



# Alabama Trauma Registry (ATR) Web Portal

## DI Trauma Registry Module User Manual

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# Alabama Trauma Registry (ATR) Web Portal

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### ***Trauma Registry Module Overview***

The Trauma Registry Module manages data entry. The Trauma Registry Module User Manual is designed to demonstrate common tasks performed when using the Trauma Registry Module web application.

## Alabama Trauma Registry (ATR) Web Portal DI Trauma Registry Module User Manual

### Accessing the DI Trauma Registry Module

The Trauma Registry Module is accessed via the Alabama Trauma Registry (ATR) Web Portal. The address for the ATR Web Portal is <https://trauma.adph.state.al.us>.

To login to the ATR Web Portal, follow these steps:

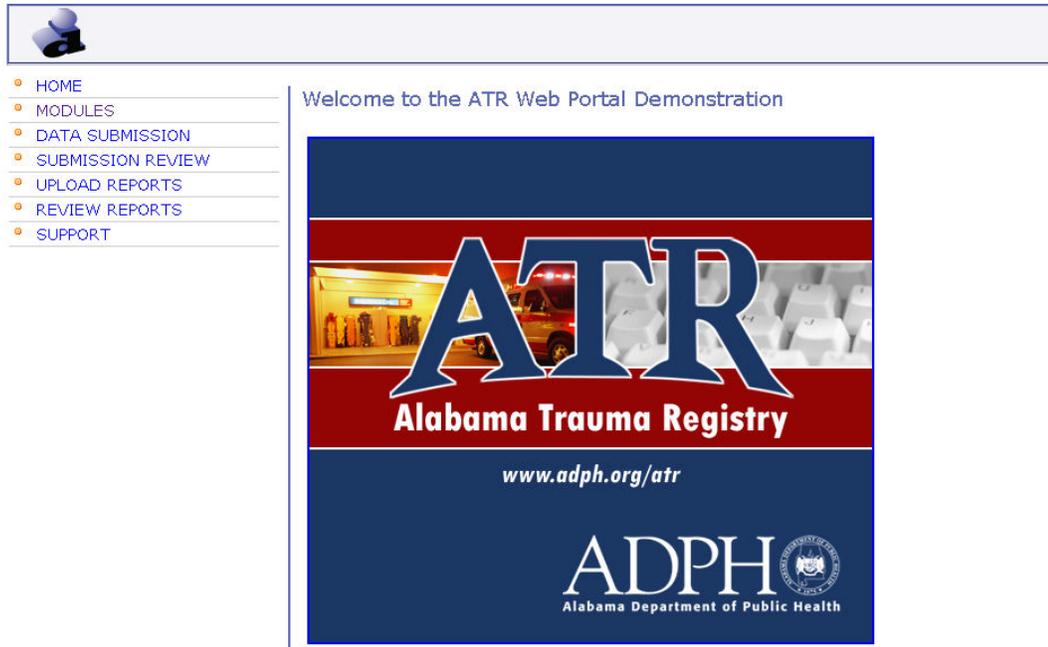
- 1) Enter <https://trauma.adph.state.al.us> in the Internet browser.
- 2) Enter a User Name, Password and a Facility at the login screen. The System Administrator provides the login information.



The screenshot shows a web browser window titled "DI Portal". Below the title bar is a header area with a logo on the left. The main content area contains three input fields: "User Name:", "Password:", and "Facility:". To the right of the "Facility:" field is a "Login" button.

- 3) Select *Login* after entering the User Name, Password, and Facility.

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The screenshot shows the ATR Web Portal demonstration page. On the left is a navigation menu with the following items: HOME, MODULES, DATA SUBMISSION, SUBMISSION REVIEW, UPLOAD REPORTS, REVIEW REPORTS, and SUPPORT. The main content area displays a welcome message: "Welcome to the ATR Web Portal Demonstration". Below this is a large graphic with the text "ATR Alabama Trauma Registry" and the website address "www.adph.org/atr". At the bottom of the graphic is the ADPH logo (Alabama Department of Public Health).

- 4) Select *Modules* from the menu options provided on the left-side menu bar.
- 5) Select *Trauma Registry* from the list of Modules provided.



The screenshot shows the "Modules" selection page. At the top right, there is a user greeting: "Welcome Admin, [Logout](#) [Change Password](#)". Below this, the heading "Modules" is followed by the instruction "Select a module to launch." and a list of two modules: [Trauma Registry](#) and [Administration](#).

# Alabama Trauma Registry (ATR) Web Portal DI Trauma Registry Module User Manual

## Navigation within the Trauma Registry Module

### Trauma Registry Record Manager - Overview

Trauma Data Collector Admin: System [Refresh](#)

[Search...](#)

Trauma Number	ATCC Number	Facility Name	Last Name	First Name	Arrival Date	Discharge Date	Active
1		Medical Center	CROWE	TIM	07/01/2009	07/18/2009	Closed
2		Medical Health	DOODIDDLE	MARTINA	07/01/2009	07/24/2009	Closed
2		Medical Center	MCBRIDE	SHARON	07/01/2009	07/24/2009	Closed
5		Medical Center	RIDDLE	HARRY	07/18/2009	07/30/2009	Active
6		Medical Center	SCHMIDT	MIKEA	07/01/2009	08/01/2009	Active
6		Medical Health	WRIGHT	KATARINA	07/01/2009	08/01/2009	Closed
7		Medical Center	MAGOO	BRIAN	07/01/2009	07/03/2009	Closed
8		Medical Center	HENDERSON	HERBERT	07/02/2009	07/18/2009	Closed

[Add](#)  
[Edit](#)  
[View](#)  
[Delete](#)  
[Export](#)

After the user has selected *Trauma Registry* from the list of Modules, the Trauma Registry Record Manager will open. The Trauma Registry Record Manager is used to display a subset of trauma records included in the Trauma Registry. The subset of records in the Trauma Registry Record Manager is filtered based on the search criteria entered by the user. It is also pre-filtered by the hospital Facility ID entered on the login screen. The Trauma Registry Record manager includes the following columns:

- Trauma Number – the Trauma Number is a unique identifier assigned to each trauma record entered into the Trauma Registry.
- ATCC Number – the ATCC Number is an identifier assigned by the Alabama Trauma Communication Center.
- 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 ED.
- Discharge Date – this is the date that the patient was discharged from the hospital.
- Active – this identifies if the record is Active or Closed. The Active/Closed record status is explained in more detail in the *Checks* section of this user manual.

# Alabama Trauma Registry (ATR) Web Portal

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### Trauma Registry Record Manager – Sorting Columns

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

To sort the Trauma Registry Record Manager columns, follow these steps:

- 1) Using the mouse, left-click on the column to be sorted. The example below sorts the records in ascending order by the Last Name.

Trauma Number	ATCC Number	Facility Name	Last Name ▲	First Name	Arrival Date	Discharge Date	Active
1		Medical Center	CROWE	TIM	07/01/2009	07/18/2009	Closed
2		Medical Health	DOODIDDLE	MARTINA	07/01/2009	07/24/2009	Closed
8		Medical Center	HENDERSON	HERBERT	07/02/2009	07/18/2009	Closed
990000001	583958358	System	LAST	FIRST	01/01/2009	09/23/2009	Active
990000004	83583958395839589	System	LAST	FIRST	01/01/2009		Active
990000002	8538395893859	System	LASTNAME	FIRSTNAME	01/01/2009		Active
7		Medical Center	MAGOO	BRIAN	07/01/2009	07/03/2009	Closed
2		Medical Center	MCBRIDE	SHARON	07/01/2009	07/24/2009	Closed
5		Medical Center	RIDDLE	HARRY	07/18/2009	07/30/2009	Active
6		Medical Center	SCHMIDT	MIKEA	07/01/2009	08/01/2009	Active
6		Medical Health	WRIGHT	KATARINA	07/01/2009	08/01/2009	Closed

- 2) Left-click the column a second time to sort in descending order. The example below sorts the records in descending order by the Last Name.

Trauma Number	ATCC Number	Facility Name	Last Name ▼	First Name	Arrival Date	Discharge Date	Active
6		Medical Health	WRIGHT	KATARINA	07/01/2009	08/01/2009	Closed
6		Medical Center	SCHMIDT	MIKEA	07/01/2009	08/01/2009	Active
5		Medical Center	RIDDLE	HARRY	07/18/2009	07/30/2009	Active
2		Medical Center	MCBRIDE	SHARON	07/01/2009	07/24/2009	Closed
7		Medical Center	MAGOO	BRIAN	07/01/2009	07/03/2009	Closed
990000002	8538395893859	System	LASTNAME	FIRSTNAME	01/01/2009		Active
990000004	83583958395839589	System	LAST	FIRST	01/01/2009		Active
990000001	583958358	System	LAST	FIRST	01/01/2009	09/23/2009	Active
8		Medical Center	HENDERSON	HERBERT	07/02/2009	07/18/2009	Closed
2		Medical Health	DOODIDDLE	MARTINA	07/01/2009	07/24/2009	Closed
1		Medical Center	CROWE	TIM	07/01/2009	07/18/2009	Closed

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- 3) To sort a different column, left-click a different column. The example below removes the sort from the Last Name and changes the sort to First Name.

Trauma Number	ATCC Number	Facility Name	Last Name	First Name ▲	Arrival Date	Discharge Date	Active
7		Medical Center	MAGOO	BRIAN	07/01/2009	07/03/2009	Closed
99000001	583958358	System	LAST	FIRST	01/01/2009	09/23/2009	Active
99000004	83583958395839589	System	LAST	FIRST	01/01/2009		Active
99000002	8538395893859	System	LASTNAME	FIRSTNAME	01/01/2009		Active
5		Medical Center	RIDDLE	HARRY	07/18/2009	07/30/2009	Active
8		Medical Center	HENDERSON	HERBERT	07/02/2009	07/18/2009	Closed
6		Medical Health	WRIGHT	KATARINA	07/01/2009	08/01/2009	Closed
2		Medical Health	DOODIDDLE	MARTINA	07/01/2009	07/24/2009	Closed
6		Medical Center	SCHMIDT	MIKEA	07/01/2009	08/01/2009	Active
2		Medical Center	MCBRIDE	SHARON	07/01/2009	07/24/2009	Closed
1		Medical Center	CROWE	TIM	07/01/2009	07/18/2009	Closed

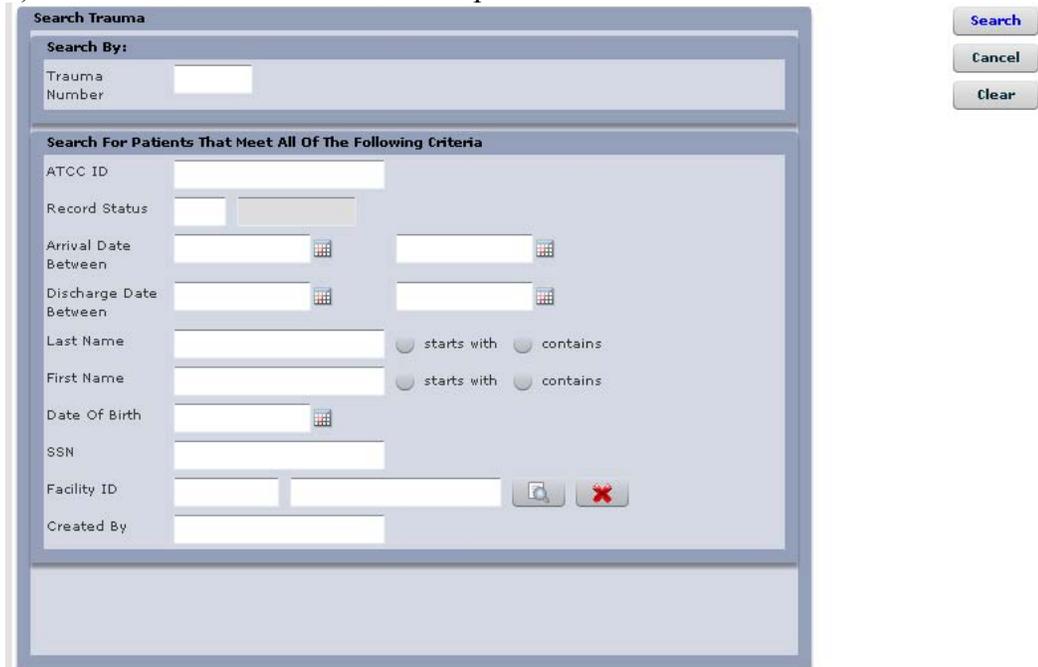
### Searching for Trauma Registry Records

To search for Trauma Registry Records, follow these steps:

- 1) Select the *Search...* button in the upper right-hand corner of the Trauma Registry Record Manager screen.



2) The Search Trauma screen will open.



A description of each search criteria is provided below:

- Trauma Number – search by Trauma Number. This is an exact search. The user must enter the exact Trauma Number in order to return results.

For the following, the user may enter multiple search criteria. For example, the user may search by Arrival Date *and* Discharge Date. Or the user may search by First Name *and* Last Name *and* Arrival Date.

- ATCC ID – search by Alabama Trauma Communication Center (ATCC) ID. This is an exact search. The user must enter the exact ATCC ID in order to return results.
- Record Status – search by Record Status, Active or Closed. The Active/Closed record status is explained in more detail in the **Checks** section of this user manual.
- Arrival Date Between – search by the ED Arrival Date
  - To search for all records within an ED Arrival Date range, enter a start date and an end date. The search below will return all records with an ED Arrival Date between 01/01/2009 and 01/31/2009.



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- To search for all records after a certain ED Arrival Date, enter only a beginning ED Arrival Date. The search below will return all records with an ED Arrival Date of 01/01/2009 or after.

Arrival Date      
Between

- To search for all records prior to a certain ED Arrival Date, enter only an ending ED Arrival Date. The search below will return all records with an ED Arrival Date of 01/01/2009 or prior.

Arrival Date      
Between

- Discharge Date Between – search by the Hospital Discharge Date.
  - To search for all records within a Hospital Discharge Date range, enter a start date and an end date. The search below will return all records with a Hospital Discharge Date between 01/01/2009 and 01/31/2009.

Discharge Date      
Between

- To search for all records after a certain Hospital Discharge Date, enter only a beginning Hospital Discharge Date. The search below will return all records with a Hospital Discharge Date of 01/01/2009 or after.

Discharge Date      
Between

- To search for all records prior to a certain Hospital Discharge Date, enter only an ending Hospital Discharge Date. The search below will return all records with a Hospital Discharge Date of 01/31/2009 or prior.

Discharge Date      
Between

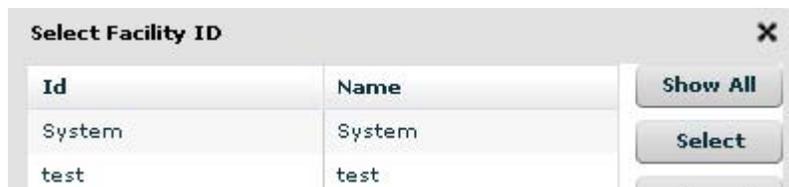
- Last Name – search by Last Name. The last name search is **not** case sensitive. Enter the last name text. Select *starts with* to return records that start with the text entered. Select *contains* to return records that contain the text entered.
- First Name – search by First Name. The first name search is **not** case sensitive. Enter the first name text. Select *starts with* to return records that start with the text entered. Select *contains* to return records that contain the text entered.

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- Date of Birth – search by Date of Birth. This is an exact search. The user must enter the exact Date of Birth in order to return results.
- SSN – search by SSN. This is an exact search. The user must enter the exact SSN in order to return results.
- Facility ID – to search by Facility ID, select the *Search*  button to the right of the Facility ID field. The Facility menu will open. Double click a Facility Name to select it. Or highlight the Facility Name and choose the *Select* button.



Facility ID    



Select Facility ID		X
Id	Name	Show All
System	System	Select
test	test	

- Created By – search by the Created By User. This is an exact search. The exact Created By User ID must be entered in order to return results.
- 3) After entering all search criteria, select *Search* to perform the search. This returns the user to the Trauma Registry Record Manager where search results are displayed. If a search has identified no matching results, then the user will be returned to a blank Trauma Registry Record Manager.



Search Editor X

Search Trauma

Search By:

Trauma

Number

Search Cancel Clear

- 4) Select *Cancel* to exit the Search screen.
- 5) Select *Clear* to clear the existing search criteria and return to a blank search screen.

## Alabama Trauma Registry (ATR) Web Portal DI Trauma Registry Module User Manual

### Adding, Editing, Viewing, and Deleting Trauma Records

The System Administrator configures the Add, Edit, and View Permissions in the Administrative Module.

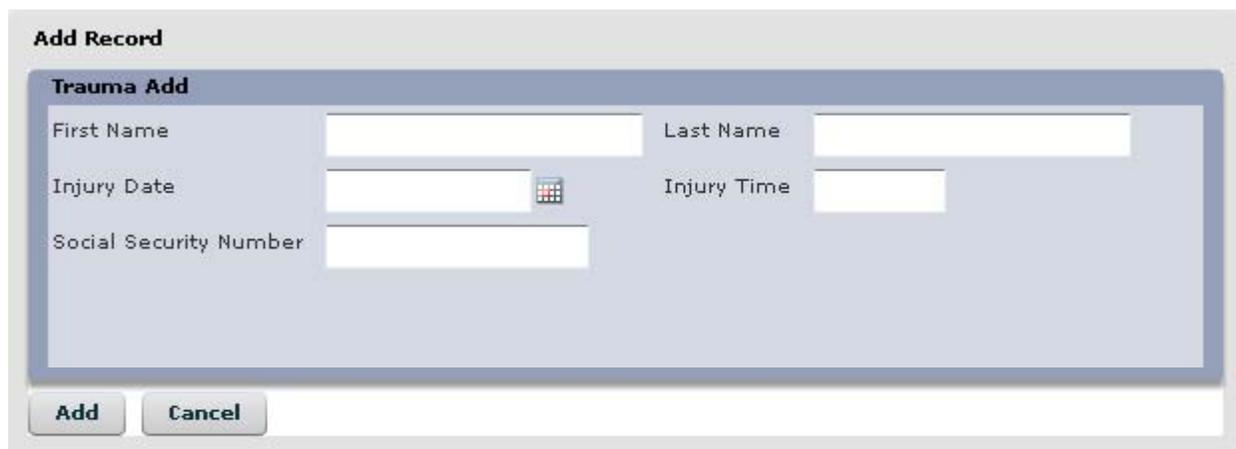
- Add – select this option to add a new record to the Trauma Registry.
- Edit – select this option to edit an existing record in the Trauma Registry.
- View – select this option to view an existing record in the Trauma Registry. Users cannot edit records in View only mode.

### Adding a Trauma Record

- 1) Select *Add* from the available options.



- 2) The Add Record Screen will open. Complete data entry on this screen and select *Add*. **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 data entry screen. Select *Cancel* to exit the Add Record Screen.



**Add Record**

**Trauma Add**

First Name	<input type="text"/>	Last Name	<input type="text"/>
Injury Date	<input type="text"/> 	Injury Time	<input type="text"/>
Social Security Number	<input type="text"/>		

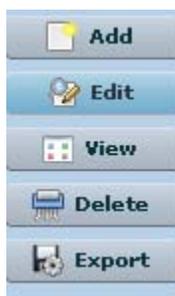
# Alabama Trauma Registry (ATR) Web Portal

## DI Trauma Registry Module User Manual

### Editing a Trauma Record

- 1) Select a record from the Trauma Registry Record Manager. To select a record, left-click the record using the mouse. This will highlight the record on the screen. Then select *Edit* from the available options. The user may also double-click the selected record from the Trauma Registry Record Manager to open it.

Trauma Data Collector							Admin: System
Trauma Number	ATCC Number	Facility Name	Last Name	First Name	Arrival Date	Discharge Date	Active
990000004	83583958395839589	System	LAST	FIRST	01/01/2009		Active
990000002	8538395893859	System	LASTNAME	FIRSTNAME	01/01/2009		Active
990000001	583958358	System	LAST	FIRST	01/01/2009	09/23/2009	Active
8		Medical Center	HENDERSON	HERBERT	07/02/2009	07/18/2009	Closed
7		Medical Center	MAGOO	BRIAN	07/01/2009	07/03/2009	Closed



- 2) The Edit Trauma screen will open.

**Edit Trauma Record** Patient Name: HENDERSON, HERBERT M Facility: System Arrival Date: 07/02/2009 Trauma #: 8

Demographics Injury Ambulance Referring Hospital ED Diagnosis Procedures Comorbidity/Complication Outcome Financial

**Trauma Record Information**

Recorded By: [ ] Created Date: 08/18/2009  
 Trauma Number: 8 ATCC ID: [ ] ePCR: [ ]  
 ED Arrival Date: 07/02/2009 ED Arrival Time: 12:00

**Patient Information**

First Name: HERBERT MI: M Last Name: HENDERSON  
 Suffix: [ ] Suffix IF Other: [ ]  
 Date of Birth: 04/14/1922 Age: 87 Units: 1 Years  
 SSN: 111-11-1111 Ethnicity: 2 Not Hispanic or Latino  
 Gender: 1 Male Gender IF Other: [ ]  
 Race: 4 American Indian Or Alaskan Native Race IF Other: [ ]

**Address and Occupation**

Alternate Home Residence: [ ] Street Address 1: 123 MARKET STREET  
 Street Address 2: UNIT B1 Zip: 21222  
 City: Baltimore State: MD MD, Maryland  
 County: [ ] Country: 1 USA  
 Country IF Other: [ ]  
 Phone: [ ] E-mail: [ ]  
 Occupational Industry: [ ] Occupational Industry IF Other: [ ]  
 Occupation: 1 Business and financial operations occupations Occupation IF Other: [ ]

**Alternate Contact Personal Info**

Alt Contact First Name: [ ] Alt Contact Last Name: [ ]  
 Relationship: [ ] Relationship IF Other: [ ]  
 Alt Address: [ ] Alt Zip: [ ]

Check Save Save/Exit Cancel Prev Next

# Alabama Trauma Registry (ATR) Web Portal

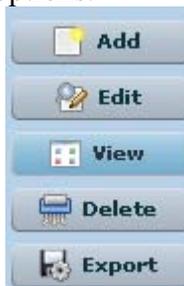
## DI Trauma Registry Module User Manual

### Viewing a Trauma Record

- 1) Select a record from the Trauma Registry Record Manager. To select a record, left-click the record using the mouse. This will highlight the record on the screen.

Trauma Number	ATCC Number	Facility Name	Last Name	First Name	Arrival Date	Discharge Date	Active
99000004	83583958395839589	System	LAST	FIRST	01/01/2009		Active
99000002	85383958395839589	System	LASTNAME	FIRSTNAME	01/01/2009		Active
99000001	583958358	System	LAST	FIRST	01/01/2009	09/23/2009	Active
8		Medical Center	HENDERSON	HERBERT	07/02/2009	07/18/2009	Closed
7		Medical Center	MAGOO	BRIAN	07/01/2009	07/03/2009	Closed

Select *View* from the available options.



- 2) The View Trauma screen will open.

View Trauma Record Patient Name: HENDERSON, HERBERT M Facility: System Arrival Date: 07/02/2009 Trauma #: 1

Demographics **Injury** Ambulance Referring Hospital ED Diagnosis Procedures Comorbidity/Complication Outcome Financial

**Trauma Record Information**

Recorded By: [ ] Created Date: 08/18/2009  
 Trauma Number: 8 ATCC ID: [ ] ePCR: [ ]  
 ED Arrival Date: 07/02/2009 ED Arrival Time: 12:00

**Patient Information**

First Name: HERBERT MI: M Last Name: HENDERSON  
 Suffix: [ ] Suffix If Other: [ ]  
 Date of Birth: 04/14/1922 Age: 87 Units: 1 Years  
 SSN: 111-11-1111 Ethnicity: 2 Not Hispanic or Latino  
 Gender: 1 Male Gender If Other: [ ]  
 Race: 4 American Indian Or Alaskan Native Race If Other: [ ]

**Address and Occupation**

Alternate Home Residence: [ ] Street Address 1: 123 MARKET STREET  
 Street Address 2: UNIT B1 Zip: 21222  
 City: Baltimore State: MD MD, Maryland  
 Country: [ ] Country: 1 USA  
 Country If Other: [ ]  
 Phone: [ ] E-mail: [ ]  
 Occupational Industry: [ ] Occupational Industry If Other: [ ]  
 Occupation: 1 Business and financial operations occupations Occupation If Other: [ ]

**Alternate Contact Personal Info**

Alt Contact First Name: [ ] Alt Contact Last Name: [ ]  
 Relationship: [ ] Relationship If Other: [ ]  
 Alt Address: [ ] Alt Zip: [ ]

# Alabama Trauma Registry (ATR) Web Portal

## DI Trauma Registry Module User Manual

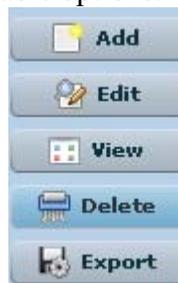
### Deleting a Trauma Record

- 1) Select a record from the Trauma Registry Record Manager. To select a record, left-click the record using the mouse. This will highlight the record on the screen.

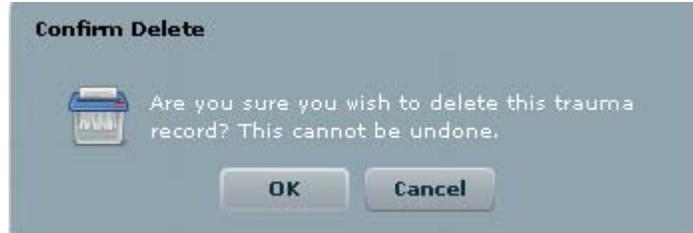
Trauma Data Collector Admin: System

Trauma Number	ATCC Number	Facility Name	Last Name	First Name	Arrival Date	Discharge Date	Active
990000004	83583958395839589	System	LAST	FIRST	01/01/2009		Active
990000002	8538395893859	System	LASTNAME	FIRSTNAME	01/01/2009		Active
990000001	583958358	System	LAST	FIRST	01/01/2009	09/23/2009	Active
8		Medical Center	HENDERSON	HERBERT	07/02/2009	07/18/2009	Closed
7		Medical Center	MAGOO	BRIAN	07/01/2009	07/03/2009	Closed

- 2) Select *Delete* from the available options.



- 3) The Confirm Delete screen will open. Select *OK* to confirm delete. Select *Cancel* to cancel the delete.



## Alabama Trauma Registry (ATR) Web Portal DI Trauma Registry Module User Manual

### ***Exporting Records from the Trauma Registry Record Manager***

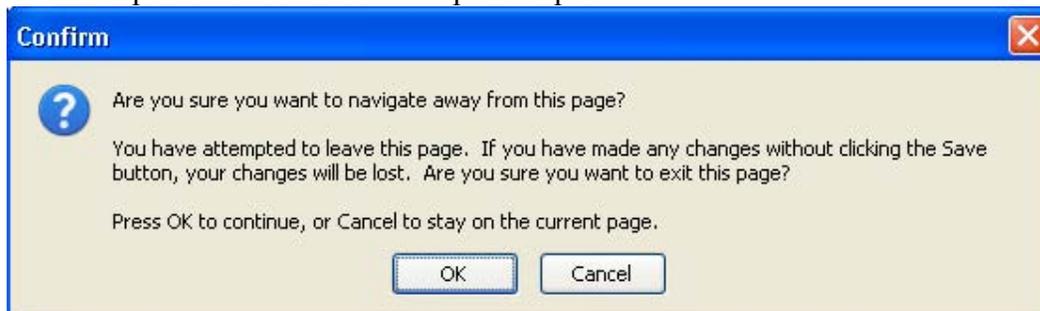
The *Export* option will export the records displayed in the Trauma Registry Record Manager to an excel .csv format. The export file will contain only the data listed on the current Trauma Registry Record Manager screen. It will include only the records listed on the current Trauma Registry Record Manager screen.

To use the *Export* option, follow these steps:

- 1) Select *Export* from the available options.

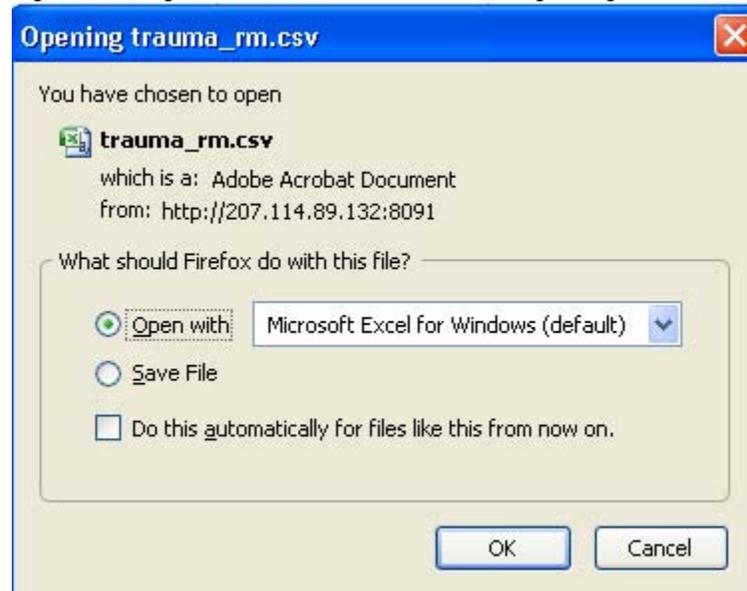


- 2) The Confirmation screen will open, indicating that the current window will close while the export file is created. Select *OK* to continue with the export. Select *Cancel* to stop the export.



## Alabama Trauma Registry (ATR) Web Portal DI Trauma Registry Module User Manual

- 3) After selecting *OK*, the Opening trauma\_rm.csv screen will open. Select *OK* to open the export file. Select *Cancel* to stop the process.



- 4) After selecting *OK*, the trauma\_rm.csv file will open in Excel.

	A	B	C	D	E	F	G	H
1	Trauma Number	ATCC Number	Facility Name	Last Name	First Name	Arrival Date	Discharge Date	Active
2	990000004		System	LAST	FIRST	1/1/2009		Active
3	990000002		System	LASTNAME	FIRSTNAME	1/1/2009		Active
4	990000001	583958358	System	LAST	FIRST	1/1/2009	9/23/2009	Active
5	8		Medical Center	HENDERSON	HERBERT	7/2/2009	7/18/2009	Closed
6	7		Medical Center	MAGOO	BRIAN	7/1/2009	7/3/2009	Closed
7	6		Medical Health	WRIGHT	KATARINA	7/1/2009	8/1/2009	Closed
8	6		Medical Center	SCHMIDT	MIKEA	7/1/2009	8/1/2009	Active
9	5		Medical Center	RIDDLE	HARRY	7/18/2009	7/30/2009	Active
10	2		Medical Health	DOODIDDLE	MARTINA	7/1/2009	7/24/2009	Closed
11	2		Medical Center	MCBRIDE	SHARON	7/1/2009	7/24/2009	Closed
12	1		Medical Center	CROWE	TIM	7/1/2009	7/18/2009	Closed
13								

# Alabama Trauma Registry (ATR) Web Portal

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### ***Data Entry Within a Trauma Registry Record***

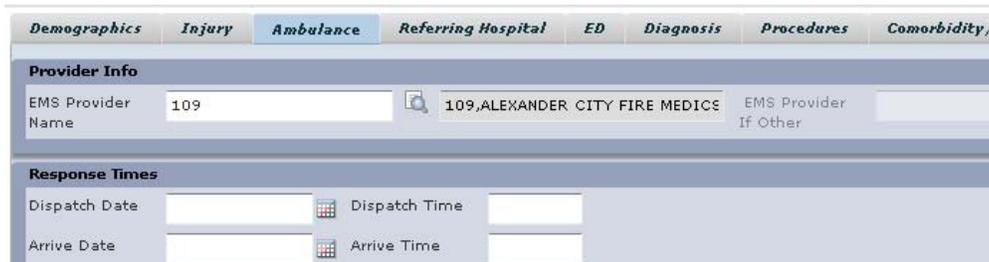
#### **Navigating Within a Trauma Registry Record**

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



- Select *Prev* to navigate to the prior screen. For example, to navigate from the Referring Hospital screen to the Ambulance screen, select the *Prev* button.
- Select *Next* to navigate to the next screen. For example, to navigate from the Ambulance screen to the Referring Hospital screen, select the *Next* button.

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 Ambulance screen is selected by left-clicking the Ambulance tab at the top of the Trauma Registry record. To select the Referring Hospital screen, the user left-clicks the Referring Hospital tab.



The screenshot shows a web interface with several tabs at the top: Demographics, Injury, Ambulance, Referring Hospital, ED, Diagnosis, Procedures, and Comorbidity/. The "Ambulance" tab is currently selected and highlighted in blue. Below the tabs, there are two main sections: "Provider Info" and "Response Times".

**Provider Info**

EMS Provider Name	109	109,ALEXANDER CITY FIRE MEDICS	EMS Provider If Other
-------------------	-----	--------------------------------	-----------------------

**Response Times**

Dispatch Date		Dispatch Time	
Arrive Date		Arrive Time	

# Alabama Trauma Registry (ATR) Web Portal

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### Data Entry Tools and Tips

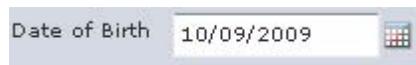
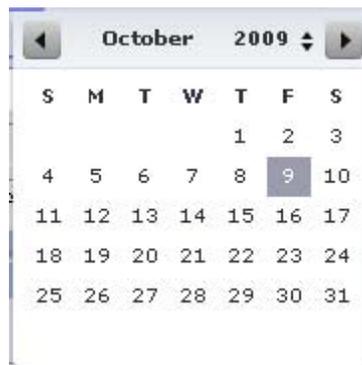
#### Working with Date Fields

The following data entry shortcuts exist for data and time fields.

- 1) Users may enter dates via the calendar popup. Left-click the calendar to the right of the date field, and a calendar will display. Double click the appropriate date from the calendar popup to select it. The date is then inserted into the date field. To close the calendar, select the *Esc* key on the keyboard.



Date of Birth  



Date of Birth  

- 2) Type in the month and day only and tab to the next field. The year will default to the current year.
- 3) Type “t” and tab to the next field. The date will default to the current date.
- 4) To increase an existing date field by one day, follow these steps:
  - a. Locate the date field.
  - b. Left click into the date field.
  - c. Select “+” on the keyboard. This will increase the existing date field by one day. Each time “+” is selected, the date will increase by one day.
- 5) To decrease an existing date field by one day, follow these steps:
  - a. Locate the date field.
  - b. Left click into the date field.
  - c. Select “-” on the keyboard. This will decrease the existing date field by one day. Each time “-” is selected, the date will decrease by one day.

#### Working with Time Fields

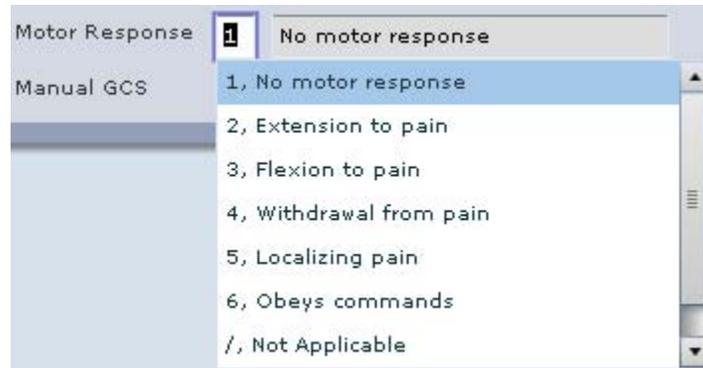
- 1) Type “t” and tab to the next field. The time will default to the current time.

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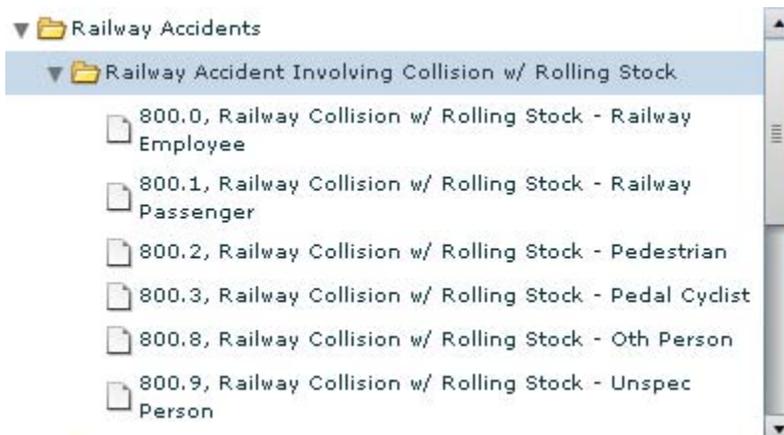
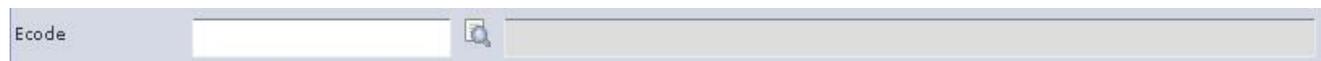
### Working with Menu Fields

Menu fields are defined as fields that allow the user to select from a list of choices. The types of menus used are described below.

- 1) Drop-down menus - the drop down menu is available when the user tabs to a menu field. To select a menu choice, the user clicks or selects it using the mouse. The user may also type the corresponding menu code. In the example below, the user may click or select 1, No motor response from the menu. Or, the user may type 1 directly into the field.



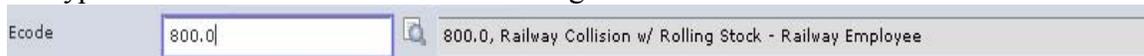
- 2) Code Menus – the code menu is used for menus containing large code-sets. For example, it is used for ICD9 codes, Procedure codes, and Ecodes.



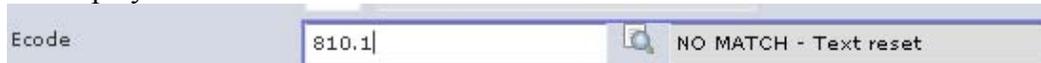
- To access a code menu, click the menu button  to the right of the field or left-click into the field and select *Enter* on the keyboard.
- To close a code menu, click the close button  or select *Escape* on the keyboard.

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- To expand a branch of the code menu, click the arrow  to the left of the menu branch name. Or, select  $\Rightarrow$  (*Right Arrow*) on the keyboard to expand.
- To close a branch of the code menu, click the arrow  to the left of the menu branch name. Or, select  $\Leftarrow$  (*Left Arrow*) on the keyboard to close.
- To enter a known choice (for example an Ecode 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.

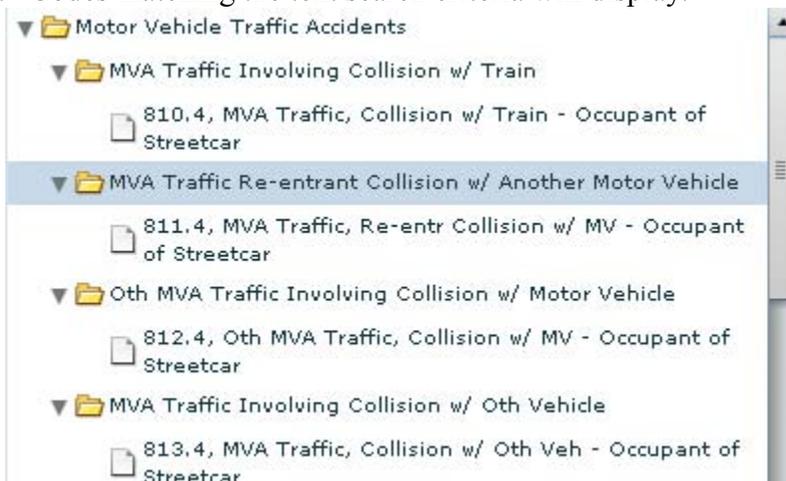


- To search by text, do the following:
  - Type the text into the Ecode field.



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

- Codes matching the text search criteria will display.



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- To search by code, do the following:
  - i. Type the code into the Ecode field.

Ecode

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

- iii. Codes matching the code search criteria will display.

▼ Motor Vehicle Traffic Accidents

▼ MVA Traffic Involving Collision w/ Oth Vehicle

- 813.0, MVA Traffic, Collision w/ Oth Veh - Driver of MV, Non MC
- 813.1, MVA Traffic, Collision w/ Oth Veh - Passenger in MV, Non MC
- 813.2, MVA Traffic, Collision w/ Oth Veh - Motorcyclist
- 813.3, MVA Traffic, Collision w/ Oth Veh - Passenger on Motorcycle
- 813.4, MVA Traffic, Collision w/ Oth Veh - Occupant of Streetcar
- 813.5, MVA Traffic, Collision w/ Oth Veh - Occupant of Animal Veh
- 813.6, MVA Traffic, Collision w/ Oth Veh - Pedal Cyclist
- 813.7, MVA Traffic, Collision w/ Oth Veh - Pedestrian

### Not Known/Not Recorded or Not Applicable

- Type “/” in any field to set it equal to Not Applicable.
- Type “?” in any field to set it equal to Not Known/Not Recorded.

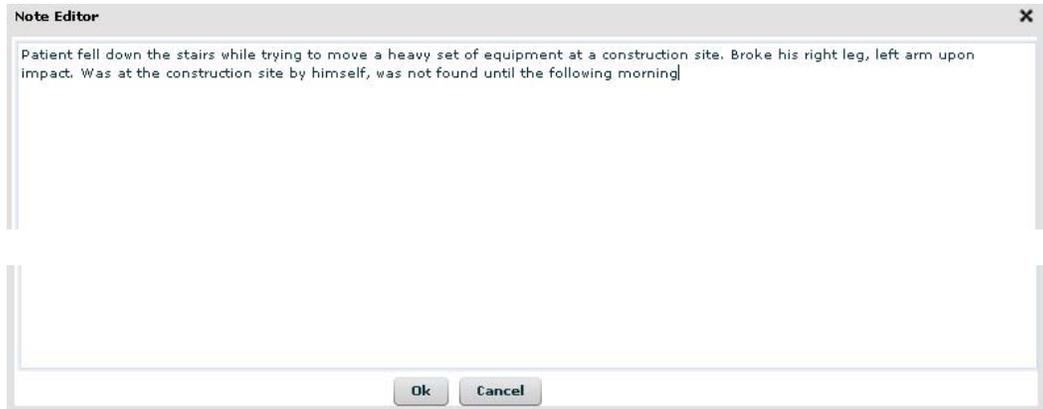
### Memo Fields

Memo fields are used to record notes. To access a Memo field, select the ellipse  to the right of the field. A Note Editor screen will open. Enter the notes. Select *OK* to save changes and return to the data entry screen. Select *Cancel* to close the Note Editor screen without saving changes.

Injury Description  

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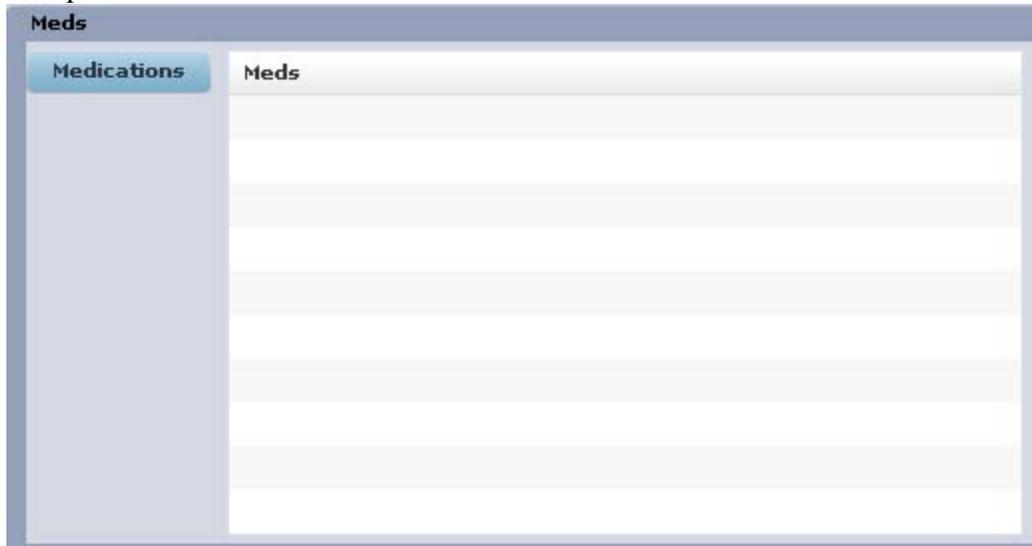
A screenshot of a web application window titled "Note Editor". The window has a close button (X) in the top right corner. The main area contains a text field with the following text: "Patient fell down the stairs while trying to move a heavy set of equipment at a construction site. Broke his right leg, left arm upon impact. Was at the construction site by himself, was not found until the following morning". At the bottom of the window, there are two buttons: "Ok" and "Cancel".

### Speed Forms

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

To access a speed form, perform the following steps:

- 1) Select or click the Speed button. In the example below, the *Medications* speed button is selected.

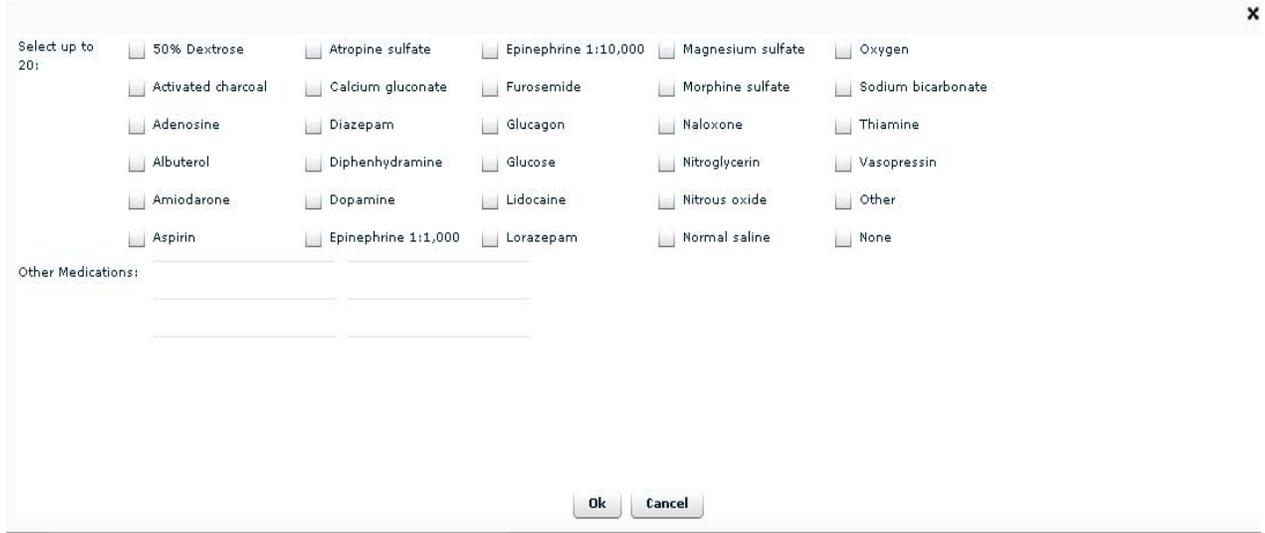


A screenshot of a web application window titled "Meds". The window has a blue header bar. Below the header, there is a tab labeled "Medications" which is currently selected. To the right of the tab, the word "Meds" is displayed. The main area of the window is a list of empty rows, representing a table or list of medication options.

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2) The speed form opens.



Select up to 20:

<input type="checkbox"/> 50% Dextrose	<input type="checkbox"/> Atropine sulfate	<input type="checkbox"/> Epinephrine 1:10,000	<input type="checkbox"/> Magnesium sulfate	<input type="checkbox"/> Oxygen
<input type="checkbox"/> Activated charcoal	<input type="checkbox"/> Calcium gluconate	<input type="checkbox"/> Furosemide	<input type="checkbox"/> Morphine sulfate	<input type="checkbox"/> Sodium bicarbonate
<input type="checkbox"/> Adenosine	<input type="checkbox"/> Diazepam	<input type="checkbox"/> Glucagon	<input type="checkbox"/> Naloxone	<input type="checkbox"/> Thiamine
<input type="checkbox"/> Albuterol	<input type="checkbox"/> Diphenhydramine	<input type="checkbox"/> Glucose	<input type="checkbox"/> Nitroglycerin	<input type="checkbox"/> Vasopressin
<input type="checkbox"/> Amiodarone	<input type="checkbox"/> Dopamine	<input type="checkbox"/> Lidocaine	<input type="checkbox"/> Nitrous oxide	<input type="checkbox"/> Other
<input type="checkbox"/> Aspirin	<input type="checkbox"/> Epinephrine 1:1,000	<input type="checkbox"/> Lorazepam	<input type="checkbox"/> Normal saline	<input type="checkbox"/> None

Other Medications:

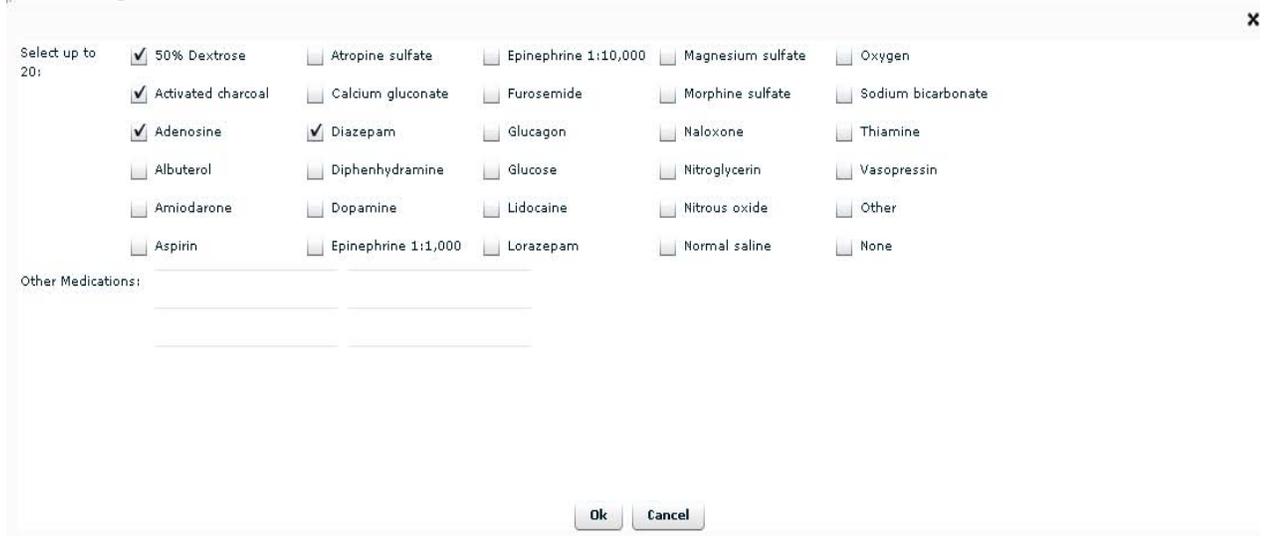
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Ok Cancel

3) Check/select the appropriate items from the speed form. To select or de-select a choice, left-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.



Select up to 20:

<input checked="" type="checkbox"/> 50% Dextrose	<input type="checkbox"/> Atropine sulfate	<input type="checkbox"/> Epinephrine 1:10,000	<input type="checkbox"/> Magnesium sulfate	<input type="checkbox"/> Oxygen
<input checked="" type="checkbox"/> Activated charcoal	<input type="checkbox"/> Calcium gluconate	<input type="checkbox"/> Furosemide	<input type="checkbox"/> Morphine sulfate	<input type="checkbox"/> Sodium bicarbonate
<input checked="" type="checkbox"/> Adenosine	<input checked="" type="checkbox"/> Diazepam	<input type="checkbox"/> Glucagon	<input type="checkbox"/> Naloxone	<input type="checkbox"/> Thiamine
<input type="checkbox"/> Albuterol	<input type="checkbox"/> Diphenhydramine	<input type="checkbox"/> Glucose	<input type="checkbox"/> Nitroglycerin	<input type="checkbox"/> Vasopressin
<input type="checkbox"/> Amiodarone	<input type="checkbox"/> Dopamine	<input type="checkbox"/> Lidocaine	<input type="checkbox"/> Nitrous oxide	<input type="checkbox"/> Other
<input type="checkbox"/> Aspirin	<input type="checkbox"/> Epinephrine 1:1,000	<input type="checkbox"/> Lorazepam	<input type="checkbox"/> Normal saline	<input type="checkbox"/> None

Other Medications:

\_\_\_\_\_

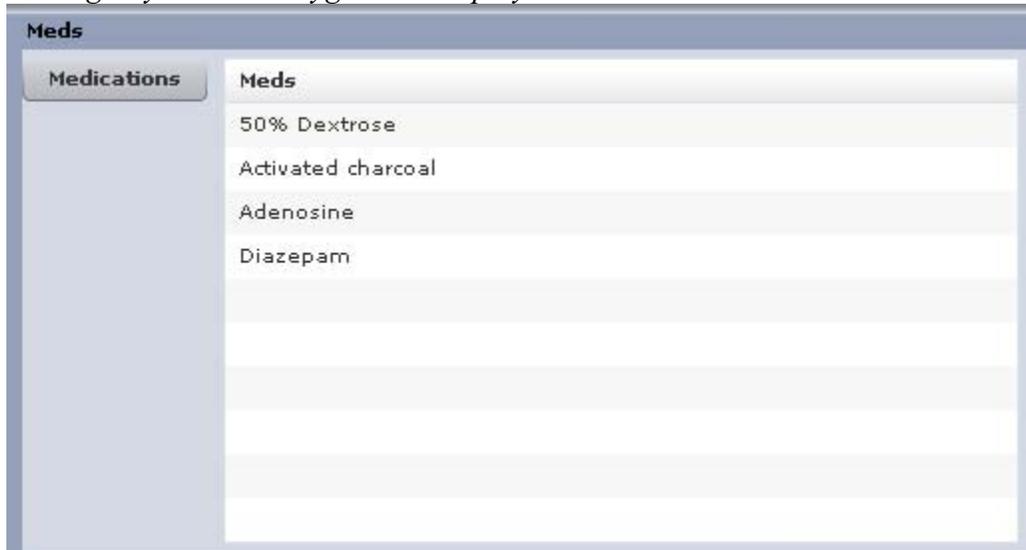
\_\_\_\_\_

\_\_\_\_\_

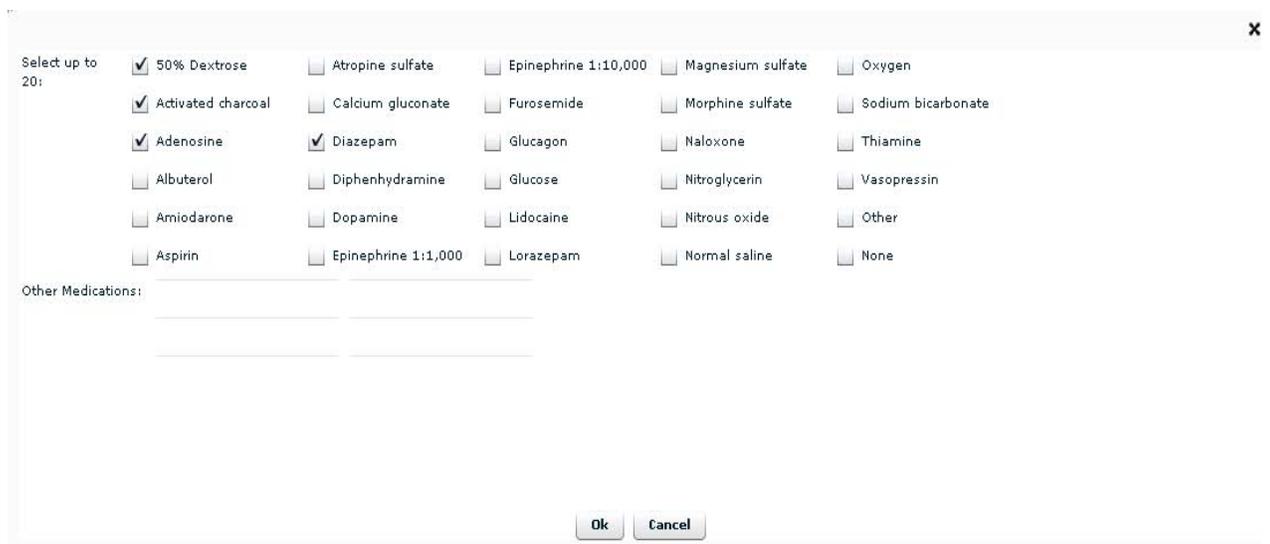
Ok Cancel

## Alabama Trauma Registry (ATR) Web Portal DI Trauma Registry Module User Manual

- 4) Data from the speed form is copied back to the trauma registry record. Data is copied back to the trauma registry record in the exact order the user selected on the speed screen. *Example: If the user selects Thiamine and then selects Oxygen, then Thiamine will appear first on the Trauma Registry Record. Oxygen will display second.*



- 5) To de-select or remove a choice, select or click the Speed button. The speed form opens. To de-select a choice, left-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. In the example below, Adenosine is de-selected from the speed form.



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X

Select up to 20:

<input checked="" type="checkbox"/> 50% Dextrose	<input type="checkbox"/> Atropine sulfate	<input type="checkbox"/> Epinephrine 1:10,000	<input type="checkbox"/> Magnesium sulfate	<input type="checkbox"/> Oxygen
<input checked="" type="checkbox"/> Activated charcoal	<input type="checkbox"/> Calcium gluconate	<input type="checkbox"/> Furosemide	<input type="checkbox"/> Morphine sulfate	<input type="checkbox"/> Sodium bicarbonate
<input type="checkbox"/> Adenosine	<input checked="" type="checkbox"/> Diazepam	<input type="checkbox"/> Glucagon	<input type="checkbox"/> Naloxone	<input type="checkbox"/> Thiamine
<input type="checkbox"/> Albuterol	<input type="checkbox"/> Diphenhydramine	<input type="checkbox"/> Glucose	<input type="checkbox"/> Nitroglycerin	<input type="checkbox"/> Vasopressin
<input type="checkbox"/> Amiodarone	<input type="checkbox"/> Dopamine	<input type="checkbox"/> Lidocaine	<input type="checkbox"/> Nitrous oxide	<input type="checkbox"/> Other
<input type="checkbox"/> Aspirin	<input checked="" type="checkbox"/> Epinephrine 1:1,000	<input type="checkbox"/> Lorazepam	<input type="checkbox"/> Normal saline	<input type="checkbox"/> None

Other Medications:

\_\_\_\_\_

\_\_\_\_\_

### 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.

To complete data entry into a detail grid, perform the following steps:

- 1) Select the *Add* button.

**ICD-9 Procedures**

Procedures	Procedure Start Date	Procedure Start Time	Procedure ICD-9 Code

2) The Add screen will open.



3) Complete data entry on this Add screen.

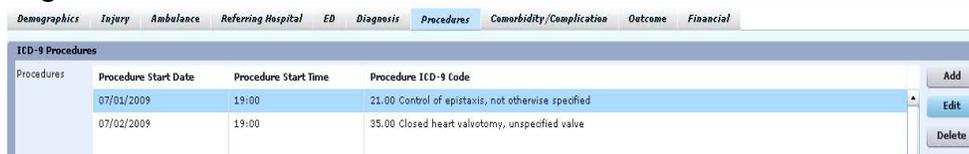
- a. Select *OK* to save changes and close the Add screen.
- b. Select *Cancel* to cancel changes and close the Add screen.
- c. Select  to continue adding records in the Add screen.
- d. Select  to return to the first record entered on the Add screen.
- e. Select  to return to the last record entered on the Add screen.
- f. Use  and  to move between the records.

4) Data entered on the Add screen is copied to the detail grid.



Procedures	Procedure Start Date	Procedure Start Time	Procedure ICD-9 Code
	10/09/2009	12:22	02.01 Opening of cranial suture
	10/09/2009	12:22	03.01 Removal of foreign body from spinal canal

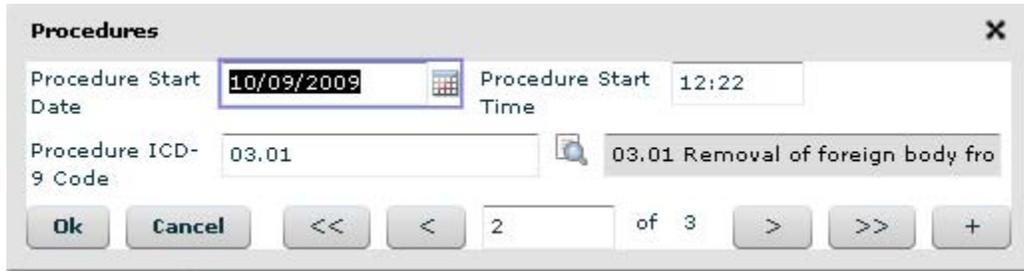
5) To edit data on a detail grid, select the row from the grid. To select the row, left-click the row using the mouse. This will highlight the row in the grid.



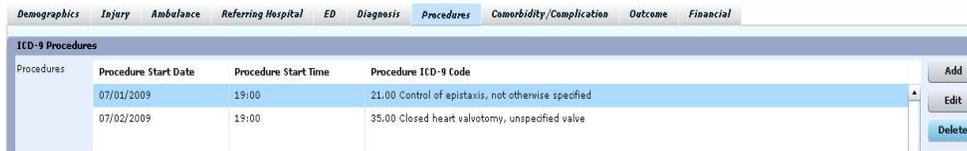
Procedures	Procedure Start Date	Procedure Start Time	Procedure ICD-9 Code
	07/01/2009	19:00	21.00 Control of epistaxis, not otherwise specified
	07/02/2009	19:00	35.00 Closed heart valvotomy, unspecified valve

Select *Edit* and the record detail screen will open. Edit data. Select *OK* to save changes and close the detail screen, or select *Cancel* to close without saving.

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- 6) To delete data from a detail grid, select the row from the grid. To select the row, left-click the row using the mouse. This will highlight the row in the grid.



Procedures	Procedure Start Date	Procedure Start Time	Procedure ICD-9 Code
	07/01/2009	19:00	21.00 Control of epistaxis, not otherwise specified
	07/02/2009	19:00	35.00 Closed heart valotomy, unspecified valve

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

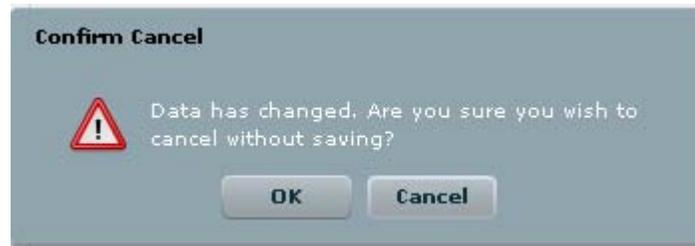


### ***Saving a Record***

The save options are located at the bottom of the trauma record window.



- Select *Save* to save the current trauma record without exiting the record.
- Select *Save/Exit* to save the current trauma record and exit the record.
- 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:

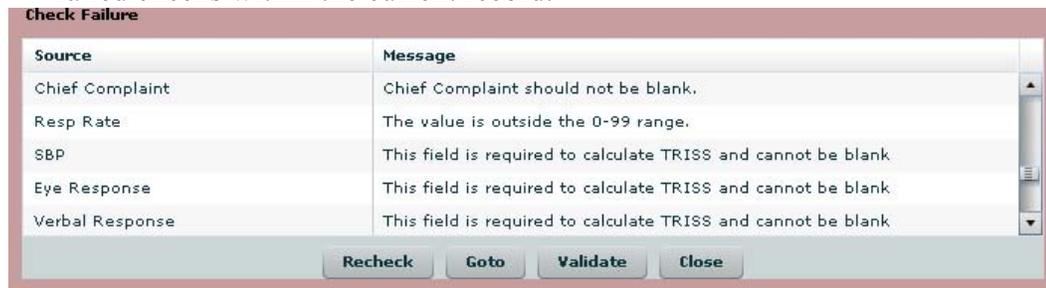
- Blank/Required checks verify if required fields contain data. If a required field does not contain data, user will receive a blank/required check.  
*Example: Injury City should not be blank.*
- Sequence checks verify the sequence of dates in the trauma record. If the sequence is incorrect, the user will receive a sequence check. *Example: Injury Date is out of sequence. Should be before Dispatch 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 Ecode cannot equal the Primary Ecode.*

To perform checks on a record, do the following:

- 1) Select the *Check* button.

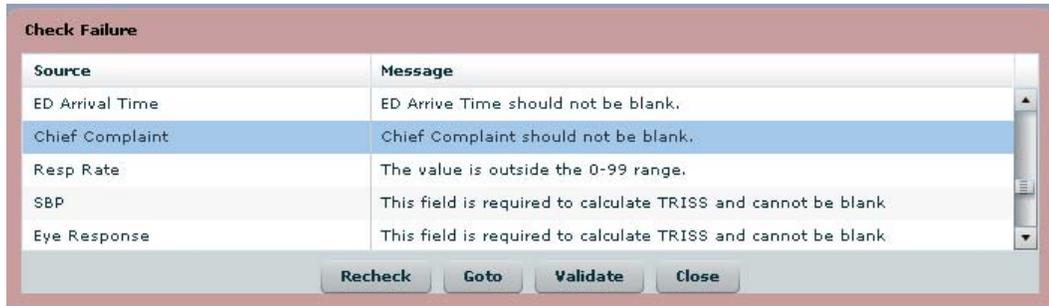


- 2) The Check Failure screen will open. The Check Failure screen lists all failed checks within the current record.



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- 3) To correct the data, follow these steps:
- a. Select the failed check on the Check Failure screen. To select the failed check, left-click the row using the mouse. This will highlight the row on the Check Failure screen.

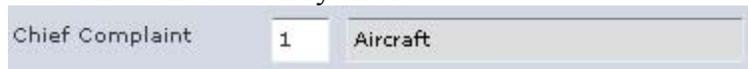


Source	Message
ED Arrival Time	ED Arrive Time should not be blank.
Chief Complaint	Chief Complaint should not be blank.
Resp Rate	The value is outside the 0-99 range.
SBP	This field is required to calculate TRISS and cannot be blank
Eye Response	This field is required to calculate TRISS and cannot be blank

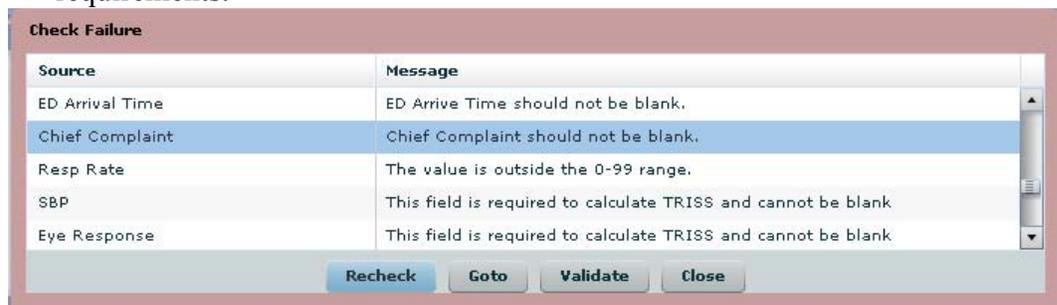
- b. Select the *Goto* button. This will return the user to the incorrect field, so the user may correct the data entry errors.



- c. Correct the data entry error.



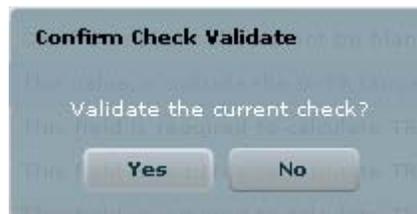
- d. Return to the Check Failure screen and select the *Recheck* button. The check is removed once the data correction meets the validation requirements.



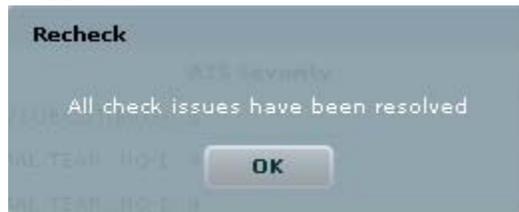
Source	Message
ED Arrival Time	ED Arrive Time should not be blank.
Chief Complaint	Chief Complaint should not be blank.
Resp Rate	The value is outside the 0-99 range.
SBP	This field is required to calculate TRISS and cannot be blank
Eye Response	This field is required to calculate TRISS and cannot be blank

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- e. 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.*
- f. To validate a data check, select the failed check on the Check Failure screen. To select the failed check, left-click the row using the mouse. 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.



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



- h. 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.



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