Speed Forms .......................................................................................................................... 18
Detail Grids ............................................................................................................................. 19
Editing Records from the Detail Grid ..................................................................................... 20
Deleting Records from the Detail Grid................................................................. 20
Saving a Record.................................................................................................. 21
Validation Checks............................................................................................... 21
  How to Perform Checks .................................................................................. 22
Validating Data Checks....................................................................................... 23
  How to Validate a Data Check ....................................................................... 23
Close a Record..................................................................................................... 24
Using Tri-Code©.................................................................................................. 24

This Training Manual is designed to familiarize users with Web Portal of the Trauma Acute Care Registry that is now being hosted by Digital Innovation Incorporated. Complete definitions for each data element can be found in the Trauma Acute Care Registry Data Dictionary Version 2014 located on the EMS Data Center section of ems.ohio.gov.
The Login Screen

User ID – User ID assigned to you.

Password – Password assigned to you.

Facility ID – Facility ID assigned to you.

Enter the website address for the Web Portal in the Internet browser.

Enter the User ID, Password and Facility as provided to you.

Click on Login.
Welcome Screen

Trauma Registry

Select *Trauma Registry* from the *Registries* menu on the left-side menu bar.
Open Records

**Trauma Summary**

The Trauma Summary displays a graph of the active records grouped by age.
This will display the records filter on the Facility ID entered on the login screen and can be further filtered based on the search criteria entered by the user.

**Trauma Number** – the Trauma Number is a unique identifier assigned to each trauma record entered into the Trauma Registry

**Facility Name** – the Facility Name identifies the facility that created the trauma record

**Last Name** – this is the patient’s last name

**First Name** – this is the patient’s first name

**Arrival Date** – this is the date that the patient arrived in the hospital

**Discharge Date** – this is the date that the patient was discharged from the hospital

**Active** – this identifies if the record is Active or Closed. This is explained in more detail in the Checks section
Sorting Columns

You may sort columns in the Trauma Registry Record Manager depending on specific needs, but only one column at a time.

Click on the column to be sorted. The example above sorts the records in ascending order by the Last Name.

Searching for Records

Select the Search... button in the upper right-hand corner of the Trauma Registry Record Manager screen.
The Search Trauma screen will open. After entering all search criteria, select *Search* to perform the search. Select *Cancel* to exit the Search screen. Select *Clear* to clear the existing search criteria and return to a blank search screen.
**Searching Hints**

Trauma Number – enter the exact Trauma Number.

Record Status – select Active or Closed.

First Name, Last Name – not case sensitive. *Starts with* returns records that start with text entered. *Contains* returns records that contain text entered.

Date of Birth – enter the exact Date of Birth.

Created By – enter the exact Created By User ID.

To search for records within a date range, enter a start and end date. This returns all records between and including 10/1/2013 – 10/31/2013.

To search for records after a certain date, enter only a start date. This returns all records with an Arrival Date of 10/01/2013 or after.

To search for records prior to a certain date, enter only an end date. This returns all records with an Arrival Date of 10/1/2013 or prior.
Adding a Record

Select *Add* from the list of available options.

**Add Record Screen**

Complete data entry on the Add Record screen. All fields on this screen are required. If information is not known, enter “?” into the field to proceed.

Select *Add* to add the record and proceed to the Edit Trauma screen.

Select *Cancel* to exit the Add Record screen.
Navigating Within a Record

The navigation options are located at the bottom of the Trauma Record window.

Select Prev to navigate to the prior screen.

Select Next to navigate to the next screen.

Users may also navigate from screen to screen by selecting the tabs at the top of the Trauma Registry record.

In the example below, the Prehospital screen is selected by clicking on the Ambulance tab at the top of the Trauma Registry record. To select the Referring Hospital screen, click on the Referring Hospital tab.
**Edit Trauma Screen**

To select a record, click the record. This will highlight the record on the screen. Then select Edit from the available options.

You may also double-click the selected record from the Trauma Registry Record Manager to open the record.

The Edit Trauma screen will open for data entry.

**Viewing a Record**

To select a record, click on the record. This will highlight the record on the screen. Then select View from the available options.

The View Trauma screen will open, but the user is prevented from editing the record in view only mode.
**Date Fields**

Dates may be entered via the calendar popup.

Click the calendar to the right of the date field. Double click the appropriate date from the calendar popup to select it.

![Date of Birth](image)

**Shortcuts in the Date Fields**

Type in the month and day only and tab to the next field, the year will default to the current year.

Type “t” and tab to the next field. The date will default to the current date.

Select “+” on the keyboard. This will increase the existing date field by one day.

Select “-” on the keyboard. This will decrease the existing date field by one day.

**Keyboard Shortcuts**

Ctrl + Alt + [ = Previous Screen

Ctrl + Alt + ] = Next Screen

Ctrl + Alt + k = Run Checks

Ctrl + Alt + x = Save and Exit

Ctrl + Alt + s = Save

Type “/” in any field and tab to the next field, to set it equal to Not Applicable.

Type “?” in any field and tab to the next field, to set it equal to Not Known/Not Recorded.
Menu Fields

Menu fields are defined as fields that allow the user to select from a list of choices.

There are two different types of menus:
Drop-down menus
Code menus

**Drop-down Menus**

The drop down menu is available when the user tabs to a menu field. To select a menu choice, you may click or select it using the mouse. You may also type the corresponding menu code. In the example below, you may click or select 1, “No motor response” from the menu. Or, you may type 1 directly into the field.

![Drop-down Menu Example](image)

**Code Menus**

The code menu is used for menus containing large code-sets: ICD9 codes, Procedure codes, and E-codes. To access a code menu, click the menu button to the right of the field.

![Code Menu Example](image)

Or you may click into the field and select *Enter* on the keyboard.

To close a code menu, click the close button.

![Close Button](image)

Or select *Escape* on the keyboard.
**Code Menus (cont.)**

To expand a branch of the code menu, click the arrow to the left of the menu branch name.

Or, select the **Right Arrow** on your keyboard to expand.

To close a branch of the code menu, click the arrow to the left of the menu branch name.

Or, select the **Left Arrow** on the keyboard to close.

To enter a known choice (for example an E-code of 800.0); simply type 800.0 into the field without selecting from the menu.

If an incorrect code is entered, the **NO MATCH – Text reset** error displays. Users should correct the code.
Searching within a Code Menu

Type the search text directly into the E-code field.

Select the *menu* button or select Enter on the keyboard.

Codes matching the search criteria will display

[Image of code menu with examples]

Notes Fields

To add notes, select the ellipse to the right of the field. A Note Editor screen will open. Select *OK* to save changed and return to the data entry screen. Select *Cancel* to close the screen without saving changes.
**Speed Forms**

Speed forms are used primarily for quickly selecting items that are applicable to the given data entry field.

Select or click the Speed button. In the example below, the *Complications* speed button is selected.

The speed form opens. Check/select the appropriate items from the speed form. To select or de-select a choice, click the box to the left of the choice. Select OK to save the changes or select Cancel to close the form without saving changes.

Data from the speed form is copied back to the trauma registry record in the exact order the user selected on the speed screen.
**Detail Grids**

A detail grid is used to capture multiple rows of data. For example, it may be used to capture multiple rows of procedures.

Select the *Add* button and the Add Screen opens.

Select *OK* to save changes and close the Add Screen. Select *Cancel* to close the Add Screen without saving changes.

Select “<<” to return to the first record entered. Select “>>” to return to the last record entered. Select “+” to continue adding records.

Use “<“ and “>” to move between records.

Data entered on the Add Screen is copied back to the Detail Grid.
Editing Records from the Detail Grid

To edit data on a detail grid, select the row from the grid. To select the row, click on the row. This will highlight the row in the grid.

Select *Edit* and the record detail screen will open.

Select *OK* to save changes and close the detail screen, or select *Cancel* to close without saving.

Deleting Records from the Detail Grid

To delete a row on a detail grid, select the row from the grid. To select the row, click on the row. This will highlight the row in the grid.

Select *Delete*. The Confirm Delete screen will open. Select *OK* to delete the row. Select *Cancel* to cancel the delete.
Saving a Record

The save options are located at the bottom of the trauma record window. Select Save to save the current trauma record. Select Save/Exit to save the current trauma record and exit.

Select Cancel to exit the record without saving changes. The Confirm Cancel screen will open. Select OK to confirm the cancel without saving. Select Cancel to remain in the current trauma record.

Validation Checks

The checks process validates the data in the current trauma record. The following types of validation checks exist:

Blank/Required checks verify if required fields contain data. If a required field does not contain data, user will receive a blank/required check. Example: Injury City should not be blank.

Sequence checks verify the sequence of dates in the trauma record. If the sequence is incorrect, the user will receive a sequence check. Example: Injury Date is out of sequence. Should be before Call Dispatched Date.

Range checks verify that vitals are entered in an appropriate range. If a vital is not in an appropriate range, the user will receive a range check. Example: Resp Rate – the value is outside the 0 – 99 range.

Duplicate checks warn if duplicate values have been entered into a list. If duplicate values are entered into a list, the user will receive a duplicate check. Example: Additional E-code cannot equal the Primary E-code.
How to Perform Checks

Select the Check button.

The Check Failure screen will open. The Check Failure screen lists all failed checks within the current record.

To correct a failed check, do the following:

1. Select the failed check on the Check Failure screen. To select the failed check, click on the row. This will highlight the row on the Check Failure screen.

2. Select the Goto button. This will return the user to the incorrect field, so the user may correct the data entry errors.

3. Correct the error
4. Return to the Check Failure screen and select the Recheck button.

Validating Data Checks
Users also have the option of validating some data checks. When a user validates a data check, the user reviews the data in the field and approves the quality of the data. Example: A user may enter a Respiratory Rate of 100. This is outside the 0 – 99 range. The user may validate or approve this Respiratory rate of 100.

How to Validate a Data Check

To validate a data check, select the failed check on the Check Failure screen. To select the failed check, click on the row. This will highlight the row on the Check Failure screen.

Select the Validate button. The Confirm Check Validate screen will open.

Select Yes to validate the check. Select No to not validate the check.
Close a Record

Once all check issues are resolved, the Checks Resolved screen will open. Select OK.

Select Save or Save/Exit to save the validated record. The record status will now update from Active to Closed. The closed record status indicates that checks have been performed and validated on the current record.

Using Tri-Code©
**Tri-Code© is a proprietary program of Digital Innovation Inc. **

1. Enter injury descriptions or trauma ICD-9/ICD-10 codes into the Injury Narrative field.

2. Select the Tri-Code button.

3. The Anatomical Diagnoses information will auto-populate.