



Alabama Trauma Registry (ATR) Web Portal

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Overview

This document provides answers to common questions a user may have.

Accessing the Software

How do I access the ATR Web Portal?

Enter the website, <https://trauma.adph.state.al.us> , in your web browser. At the login screen, enter the User ID, Password, and Facility ID provided by the state. The User ID should be the user's e-mail address.

How do I get to the Trauma Record Manager?

Select Modules from the options listed and then select *Trauma Registry*.

The screenshot shows a web interface with a list of modules on the left and a selection area on the right. The list of modules includes: HOME, MODULES (highlighted in orange), DATA SUBMISSION, SUBMISSION REVIEW, UPLOAD REPORTS, REVIEW REPORTS, and SUPPORT. The selection area on the right is titled "Modules:" and contains the text "Select a module to launch." Below this text are two bullet points: "Trauma Registry" and "Administration" (which is highlighted with a dashed border).

Why can't I see the buttons at the bottom of my Trauma Record (Save, Save/Exit, Cancel, and Check)?

Select F11 on the keyboard. This changes the screen to a full screen view.



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Logic Fields

How do I get Age to calculate?

Age is calculated from the difference between the ED Arrival Date/Time and the Date of Birth. When both fields are populated, the age will automatically calculate.

Some of my fields are grayed out on the screen. How can I do data entry into these fields?

These fields will be enabled as data entry is completed. Example: Initially the Race If Other field is skipped. To “open” this field, select 6, Other from the Race field.

Why is the RTS field is always grayed out?

RTS will automatically calculate once the SBP, Respiratory Rate, and the GCS Total are valued.

How do I get City, State, and County to populate?

Enter a valid zip code then tab to the City field. City, State, and County will populate when a valid zip code is entered.

All of the fields on my Referring Facility screen are grayed out. How do I fix this?

Answer “Yes” to the first question, indicating that the patient was transferred to your facility. The remaining fields will then open for data entry.

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Menus

How do I select a choice from a menu?

Using the mouse, select or click the choice.

Using the keyboard, type in the code that corresponds with the choice. For example, in the gender field, type 1 to enter Male.

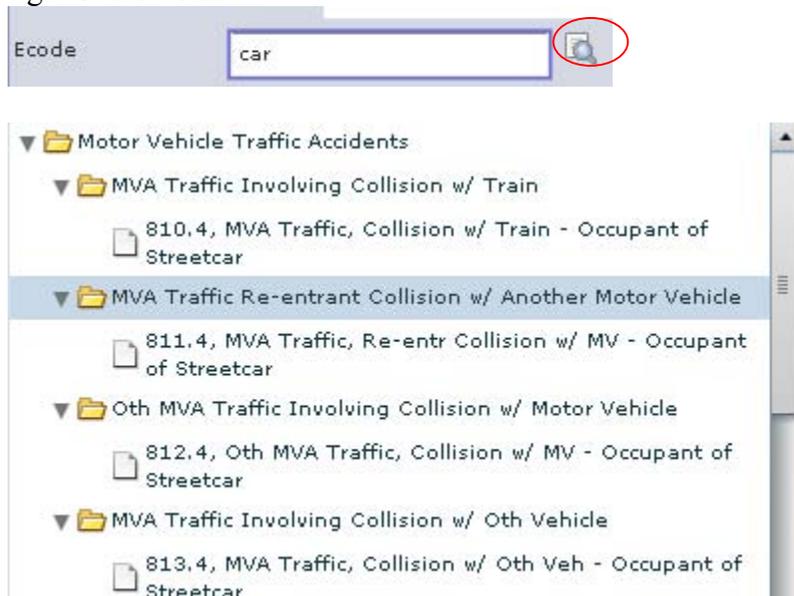
Can I search within any menus?

Yes, searching is available within the code menus. A code menu is identified by the magnifying glass to the right of the field



How do I search within a code menu?

Type the search text directly into the field and click the magnifying glass to the right of the field.



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Tri-Code

If I choose not to code using Injury Narrative, how can I enter my ICD-9 Codes?

Type the ICD-9 codes directly into the Injury Narrative.

Enter one ICD-9 code per line.

Select the Tri-Code button.

Injury Narrative, AIS, and ISS Info

Injury Narrative

AIS Version AIS 90 r98 ISS TRISS

Tri-Code

Injury Narrative, AIS, and ISS Info

Injury Narrative

AIS Version AIS 90 r98 ISS TRISS

Tri-Code

Anatomical Diagnoses			
ICD-9 Code	Predot	AIS Severity	ISS Body Region
838.10 Dislocation of foot unspecified open	850402, FOOT JOINT:DISLOCATION	1	5
840.1 Coracoclavicular ligament sprain/strain	750220, ACROMIOCLAVICULAR JOINT:SPRAIN	1	5



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Data Entry Shortcuts

How do I enter Unknown or N/A for a field?

To enter unknown or N/A for any field, type “?” for Unknown or “/” for N/A.

How do I enter today’s date?

Type a “t” into the date field then tab to the next field.

How do I enter the current time?

Type a “t” into the time field then tab to the next field.

How do I enter Medications?

Medications are entered via a speed form.

Click the Medications button and the speed form opens for data entry.

The speed form is also used to enter Tox/Drug Screen Results, Comorbidities, and Complications.





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Checks and Closed Records

What is the purpose of the Checks button?

Checks validate the trauma record after data entry is completed. The checks process updates the record from an Active Status to a Closed Status after all check issues are corrected. A Closed Status indicates that the record is validated and complete.

I entered 301 for my SBP, and I keep getting a check error indicating that the SBP is out of the range (0 to 300). How do I correct this?

If the value of 301 is correct, then highlight the check error and select the *Validate* button.

How do I send records to the state?

The state sees all records as they are entered. A Closed Status indicates that data entry on a record is complete. The state will use this Closed Status to identify completed records.

How can I get a list of my closed records for a month?

Select *Search* from the Trauma Record Manager.

Search by Record Status equal to 0, Closed.

Select *Export* from the Trauma Record Manager to export the records in a .csv format.



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