

# Ohio Trauma Registry 2014

## Trauma Acute Care Registry

### Web Entry Training Manual



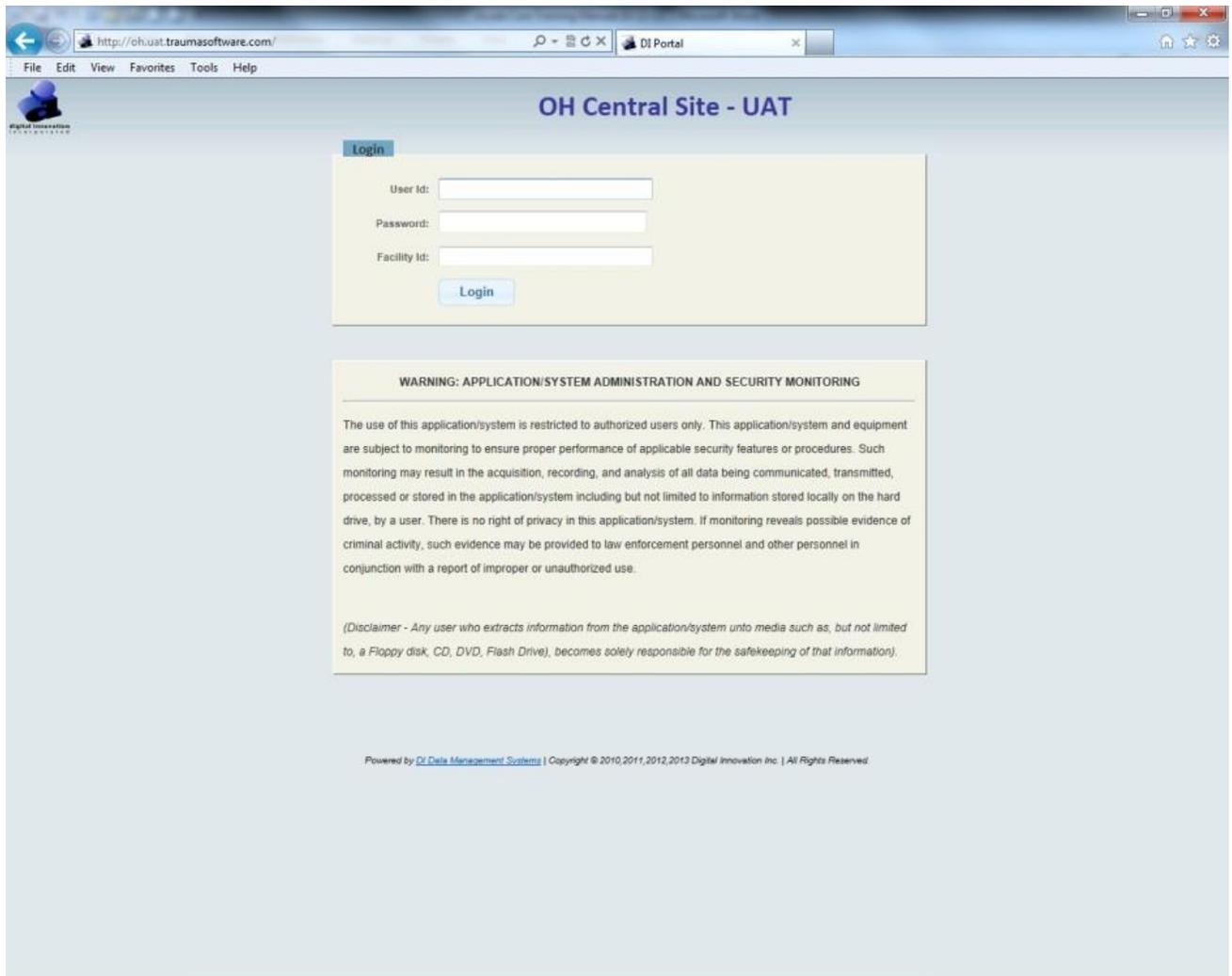
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**This Training Manual is designed to familiarize users with Web Portal of the Trauma Acute Care Registry that is now being hosted by Digital Innovation Incorporated. Complete definitions for each data element can be found in the Trauma Acute Care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

# The Login Screen



**User ID** – User ID assigned to you.

**Password** – Password assigned to you.

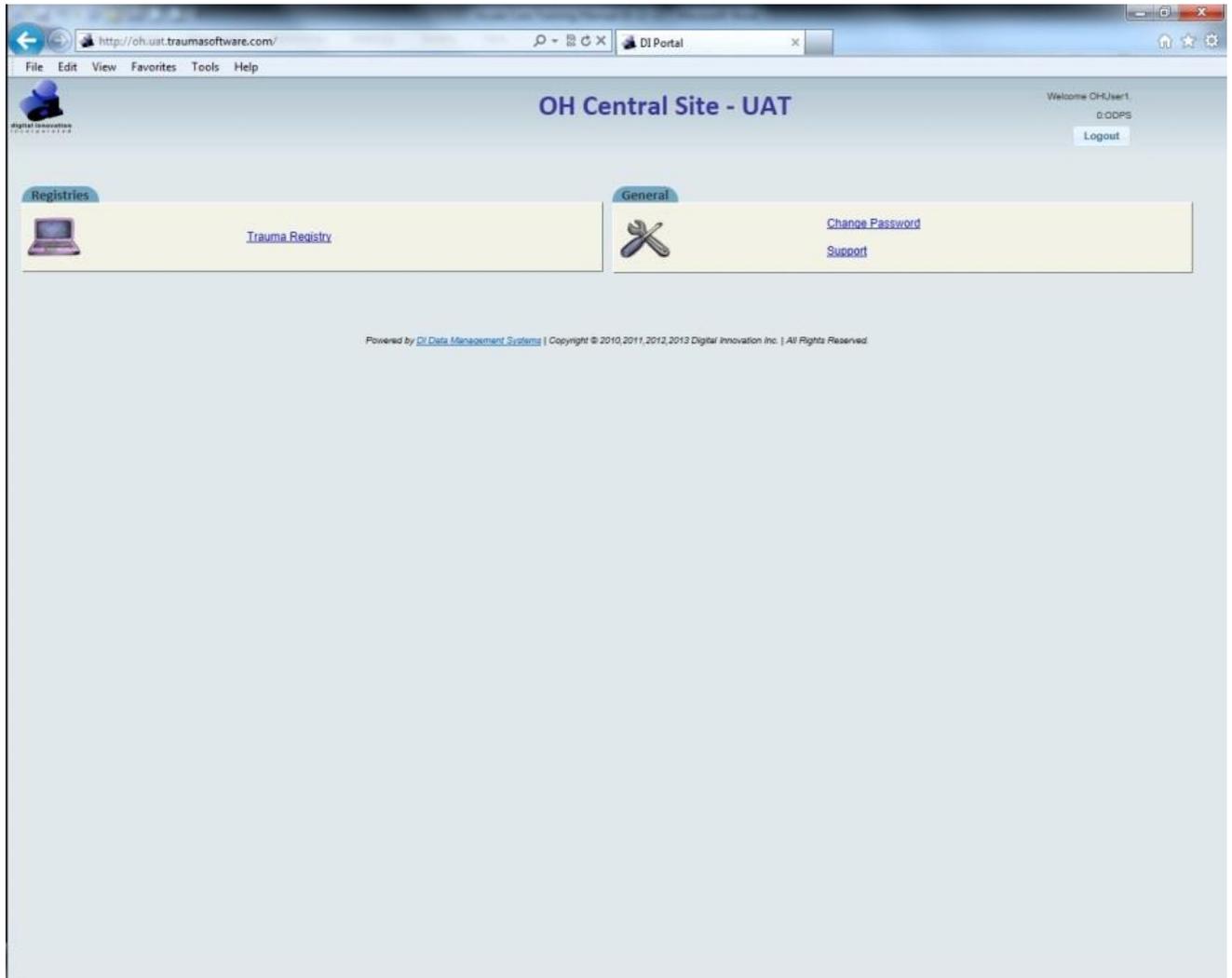
**Facility ID** – Facility ID assigned to you.

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*.

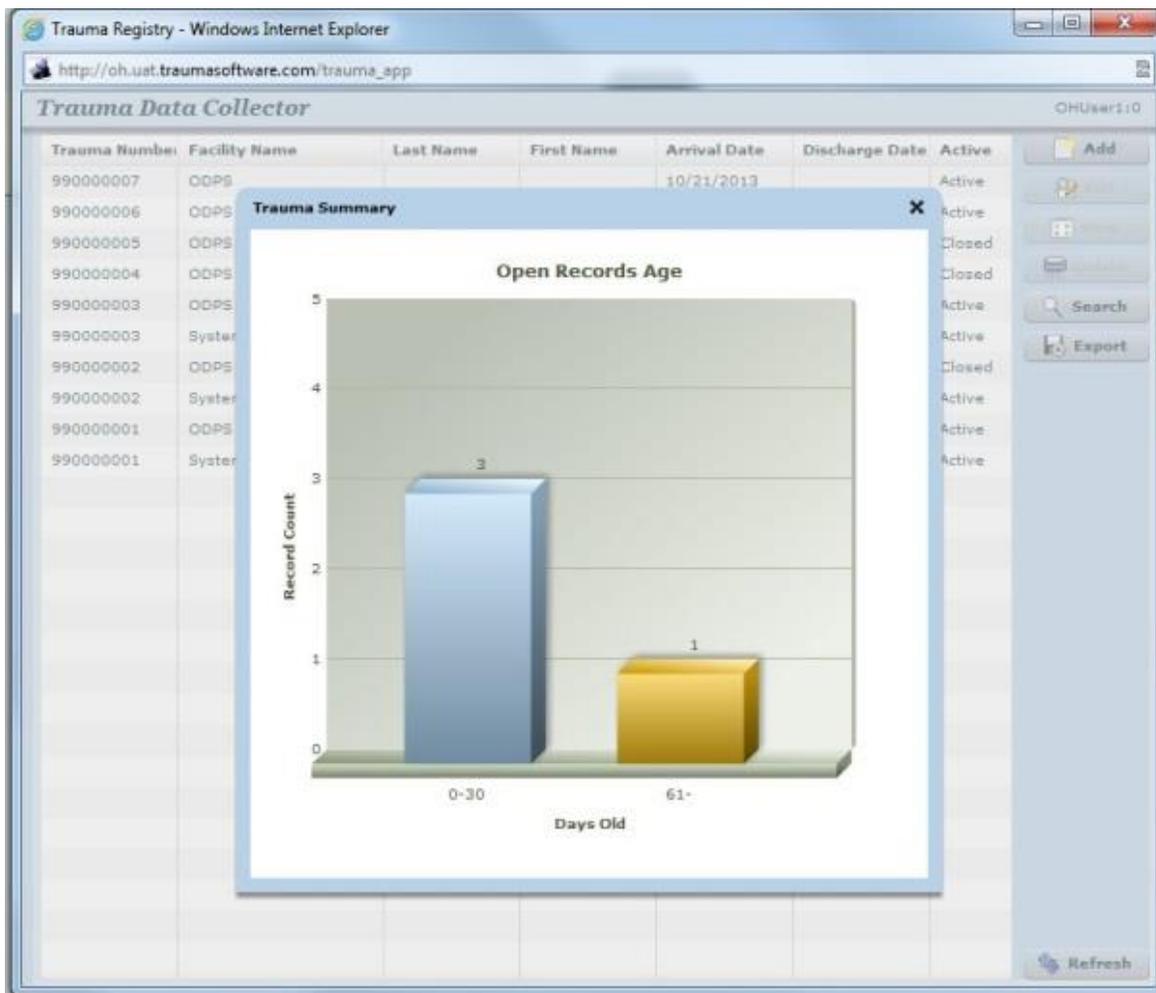
## Welcome Screen



### 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.

# Trauma Registry Record Manager

Trauma Number	Facility Name	Last Name	First Name	Arrival Date	Discharge Date	Active
990000007	ODPS			10/21/2013		Active
990000006	ODPS			10/01/2013		Active
990000005	ODPS	Erskine	Timothy	10/01/2013	10/12/2013	Closed
990000004	ODPS	Erskine	Timothy	10/01/2013	10/17/2013	Closed
990000003	ODPS	Smith	John	10/01/2013	10/03/2013	Active
990000003	System			06/04/2013		Active
990000002	ODPS	John	Smith	06/18/2013	06/19/2013	Closed
990000002	System			06/05/2013		Active
990000001	ODPS	test	test	05/09/2013	05/10/2013	Active
990000001	System			06/04/2013	06/05/2013	Active

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

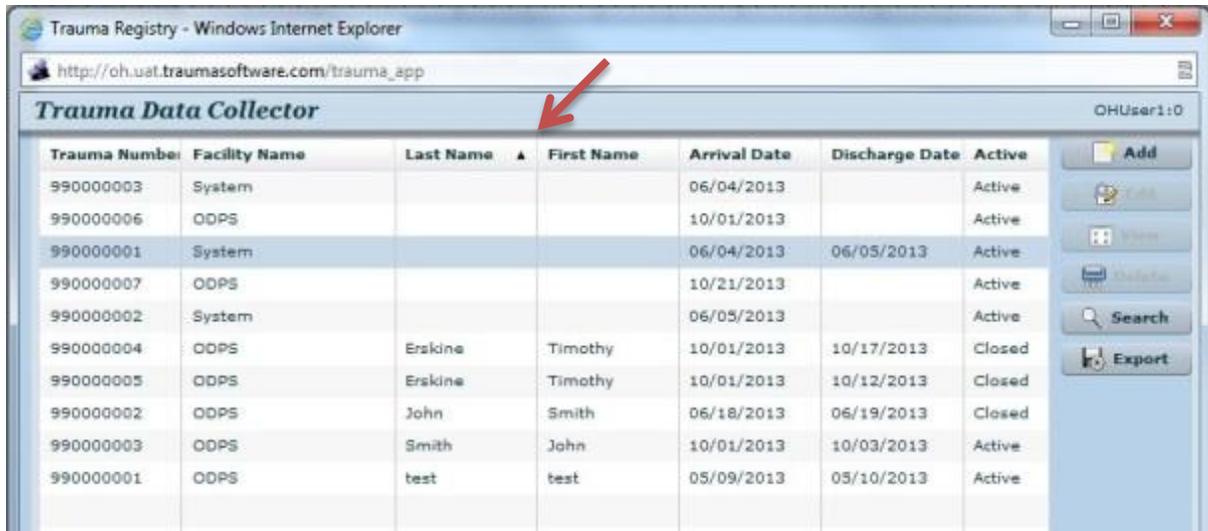
**First Name** – this is the patient’s first name

**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



The screenshot shows a web browser window titled "Trauma Registry - Windows Internet Explorer" with the URL "http://oh.uat.traumasoftware.com/trauma\_app". The page displays the "Trauma Data Collector" interface. A table lists trauma records with columns: Trauma Number, Facility Name, Last Name, First Name, Arrival Date, Discharge Date, and Active. A red arrow points to the "Last Name" column header, which has a small upward-pointing triangle next to it, indicating it is sorted in ascending order. To the right of the table is a vertical toolbar with buttons for Add, Edit, View, Delete, Search, and Export.

Trauma Number	Facility Name	Last Name ▲	First Name	Arrival Date	Discharge Date	Active
990000003	System			06/04/2013		Active
990000006	ODPS			10/01/2013		Active
990000001	System			06/04/2013	06/05/2013	Active
990000007	ODPS			10/21/2013		Active
990000002	System			06/05/2013		Active
990000004	ODPS	Erskine	Timothy	10/01/2013	10/17/2013	Closed
990000005	ODPS	Erskine	Timothy	10/01/2013	10/12/2013	Closed
990000002	ODPS	John	Smith	06/18/2013	06/19/2013	Closed
990000003	ODPS	Smith	John	10/01/2013	10/03/2013	Active
990000001	ODPS	test	test	05/09/2013	05/10/2013	Active

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.

## Search Trauma Screen

The screenshot shows a web browser window titled "Trauma Registry - Windows Internet Explorer" with the URL "http://oh.uat.traumasoftware.com/trauma\_app". The page content is titled "Trauma Data Collector" and "OHUser1:0". The main area is a "Search Editor" window with a close button (X). Inside the "Search Editor", there is a "Search Trauma" section with a "Search By:" label and a text input field containing "Trauma Number". Below this is a section titled "Search For Patients That Meet All Of The Following Criteria" with several search criteria: "Record Status" (a dropdown menu), "Arrival Date Between" (two date pickers), "Discharge Date Between" (two date pickers), "Last Name" (a text input field with radio buttons for "starts with" and "contains"), "First Name" (a text input field with radio buttons for "starts with" and "contains"), "Date Of Birth" (a date picker), "Facility ID" (a text input field with a search icon), and "Created By" (a text input field). To the right of the search criteria are three buttons: "Search", "Cancel", and "Clear".

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.



A screenshot of a search interface for 'Arrival Date Between'. It features two date input fields. The first field contains '10/01/2013' and the second field contains '10/31/2013'. Each field has a small calendar icon to its right.

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.



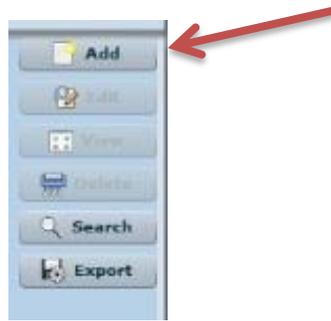
A screenshot of a search interface for 'Arrival Date Between'. The first date input field contains '10/01/2013' and has a calendar icon. The second date input field is empty and also has a calendar icon.

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.



A screenshot of a search interface for 'Arrival Date Between'. The first date input field is empty and has a calendar icon. The second date input field contains '10/01/2013' and has a calendar icon.

## Adding a Record



Select *Add* from the list of available options.

### Add Record Screen

A screenshot of the 'Add Record' screen for 'Trauma Add'. The screen has a title bar 'Add Record' and a subtitle 'Trauma Add'. Below the subtitle are two input fields: 'Hospital Arrival Date' and 'Hospital Arrival Time'. At the bottom of the screen are two buttons: 'Add' and 'Cancel'.

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.

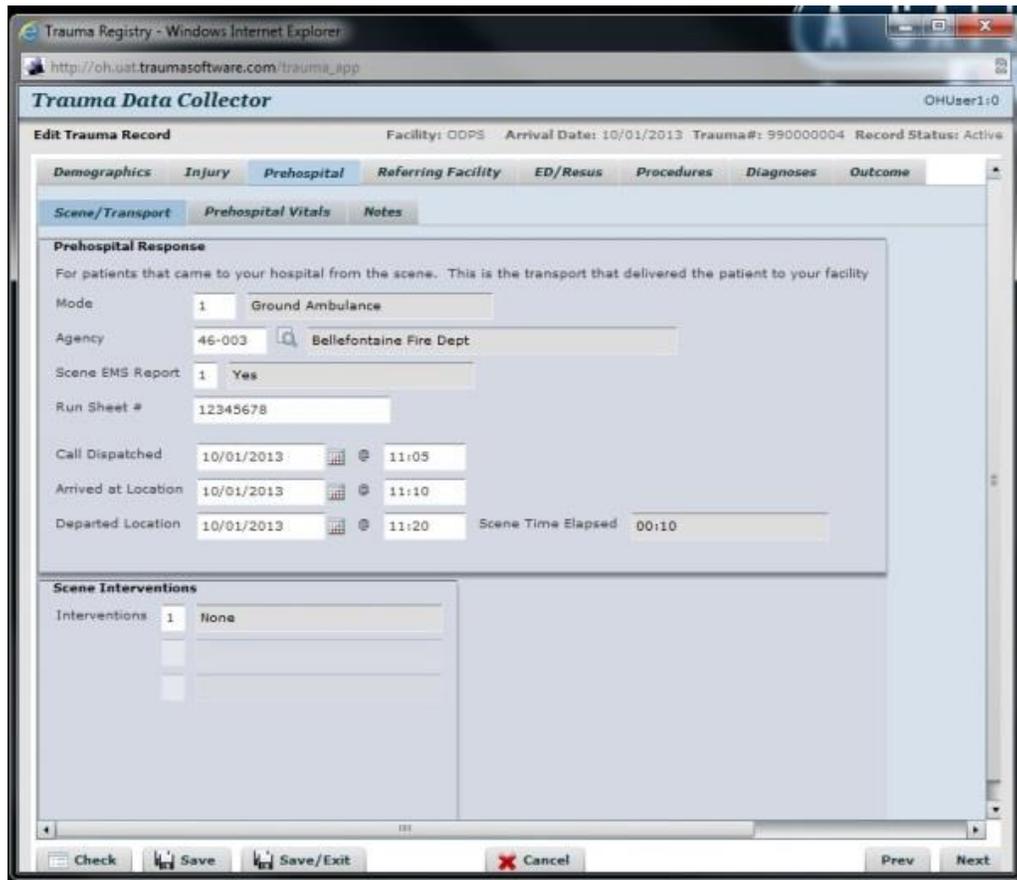


Select Prev to navigate to the prior screen.

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.

A screenshot of a web browser window displaying the 'Trauma Data Collector' application. The browser title is 'Trauma Registry - Windows Internet Explorer' and the address bar shows 'http://oh.usat.traumasoftware.com/trauma\_app'. The application header includes 'Trauma Data Collector' and 'OHUser1:0'. Below the header, there is a navigation bar with tabs: 'Demographics', 'Injury', 'Prehospital', 'Referring Facility', 'ED/Resus', 'Procedures', 'Diagnoses', and 'Outcome'. The 'Prehospital' tab is selected. Underneath, there are sub-tabs: 'Scene/Transport', 'Prehospital Vitals', and 'Notes'. The 'Prehospital Response' section contains a form with the following fields: 'Mode' (1, Ground Ambulance), 'Agency' (46-003, Bellefontaine Fire Dept), 'Scene EMS Report' (1, Yes), 'Run Sheet #' (12345678), 'Call Dispatched' (10/01/2013, 11:05), 'Arrived at Location' (10/01/2013, 11:10), 'Departed Location' (10/01/2013, 11:20), and 'Scene Time Elapsed' (00:10). The 'Scene Interventions' section has a table with one row: 'Interventions' (1, None). At the bottom of the window, there are buttons for 'Check', 'Save', 'Save/Exit', 'Cancel', 'Prev', and 'Next'.

## 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.



The screenshot shows a web browser window titled "Trauma Registry - Windows Internet Explorer" with the URL "http://oh.uat.traumasoftware.com/trauma\_app". The page displays a table titled "Trauma Data Collector" with columns: Trauma Number, Facility Name, Last Name, First Name, Arrival Date, Discharge Date, and Active. The table contains several rows of data. To the right of the table is a vertical toolbar with buttons: Add, Edit, View, Delete, Search, and Export. A red arrow points to the "Edit" button.

Trauma Number	Facility Name	Last Name	First Name	Arrival Date	Discharge Date	Active
990000007	ODPS			10/21/2013		Active
990000006	ODPS			10/01/2013		Active
990000005	ODPS	Erskine	Timothy	10/01/2013	10/12/2013	Closed
990000004	ODPS	Erskine	Timothy	10/01/2013	10/17/2013	Active
990000003	ODPS	Smith	John	10/01/2013	10/03/2013	Active
990000003	System			06/04/2013		Active
990000002	ODPS	John	Smith	06/18/2013	06/19/2013	Closed
990000002	System			06/05/2013		Active

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



The screenshot shows the same "Trauma Data Collector" interface as above. In this view, the "View" button in the toolbar is highlighted with a red arrow.

Trauma Number	Facility Name	Last Name	First Name	Arrival Date	Discharge Date	Active
990000007	ODPS			10/21/2013		Active
990000006	ODPS			10/01/2013		Active
990000005	ODPS	Erskine	Timothy	10/01/2013	10/12/2013	Closed
990000004	ODPS	Erskine	Timothy	10/01/2013	10/17/2013	Active
990000003	ODPS	Smith	John	10/01/2013	10/03/2013	Active
990000003	System			06/04/2013		Active
990000002	ODPS	John	Smith	06/18/2013	06/19/2013	Closed
990000002	System			06/05/2013		Active

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.

A screenshot of a form field labeled "Date of Birth". To the right of the text input box is a small calendar icon.

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



### 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.

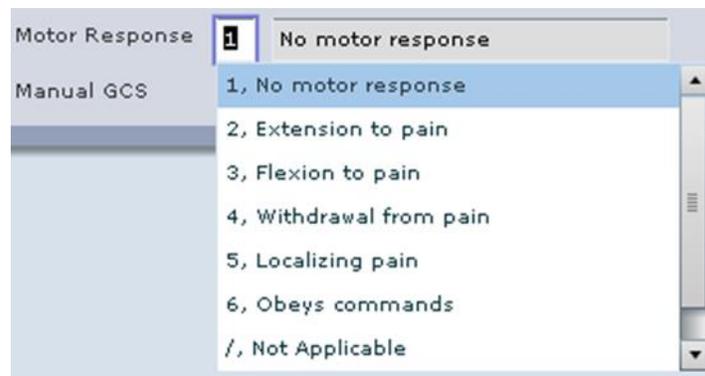
There are two different types of menus:

Drop-down menus

Code menus

### Drop-down Menu

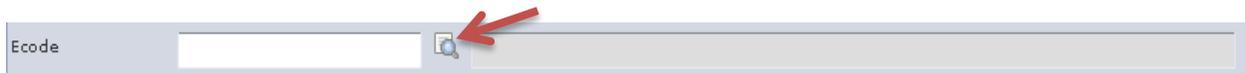
The drop down menu is available when the user tabs to a menu field. To select a menu choice, you may click or select it using the mouse. You may also type the corresponding menu code. In the example below, you may click or select 1, “No motor response” from the menu. Or, you may type 1 directly into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



### Code Menu

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.



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

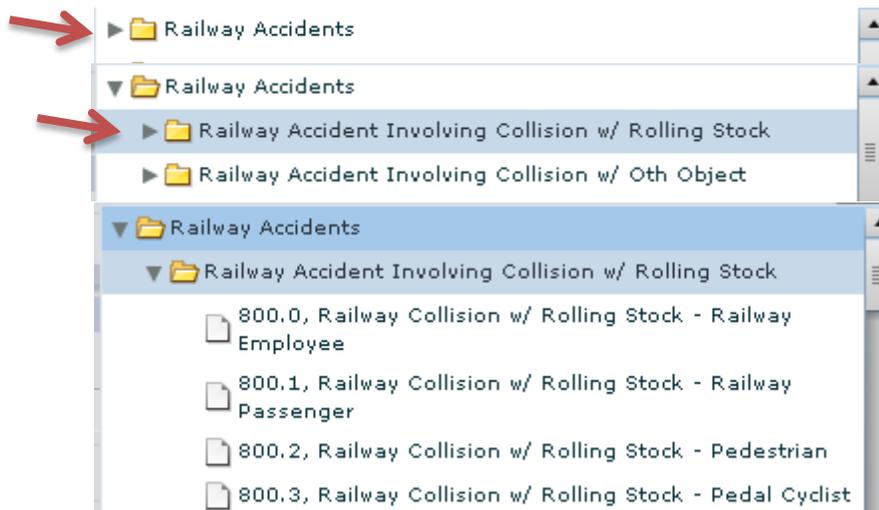
To close a code menu, click the close button.



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.

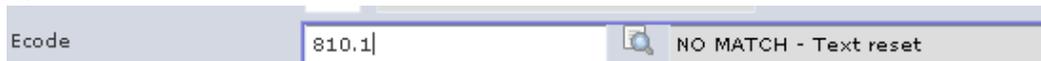


Or, select the *Left Arrow* on the keyboard to close.

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.



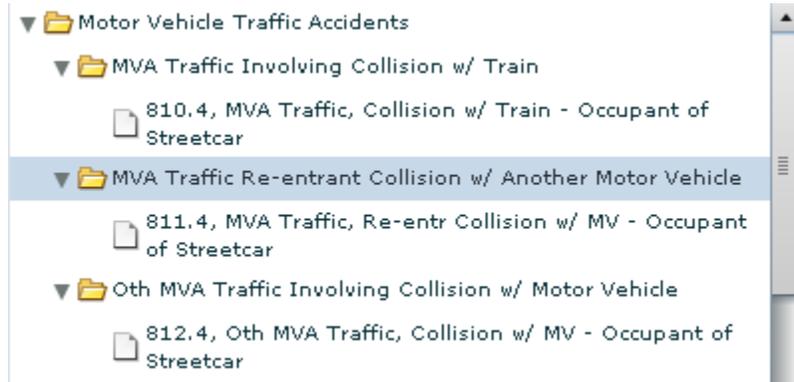
## Searching within a Code Menu

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



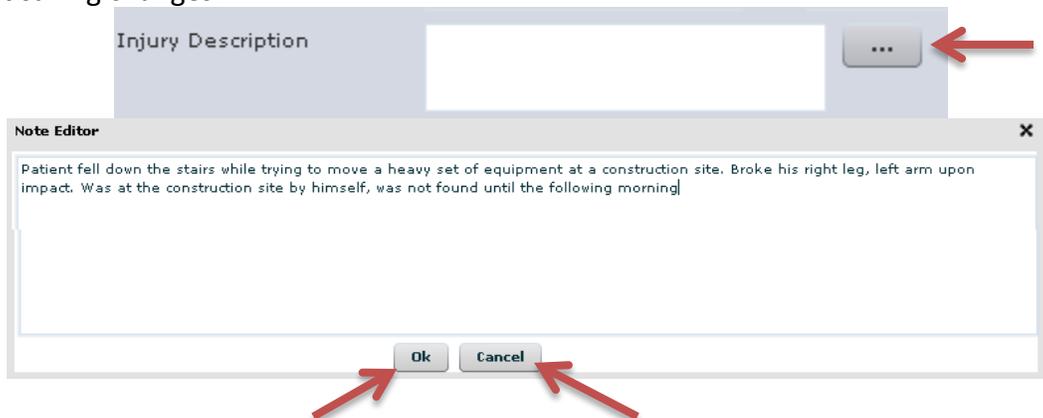
Select the *menu* button or select Enter on the keyboard.

Codes matching the search criteria will display



## Notes Fields

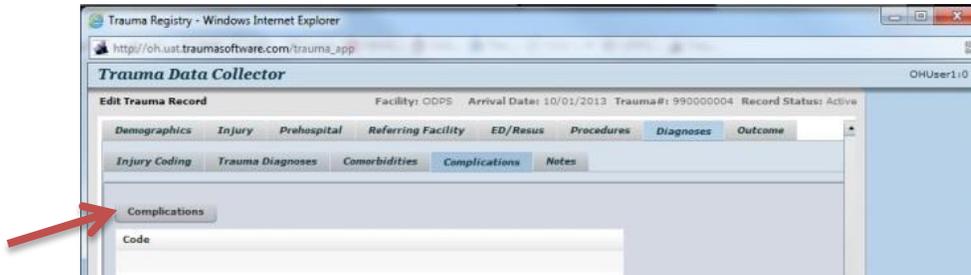
To add notes, select the ellipse to the right of the field. A Note Editor screen will open. Select *OK* to save changed and return to the data entry screen. Select *Cancel* to close the screen without saving changes.



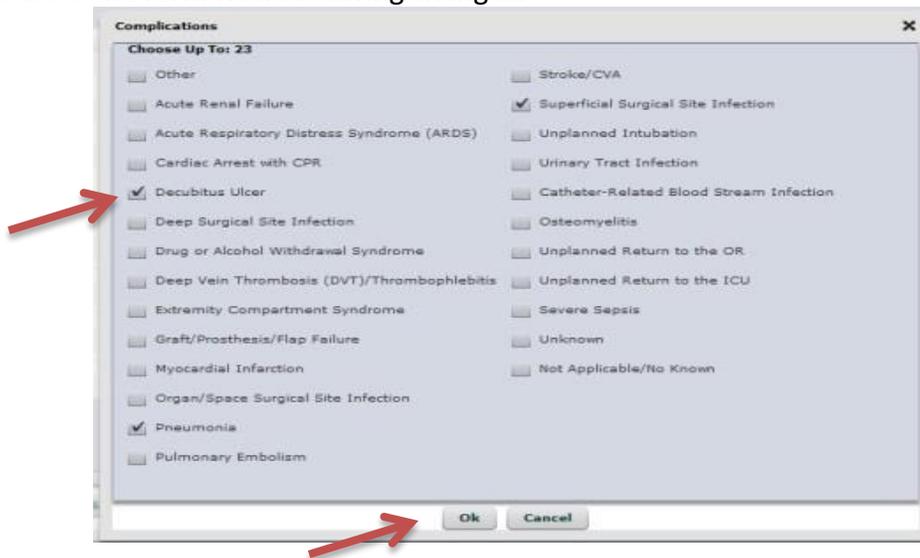
## Speed Forms

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

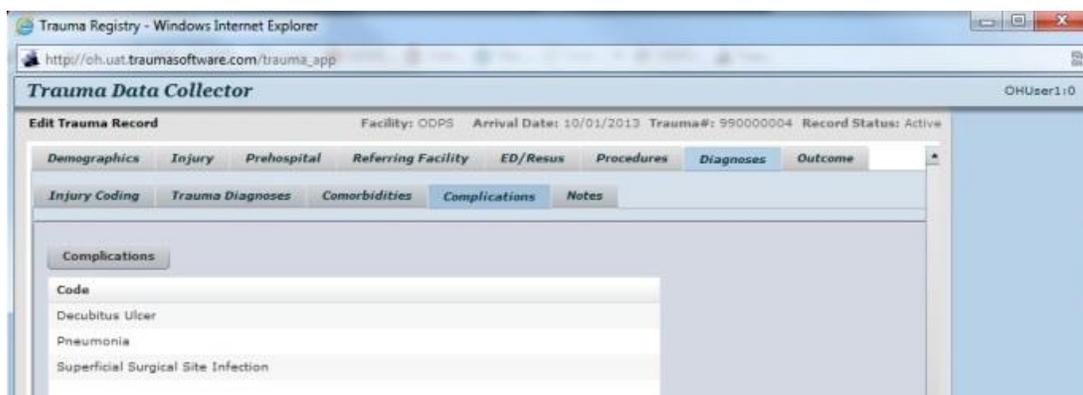
Select or click the Speed button. In the example below, the *Complications* speed button is selected.



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.

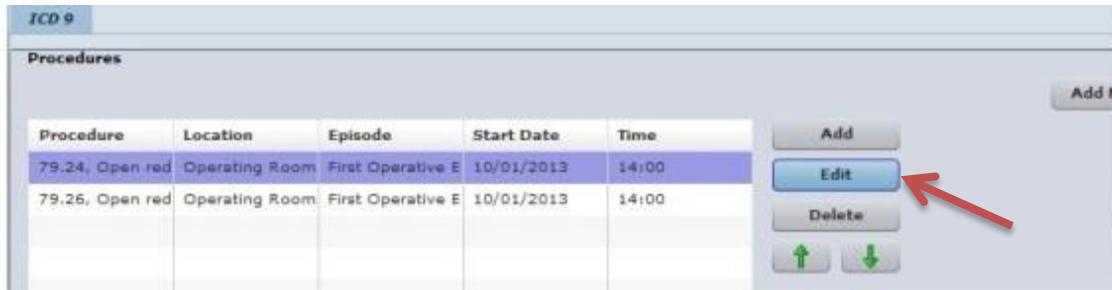
Select “+” to continue adding records.

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.



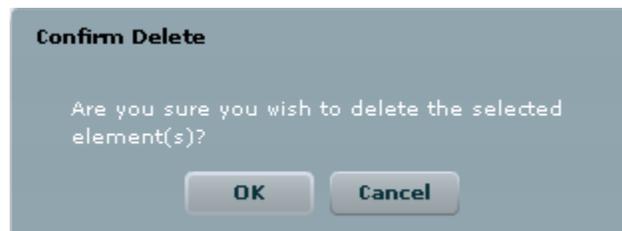
Select *OK* to save changes and close the detail screen, or select *Cancel* to close without saving.

## 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.

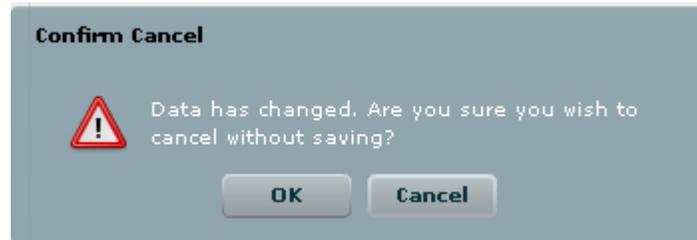


## Saving a Record

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.*

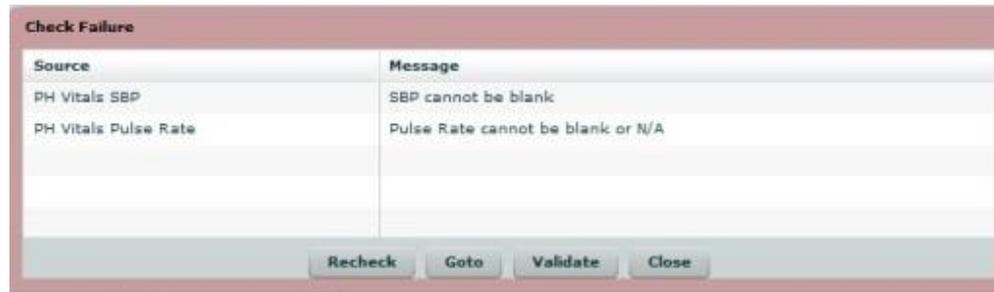
Range checks verify that vitals are entered in an appropriate range. If a vital is not in an appropriate range, the user will receive a range check. *Example: Resp Rate – the value is outside the 0 – 99 range.*

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



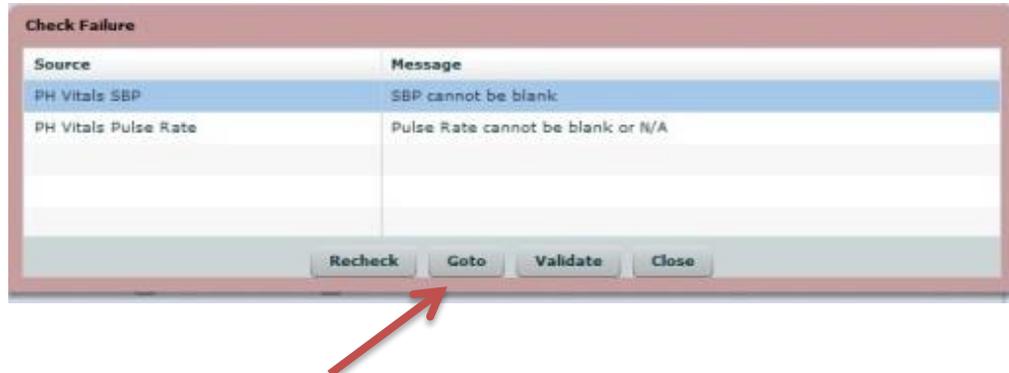
Select the *Check* button.



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

## How to Perform Checks, cont.



4. Return to the Check Failure screen and select the *Recheck* button.

## **Validating Data Checks**

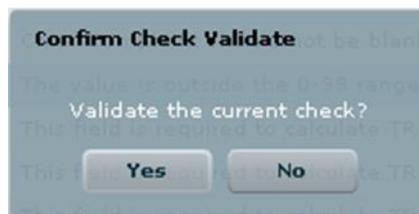
Users also have the option of validating some data checks. When a user validates a data check, the user reviews the data in the field and approves the quality of the data. *Example: A user may enter a Respiratory Rate of 100. This is outside the 0 – 99 range. The user may validate or approve this Respiratory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

**\*\*Tri-Code<sup>®</sup> is a proprietary program of Digital Innovation Inc. \*\***

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

A screenshot of a software form titled "Injury Narrative, AIS, and ISS Info". The "Injury Narrative" field contains the text "GSW to abdomen", "lac stomach", and "fx femur". Below the text area are fields for "AIS Version" (value: 4), "AIS 90 r98", "ISS", and "TRISS". A "Tri-Code" button is located at the bottom left of the form. A red arrow points to this button.

2. Select the *Tri-Code* button.

Anatomical Diagnoses			
ICD-9 Code	Predot	AIS Severity	ISS Body Region
863.1 Injury to stomach open	544420, STOMACH:LAC-NFS	2	4
821.10 Fx femur - unspecified part open	851800, FEMUR:FX-NFS	3	5

3. The Anatomical Diagnoses information will auto-populate.