



GEN 6 WEB REGISTRY USER GUIDE V1.8

Training Documentation v01.01 updated 01 April 2021

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Introduction

System Overview

The *DI Web Portal – Generation 6 (Gen6)* is a full-featured database management solution for supporting trauma related data collection, management, analysis, and reporting at the hospital and system level. It helps users meet changing requirements for collection and evaluation of trauma data for initiatives in quality assurance, accreditation, management, prevention, and research all within a user-friendly environment.

Support Services

Digital Innovation’s full-time, experienced Technical Support team is available to answer your trauma registry software related questions. If you need assistance using the software, you can contact the Digital Innovation, Inc. Technical Support staff by:

Calling: 866-766-9471 Option 3

Emailing: support.di@eso.com

Browser Compatibility

The *Web Portal - Gen6* is supported on the following browser platforms:

- Google – Chrome
- Apple – Safari
- Microsoft – Edge
- Mozilla – Firefox

Microsoft Internet Explorer (IE) does not fully support all the functionality and features of the *Web Portal - Gen6* and therefore it is not recommended.

User Guide Conventions

To identify different important items within this document, certain conventions, or formatting, are used for specific elements in the text. These conventions are outlined in the following table.

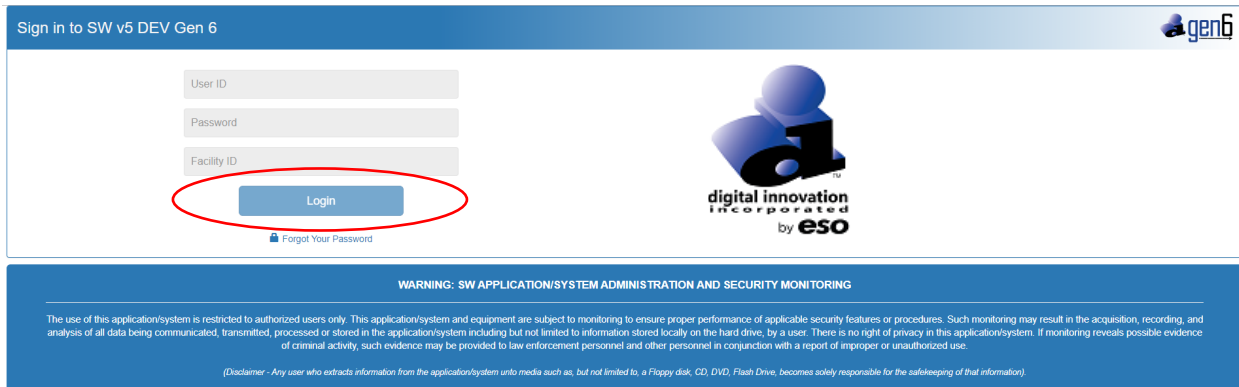
Item	Definition	Example
Software Name	Bold, italicized text is used for software names.	<i>V5 Trauma Registry</i>
Button	Square brackets are used around text when referring to a button.	[Login]
Field Names	Field names on any application screens are in italics.	<i>Primary Facility</i>
Menu Choices	Menu choices are shown in regular text, in a bulleted list.	<ul style="list-style-type: none"> • Equals • Not Equal • Starts With • Ends With

Item	Definition	Example
Screens Menu Links/Tabs Speed Screens	Screen names, names of tabs at the top of a screen, and speed screens or pop-up screens are shown in bold text.	User Manager Home, Registries, Reporting Menu Lookup

Login to the Web Portal

To access the *Web Portal (Gen6)*, follow these steps:

1. Enter the appropriate URL in the Internet browser. The **Login** screen opens.
2. At the **Login** screen, enter your *User ID*, *Password* and *Facility ID*.
3. Select the **[Login]** button.



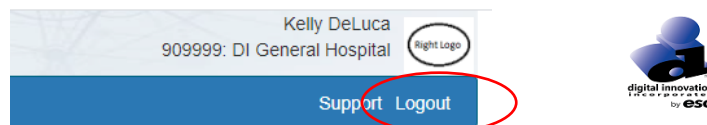
© Copyright 2015 - 2019 Digital Innovation Inc. All Rights Reserved.

Return to the Home Page

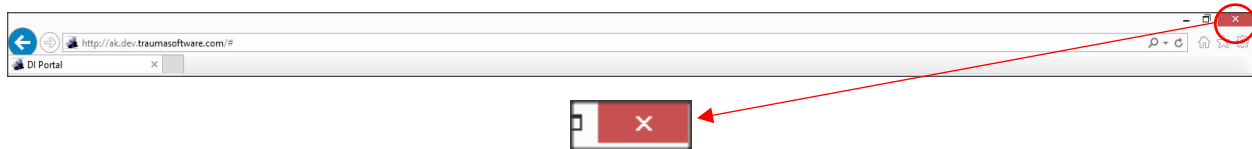
To return to the **Home** page from any *Web Portal* page, click the **Home** link from the menu bar at the top of the screen.

Logout of the Web Portal

1. To exit the *DI Central Site - Gen6*, select the **[Logout]** option in the upper right corner of the *DI Central Site - Gen6* screen.



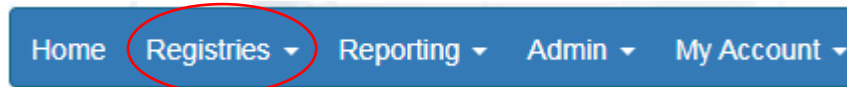
2. Or select the **[X]** in the upper right corner of the browser window.



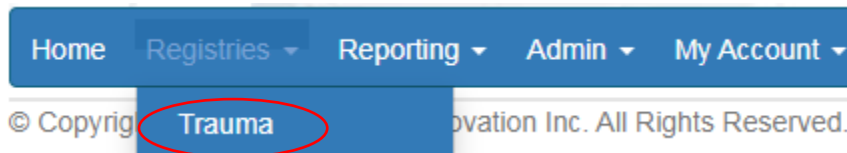
Trauma Registry

Accessing the Trauma Registry

1. To access the **Trauma Registry**, select the **Registries** option from the menu bar.



2. Select **Trauma** from the **Registries** drop-down menu.



3. The **Trauma Manager** screen will open.


Trauma Manager										Refresh	Reset	Add New
Trauma #	Facility Name	Patient Last Name	Patient First Name	Medical Record #	Account #	Arrival Date	Discharge Date	Record Status	Actions			
99000011	Bordeaux Trauma Center	Tompkins	Christopher	45943433	587567567	2019-12-06	2019-12-10	Active	[Icons]			
99000010	Bordeaux Trauma Center	Shoemaker	Alex	88374658	766276384	2019-12-07	2019-12-17	Active	[Icons]			
99000009	Bordeaux Trauma Center	Stapleton	Stefan	867867	3338758	2019-12-10	2019-12-15	Active	[Icons]			
99000008	Bordeaux Trauma Center	Hamilton	Mia	22376788	78857444	2019-12-02	2019-12-08	Active	[Icons]			
99000007	Bordeaux Trauma Center	Walton	Jerry	44876787	234332222	2019-12-10	2019-12-18	Active	[Icons]			
99000006	Bordeaux Trauma Center	Jones	Lindsey	8885675	22239554	2019-12-05	2019-12-15	Active	[Icons]			
99000005	Bordeaux Trauma Center	Lang	Joseph	3567567	22223345	2019-12-01	2019-12-14	Active	[Icons]			
99000004	Bordeaux Trauma Center	Johnson	Mary	8876576	3345655	2019-12-05	2019-12-17	Active	[Icons]			
99000003	Bordeaux Trauma Center	Jackson	Anthony	1123765	554789856	2019-12-08	2019-12-14	Active	[Icons]			
99000002	Bordeaux Trauma Center	Williams	Sheryl	587545645	345345343	2019-12-11	2019-12-18	Active	[Icons]			
99000001	Bordeaux Trauma Center	Smith	Marcus	82738784	99088933	2019-12-10	2019-12-19	Active	[Icons]			

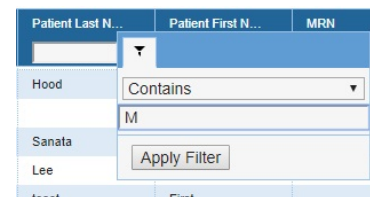
Total Records: 11

Searching for Records

Any of the columns on the screen can be filtered using the filter boxes under each column header (for example: *Facility Name*, *Trauma #*, *Patient Last Name*, *Patient First Name*, *Medical Record #*, *Account #*, *Arrival Date*, *Discharge Date*, *Record Status*).

Example

1. To filter, click on one of the filter icons . For example, the *Patient Name* column can be filtered with all names containing the letter M as shown below.
2. Type the letter M in the text field in the filter menu.
3. Click **[Apply Filter]** to find records that match the filter.

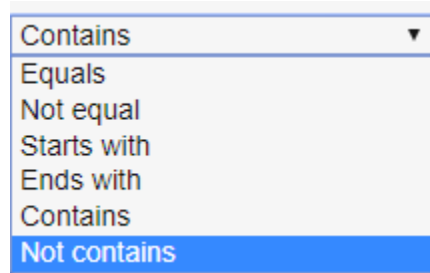


Home Registries Reporting Admin My Account Support Logout

Trauma Manager Refresh Reset Add New


Trauma #	Facility Name	Patient Last Name	Patient First Name	Medical Record #	Account #	Arrival Date	Discharge Date	Record Status	Actions
99000011	Bordeaux Trauma Center	Tompkins	Christopher	45643433	567587567	2019-12-06	2019-12-10	Active	[Print] [Edit] [Delete]
99000010	Bordeaux Trauma Center	Shoemaker	Alex	86374650	766276364	2019-12-07	2019-12-17	Active	[Print] [Edit] [Delete]
99000008	Bordeaux Trauma Center	Hamilton	Mia	22376786	78857444	2019-12-02	2019-12-08	Active	[Print] [Edit] [Delete]
99000002	Bordeaux Trauma Center	Williams	Sheryl	567545645	345345343	2019-12-11	2019-12-16	Active	[Print] [Edit] [Delete]
99000001	Bordeaux Trauma Center	Smith	Marcus	92736784	99099933	2019-12-10	2019-12-19	Active	[Print] [Edit] [Delete]

The following types of filters can be used on the *Facility Name*, *Trauma #*, *Patient Last Name*, *Patient First Name*, *Medical Record #* and *Account #* columns on the **Trauma Manager** screen:



- Equals – Use to locate the entry that exactly matches the text entered.
- Not Equal – Use to locate all entries except those that exactly match the text entered.
- Starts with – Use to locate any entries that begin with the text entered.
- Ends with – Use to locate any entries that end with the text entered.
- Contains – Use to locate any entry that includes the text entered.
- Not contains – Use to locate all entries except those that include the text entered.

To clear a filter:

1. Click the **[Reset]** button  in the upper right corner of the **Trauma Manager** window as shown in the following figure.

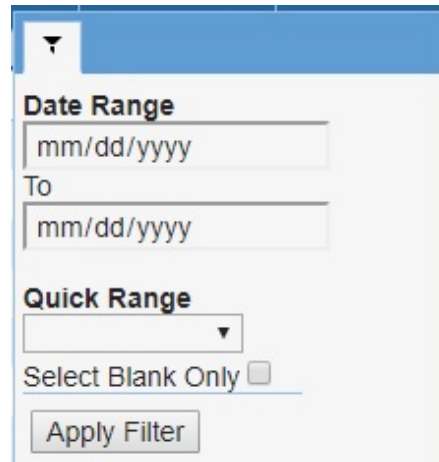
Trauma Manager Refresh **Reset** Export Search Columns Add New

Facility Name	Trauma ...	Patient Las...	Patient First N...	MRN	Account N...	Arrival Date	Discharge ...	Record ST...	Actions
System	20170007	Maxed Von Maxed	JohnlamCraving...	MAXOUTRE...	MAXEDOUT...	2019-01-24		Active	[Print] [Edit] [Delete]
Le Bonheur Children's	1613	Gilmore	Glenn			2017-05-05	2017-05-06	Closed	[Print] [Edit] [Delete]
Mercy Hospital	20170001	testing form 30				2017-10-02	2017-10-02	Closed	[Print] [Edit] [Delete]
Le Bonheur Children's	2291	Smith	rfinboth			2017-05-01	2017-05-01	Closed	[Print] [Edit] [Delete]

Columns such as *Arrival Date* and *Discharge Date* can also be filtered in the **Trauma Manager** window.

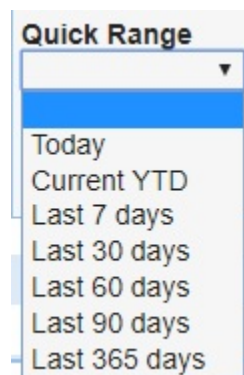
To filter records by date:

1. Click on the filter icon  next to the *Arrival Date* field in the **Trauma Manager** window.



The screenshot shows a filter dialog box with a blue header bar containing a filter icon. Below the header, the text "Date Range" is displayed. There are two input fields: the first is labeled "mm/dd/yyyy" and the second is labeled "To" followed by "mm/dd/yyyy". Below these fields is a "Quick Range" section with a dropdown menu. Underneath the dropdown is a checkbox labeled "Select Blank Only" and a button labeled "Apply Filter".

2. In the **Date Range** screen that opens, enter the range of dates on which to search in mm/dd/yyyy format in the *Date Range* and *To* fields.
3. Alternately, a user can select a *Quick Range* from the drop-down list on the **Date Range** screen by clicking on the down arrow next to the text field under *Quick Range* and selecting one of the available options.



The screenshot shows a dropdown menu titled "Quick Range". The menu is open, showing a list of options: "Today", "Current YTD", "Last 7 days", "Last 30 days", "Last 60 days", "Last 90 days", and "Last 365 days". The "Today" option is currently selected and highlighted in blue.

The options in the *Quick Range* menu include:

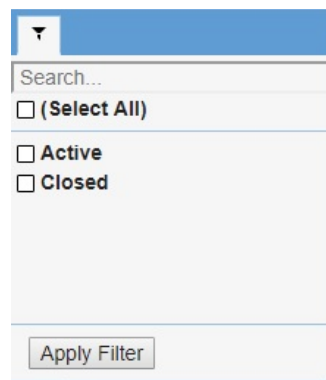
- Today – Finds records with an arrival date of today.
- Current YTD (Year to Date) – Finds all records with an arrival date of current YTD.
- Last 7 days – Finds all records with an arrival date within the last seven days.
- Last 30 days – Finds all records with an arrival date within the last thirty days.
- Last 60 days – Finds all records with an arrival date within the last sixty days.
- Last 90 days – Finds all records with an arrival date within the last ninety days.

- Last 365 days – Finds all records with an arrival date within the last 365 days.
4. Users can also select the checkbox next to the *Select Blank Only* field. This will find all records that do not have an arrival date.
 5. Once a date has been entered, *Quick Range*, or *Select Blank Only* has been selected, click the **[Apply Filter]** button to run the filter.

The *Record Status* column in the **Trauma Manager** window has different filter options.

To filter the *Record Status* column:

1. Click on the filter icon  next to the *Record Status* field in the **Trauma Manager** window.



In the **Search** window that opens, the following options are available for selection:

- Select All – Finds all records that are active or closed.
 - Active – Finds all records that are active.
 - Closed – Finds all records that are closed.
2. Select one of the options by clicking in the checkbox next to the option and click **[Apply Filter]** to run the filter on the records.

Trauma Manager Controls






















The **Web Portal (Gen6)** supports the following **Trauma Manager** control buttons.

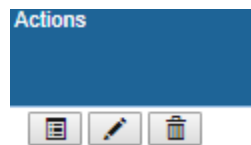



- Refresh – Refreshes the record list displayed on the **Trauma Manager** screen.
- Reset – Clears all filters and refreshes the record list displayed.
- Add New – Adds a new record.

Record Action Buttons

Action buttons, displayed in the last column of the **Trauma Manager** screen, allow viewing, editing, and deleting of records.

Trauma #	Facility Name	Patient Last Name	Patient First Name	Medical Record #	Account #	Arrival Date	Discharge Date	Record Status	Actions
99000011	Bordeaux Trauma Center	Tompkins	Christopher	4564343	56781567	2019-12-06	2019-12-10	Active	  
99000010	Bordeaux Trauma Center	Shoemaker	Alex	8374658	786276384	2019-12-07	2019-12-17	Active	  
99000009	Bordeaux Trauma Center	Stapleton	Stefan	667867	3336756	2019-12-10	2019-12-15	Active	  
99000008	Bordeaux Trauma Center	Hamilton	Mia	22376798	78857444	2019-12-02	2019-12-08	Active	  
99000007	Bordeaux Trauma Center	Walton	Jerry	44676787	23453222	2019-12-10	2019-12-18	Active	  
99000006	Bordeaux Trauma Center	Jones	Lindsey	6665675	22235654	2019-12-05	2019-12-15	Active	  
99000005	Bordeaux Trauma Center	Lang	Joseph	3567567	2223346	2019-12-01	2019-12-14	Active	  



The **[View]** button  will open the record for viewing. For example, to view the information on a patient in the system, click the **[View]** button associated with that patient’s record (the **[View]** button in the same row as the patient’s record). The record’s information is displayed (but cannot be edited).

Name: Smith, Amy **Facility:** System **Arrival:** 2019-02-11 **Trauma #:** 20170010 **MRN:** ABC12345678901234567 **Status:** Closed

Demographic | Injury | Prehospital | Referring Facility | ED/Resus | Patient Tracking | Providers | Procedures | Diagnosis | Outcome | QA Tracking | TDP | Memo

Record Info | Patient | Relative/Guardian | Notes

Section Complete

Record Information

Record Created: 02/18/2019 10:03 | Record Created By: Admin | Facility: System

Initial Location: 1 Resuscitation Room

Identifiers

Trauma #: 20170010 | Patient Arrival: 02/11/2019 08:45

Medical Record #: ABC12345678901234567 | Account #: ZZYYXX12345678901234

Patient Name: Last Smith | First Amy | MI N/A


Arrived From: 2 Referring Hospital

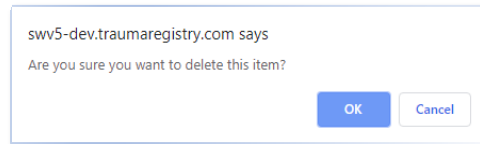
Inclusion Information

NTDB

The **[Edit]** button  will open the record for editing.

To check the patient’s record and ensure all required information has been entered, click the **[Check]** button. The **Web Portal (Gen6)** will run a review of the record and display a **Results** screen showing any data that is missing from the record. More information on using the **[Edit]** and **[Check]** buttons is included in the next section of this document, “Working with Records in the Trauma Manager”.

The **[Delete]**  button will delete the record. For example, to delete an account record, click the **[Delete]** button under the *Actions* column in the record's row. A confirmation message is displayed confirming the delete action.



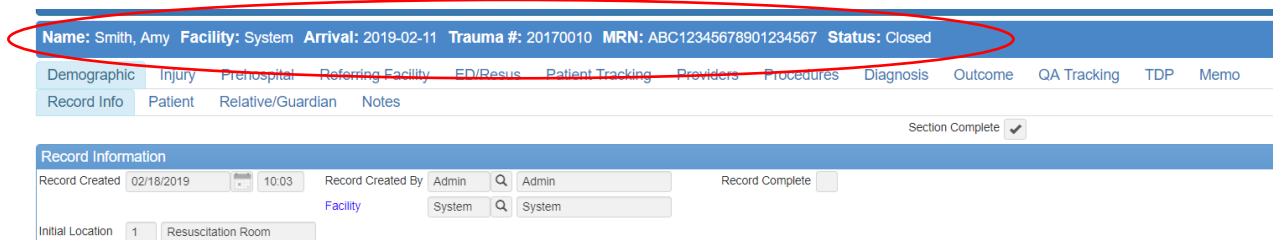
Click **[OK]** to confirm the delete action. Click **[Cancel]** to stop the delete action and return to the **Trauma Manager** window.

Working with Records in the Trauma Manager

Records entered and stored in the **Trauma Manager** portion of the *Web Portal (Gen6)* contain a great deal of information. Data regarding a patient's demographics, injury, providers, procedures, diagnosis and more are collected.

The very top of the **Trauma Manager** screen contains a **Status Bar**. The **Status Bar** section of the screen displays basic patient data such as *Name, Facility, Arrival (Date), Trauma #* and *MRN*. The **Status Bar** also notes whether the patient record is *Active* or *Closed*.

The following figure shows where the **Status Bar** is located on the **Trauma Manager** screen:



Tabs used for accessing a patient's information are displayed across the top of the *Web Portal (Gen6)* screen, under the **Status Bar**.

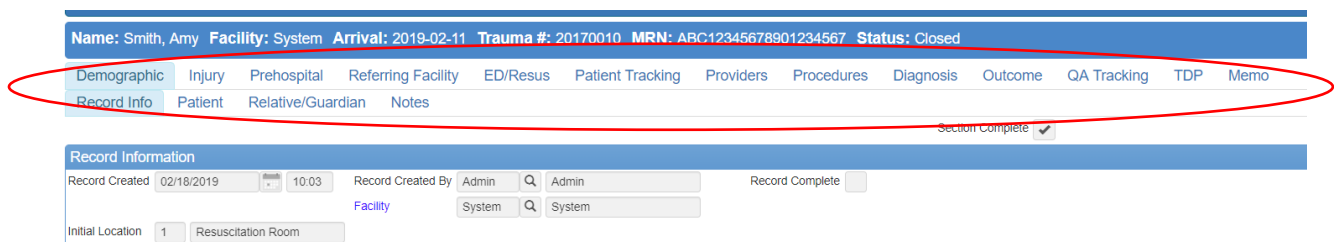
The typical **Trauma Registry** record included in the *Web Portal (Gen6)* has the following tabs:

- Demographic
- Injury
- Prehospital
- Referring Facility
- ED/Resus
- Patient Tracking

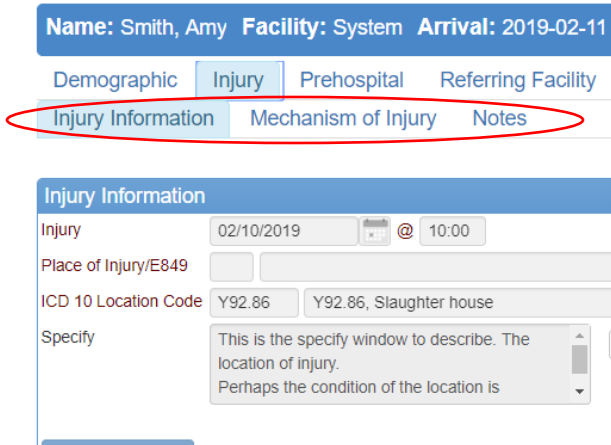
- Providers
- Procedures
- Diagnosis
- Outcome
- QA Tracking
- TDP (for TQIP users only)
- Memo

Note: Not all users will have all the tabs listed above. Each user will see the tabs available to their facility.

The following figure shows where these tabs are located on the **Trauma Registry** patient record screen.



Each of the tabs in the *Web Portal (Gen6)*, when selected, displays information from the patient record. Selecting one of the tabs also opens secondary tabs related to the primary tab selected. For example, selecting the **Injury** tab will display, and give the user access to, the following secondary tabs: **Injury Information**, **Mechanism of Injury** and **Notes**. The following figure shows the location of the additional tabs that become available once the **Injury** tab has been selected:



Navigating Tabs and Secondary Tabs

When a user selects the [View] or [Edit] button for a patient record, the *Web Portal (Gen6)* will open the record to the **Demographic** tab.

The tab for the screen currently displayed to the user is highlighted in blue. For example, in the previous figures, the **Injury** and **Injury Information** tabs are both in blue. To move between tabs, simply click on the desired tab to display that screen.

Enabled/Disabled Fields

In the *DI Web Registry*, there are some fields that can only be enabled, or made available to the user, by entering data into another field first.

There are also fields in the system that are disabled, or made unavailable to the user, by entering information into another field or section of the system.

Note: Individual fields or entire sections of a screen can be enabled or disabled depending upon the selections made by the user in other areas of the screen and the system.

An example of a field that can enable or disable an entire screen is the *Transfer In* checkbox on the **Immediate Referring Facility** screen under the **Referral History** tab.

Transfer In *

Selecting Y (Yes) in the *Transfer In* checkbox will enable the other fields on the screen, allowing the user to enter data for the patient record.

Patient Name: Tompkins, Christopher **Facility:** Bordeaux Trauma Center **Arrival:** 2019-12-06 **Trauma #:** 990000011 **MRN:** 45643433 **Status:** Active

Demographic Injury Prehospital Referring Facility ED/Resus Patient Tracking Providers Procedures Diagnosis Outcome QA Tracking Memo

Referral History Assessments Vitals/Medication Procedures Inter-Facility Transport Notes

Immediate Referring Facility Additional Referring Facilities

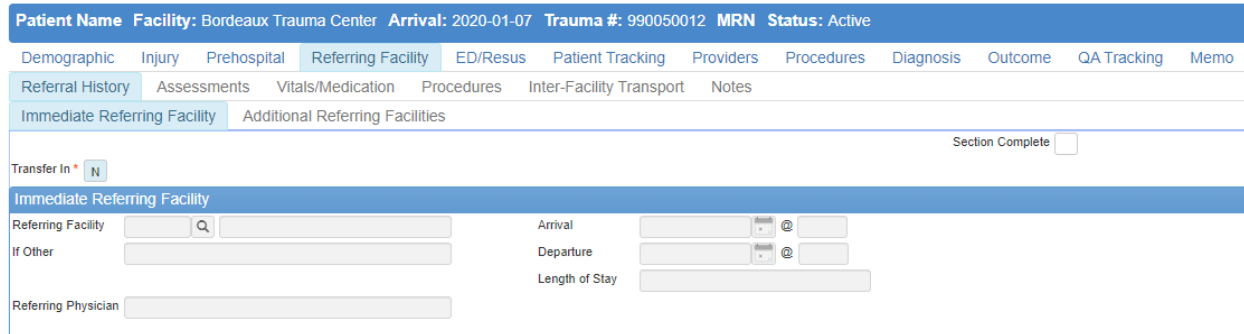
Section Complete

Transfer In *

Immediate Referring Facility

Referring Facility	12345 <input type="text"/> Bordeaux Trauma Center	Arrival	02/10/2019 <input type="text"/> @ 14:00
If Other	<input type="text"/>	Departure	02/10/2019 <input type="text"/> @ 19:00
Referring Physician	<input type="text"/>		
Facility Level	2 <input type="text"/> Level II	Late Referral	2 <input type="text"/> Surgery Performed
Transfer Rationale	2 <input type="text"/> Level of Care	By	1 <input type="text"/> Physician

Selecting N (No), N/A (Not Applicable) or UNK (Unknown) in the *Transfer In* checkbox will disable the other fields on the screen. The user will not be able to enter values in these fields when they are disabled. Leaving the *Transfer In* field blank, or making no selection for the field, will disable the screen as well.



Patient Name Facility: Bordeaux Trauma Center Arrival: 2020-01-07 Trauma #: 990050012 MRN Status: Active

Demographic Injury Prehospital Referring Facility ED/Resus Patient Tracking Providers Procedures Diagnosis Outcome QA Tracking Memo

Referral History Assessments Vitals/Medication Procedures Inter-Facility Transport Notes

Immediate Referring Facility Additional Referring Facilities

Section Complete

Transfer In *

Immediate Referring Facility

Referring Facility Arrival @

If Other Departure @

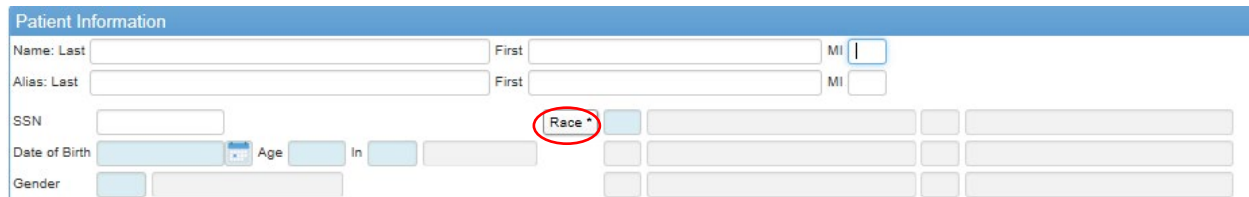
Referring Physician Length of Stay

Trauma Record Buttons

In some areas of the **Trauma Registry**, buttons are available to help in entering data for a patient record.

Open Speed Form

Some of the buttons in the **Trauma Registry** open screens called speed forms that give the user a checklist of options from which to select. For example, the **[Race]** button in the **Patient Information** section of the **Patient** tab is a button that opens a speed form that contains a single checklist.



Patient Information

Name: Last First MI

Alias: Last First MI

SSN

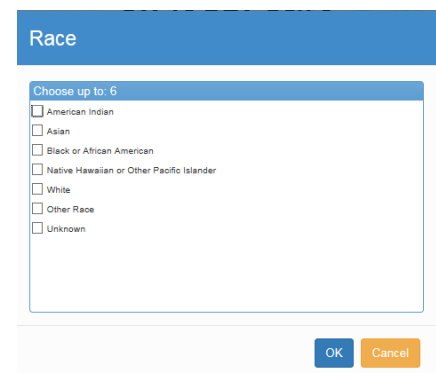
Date of Birth Age In

Gender

[Race *]

To use the **[Race]** button to add information to the patient record:

1. Select the **[Race]** button.
2. Click on the checkboxes next to the desired selections. Up to six (6) selections can be made.
3. Click **[OK]**.



Race

Choose up to: 6

American Indian

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Other Race

Unknown

Open Menu of Options/Multi-Section Checklist

Other buttons used in the **Trauma Registry** open forms or other menus that allow the user to enter multiple pieces of data at one time, such as a checklist with multiple sections. An example of a button that opens a multi-section checklist is the **[Protective Devices]** button on the **Injury Information** screen.

To open the multi-section checklist using the **[Protective Devices]** button:

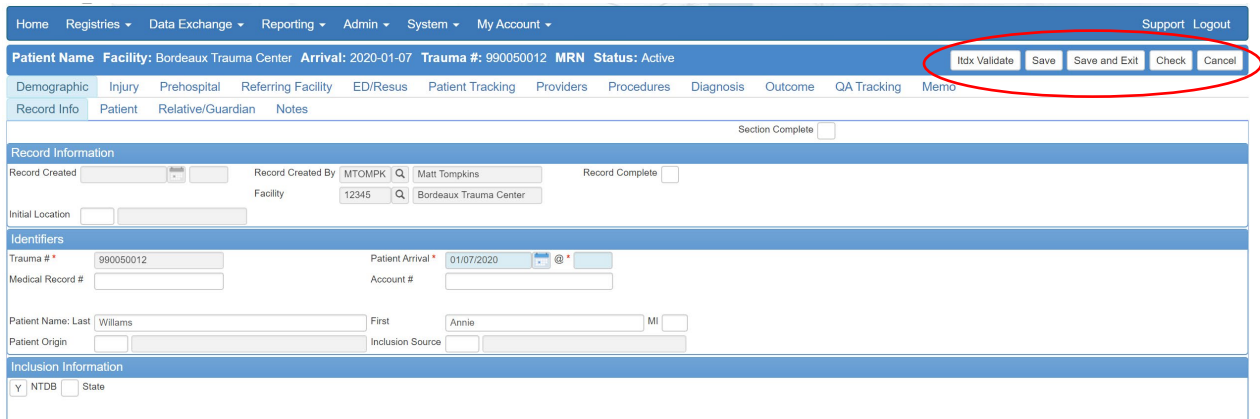
1. Select the **[Protective Devices]** button.
2. Make selections from the *Restraint*, *Airbag*, and *Equipment* checklists. Two selections can be made under *Restraint* and up to four selections each for the *Airbag* and *Equipment* sections of the speed screen.

3. Click [OK].

Protective Devices *		
Restraints	3	Seatbelt - Lap Only
Airbags	3	Front (Deployed)
	4	Side (Deployed)
Equipment	4	Protective Clothing
	3	Eye Protection
	2	Helmet

Trauma Record Controls

At the top right of a patient record in the **Trauma Registry**, five buttons are available.



Home Registries Data Exchange Reporting Admin System My Account Support Logout

Patient Name Facility: Bordeaux Trauma Center Arrival: 2020-01-07 Trauma #: 990050012 MRN Status: Active

ITDX Validate Save Save and Exit Check Cancel

Demographic Injury Prehospital Referring Facility ED/Resus Patient Tracking Providers Procedures Diagnosis Outcome QA Tracking Memo

Record Info Patient Relative/Guardian Notes

Section Complete

Record Information

Record Created Record Created By MTOMPK Matt Tompkins Record Complete

Initial Location Facility 12345 Bordeaux Trauma Center

Identifiers

Trauma # * 990050012 Patient Arrival * 01/07/2020 @ *

Medical Record # Account #

Patient Name: Last Williams First Annie MI

Patient Origin Inclusion Source

Inclusion Information

NTDB State

These buttons include:

- **[ITDX Validate]** – Runs the “ITDX” in-record validation.
- **[Save]** – See the following section on “Saving a Record” for more information.
- **[Save and Exit]** – See the section on “Saving a Record” for more information.
- **[Check]** – See the section on “Checking a Record” for more information.
- **[Cancel]** – Click the **[Cancel]** button to close the patient record and return to the **Trauma Manager** screen without saving any changes.

Saving a Record

Buttons for saving a record are displayed at the top right of a patient record in the **Trauma Registry**.

Patient Name: Stapleton, Stefan Facility: Bordeaux Trauma Center Arrival: 2019-12-10 Trauma #: 99000009 MRN: 867867 Status: Active

Record Information

Record Created: 12/10/2019 09:24 Record Created By: MTOMP/K Matt Tompkins Record Complete:

Initial Location:

Identifiers

Trauma #: 99000009 Patient Arrival: 12/10/2019

Medical Record #: 867867 Account #: 3338756

Patient Name: Last: Stapleton First: Stefan MI:

Patient Origin: Inclusion Source:

Inclusion Information

NTDB State

The options for saving a record include:

- **[Save]** – Click **[Save]** to save the new patient file and the data entered.
- **[Save and Exit]** – Click the **[Save and Exit]** button to save the new patient file, exit the record, and return to the **Trauma Manager** screen.

Checking a Record

A **[Check]** button, used for reviewing a record, is displayed in the top right of a patient record in the **Trauma Registry**.

Patient Name: Stapleton, Stefan Facility: Bordeaux Trauma Center Arrival: 2019-12-10 Trauma #: 99000009 MRN: 867867 Status: Active

Record Information

Record Created: 12/10/2019 09:24 Record Created By: MTOMP/K Matt Tompkins Record Complete:

Initial Location:

Identifiers

Trauma #: 99000009 Patient Arrival: 12/10/2019

Medical Record #: 867867 Account #: 3338756

Patient Name: Last: Stapleton First: Stefan MI:

Patient Origin: Inclusion Source:

Inclusion Information

NTDB State

Selecting the **[Check]** button will review the current patient record and display a **Results** screen listing any errors or missing data within the record. Once a review of the record has been run, the **[Check]** button will be red, and the number of issues detected will display on the button.

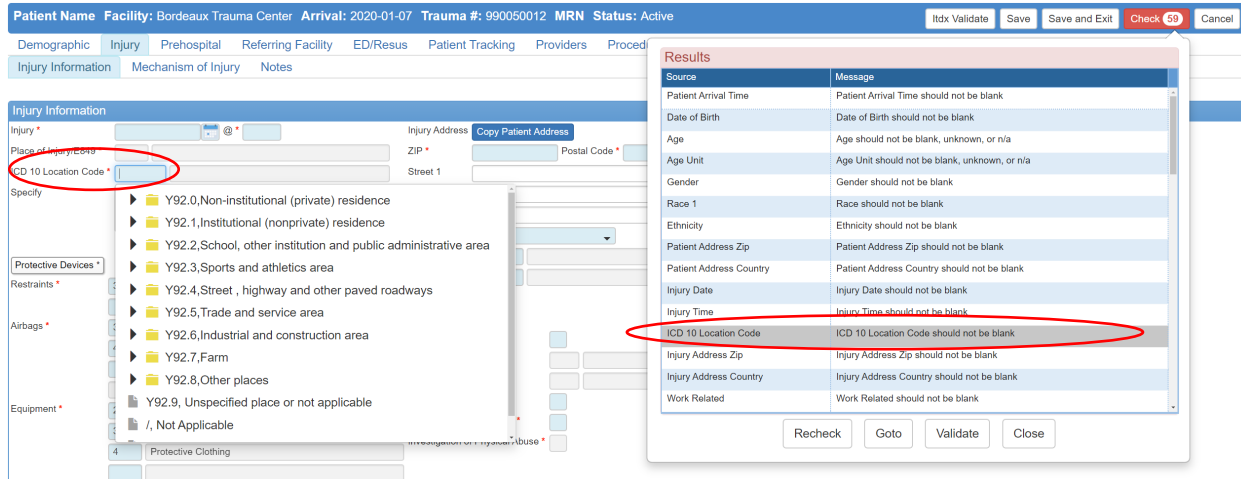


Source	Message
Patient Arrival Date	Item 1: Patient Arrival DateTime is out of Sequence Should be after Injury Date Time
Injury Date	Item 1: Injury DateTime is out of Sequence Should be before Patient Arrival DateTime
ICD 10 Location Code	ICD 10 Location Code should not be blank
Injury Address Zip	Injury Address Zip should not be blank
Injury Address Country	Injury Address Country should not be blank
Work Related	Work Related should not be blank
Report of Physical Abuse	Report of Physical Abuse should not be blank
Primary Mechanism of Injury	Primary ICD 10 Mechanism should not be blank
Injury Type	Injury Type should not be blank
Equipment 1	Protective Device cannot equal Not Applicable
Scene/Transport Providers	Item 1: Transport Role should not be blank
Scene/Transport Providers	Item 1: Scene EMS Report should not be blank
Scene/Transport Providers	Item 1: Dispatch Time should not be blank
Scene/Transport Providers	Item 1: Call Dispatched DateTime is out of Sequence Should be before Patient Arrival DateTime

Recheck Goto Validate Close

Users can select a line in the **Results** table and the *Web Portal (Gen6)* will automatically display the field related to the error.

For example, selecting the *ICD 10 Location Code* error in the previous **Results** table (third issue in the table) will display:



Selecting an issue from the table on the **Results** screen will also activate the buttons on the bottom of the **Results** screen. With a line/issue selected, the following actions can be performed:


- [Recheck]**
 Selecting **[Recheck]** will run another check on the selected issue. If the problem has been fixed, it will be removed from the **Results** screen. The following figure shows the *ICD 10 Location Code* issue from the previous example has been corrected and removed from the **Results** screen after the user selected the **[Recheck]** button.
- [Goto]**
 Selecting the **[Goto]** button after an issue in the **Results** screen has been selected takes the user to the each of the fields, in sequence, that are involved in the error.
- [Validate]**
 Selecting the **[Validate]** button will display a **Validate Field** message asking the user to verify the validation of the item in the **Results** screen.



Selecting **[OK]** will clear the issue from the **Results** screen, overriding a check that cannot be corrected by the user. It will only validate/override the check for the particular record being reviewed.

Selecting **[Cancel]** will return the user to the **Results** screen with no changes being made to the record.

- **[Close]**

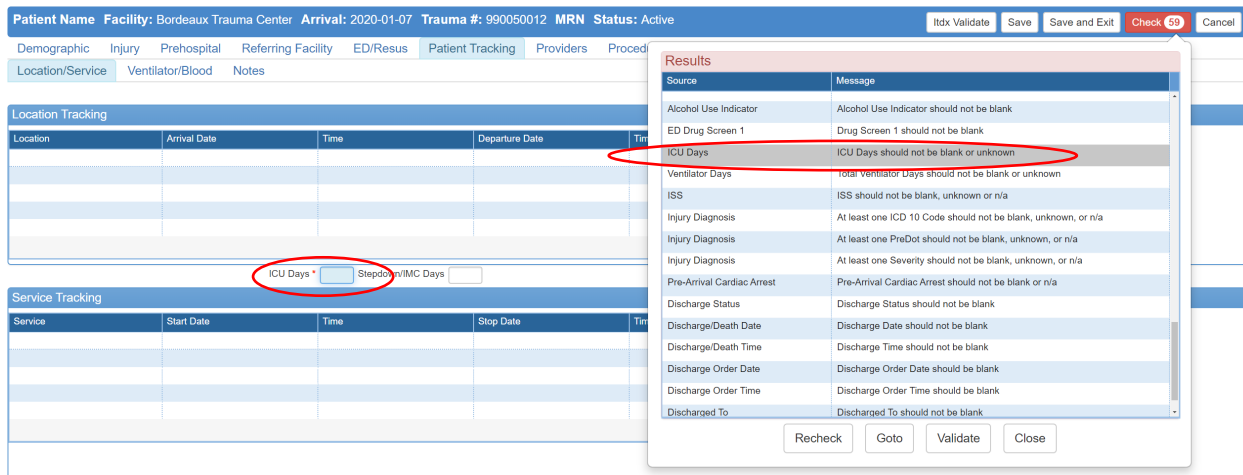
Selecting the **[Close]** button will close the **Results** screen, but leave the **[Check]** button red. The number of issues found and not yet validated or corrected will continue to be displayed on the **[Check]** button. 

Closing a Record

Once all pertinent data has been entered for a patient record and validated, the user can close the record.

To close a record in the **Trauma Registry**:

1. In the patient record, click the **[Check]** button in the upper right corner of the **Trauma Registry** screen.
2. Review the **Results** screen that displays, to see any data that is missing from the patient record.
3. Click on each item in the **Results** screen to be directed to the data field identified in the issue listed. For example, the following **ICU Days** item in the **Results** screen is selected and the **Trauma Registry** is displaying the **Patient Tracking** tab in the patient's record with the **ICU Days** field highlighted for the user.



The screenshot shows the Trauma Registry interface for a patient at Bordeaux Trauma Center. The patient's MRN is 990050012 and their status is Active. The interface includes tabs for Demographic, Injury, Prehospital, Referring Facility, ED/Resus, Patient Tracking, Providers, and Procedures. The Patient Tracking tab is active, showing a table with columns for Location/Service, Arrival Date, Time, and Departure Date. A red circle highlights the 'ICU Days' field in this table. A 'Results' dialog box is open, displaying a table of issues. The 'ICU Days' issue is highlighted in red, with a message stating 'ICU Days should not be blank or unknown'. The dialog box also includes buttons for Recheck, Goto, Validate, and Close.

4. When issues in the **Results** screen have been resolved or corrected, click the **[Recheck]** button at the bottom of the **Results** screen.

Name: Smith, Amy Facility: System Arrival: 2019-02-11 Trauma #: 20170010 MRN: ABC12345678901234567 Status: Closed

Itx Validate Save Save and Exit Check 0 Cancel

Demographic Injury Prehospital Referring Facility ED/Resus Patient Tracking Providers Procedures Dialysis

Location/Service Ventilator/Blood Clinical Management Notes

Location Tracking						
Location	Arrival Date	Time	Departure Date	Time	Elapsed Time	Detail
Intensive Care Unit	02/11/2019	15:00	02/16/2019	12:00	4 Days 21:00	Location
Step-Down Unit	02/16/2019	12:00	02/18/2019	12:41	2 Days 00:41	Died

ICU Days * 6 Stepdown/IMC Days 3

Service Tracking						
Service	Start Date	Time	Stop Date	Time	Elapsed Time	Detail
Trauma	02/11/2019	08:45	02/18/2019	12:41	7 Days 03:56	

Results

Source Message

No errors were found during the check

Recheck Goto Validate Close

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- The **Results** screen will display without any issues listed, and the **[Check]** button will be green and display a 0 for the number of issues remaining in the patient record.
- Click the **[Close]** button at the bottom of the **Results** screen to close the screen.
- Click the **[Save and Exit]** button in the top right corner of the screen. The **Patient Record** will now display a **Record Status** of *Closed*.

Trauma Manager										Refresh	Reset	Export	Sea
Trauma #	Facility Name	Patient Last Name	Patient First Name	Medical Record #	Account #	Arrival Date	Discharge Date	Record Status					
20170010	System	Smith	Amy	ABC12345678901234567	ZZYYXX12345678901234	2019-02-11	2019-02-18	Closed					

Editing a Previously Closed Record

Trauma Manager records can be edited after being closed.

To edit a record in the **Trauma Registry** that has a **Record Status** of *Closed*:

- On the **Trauma Manager** screen, select the **[Edit]** button  under the **Actions** column that corresponds to the patient record to be edited.
- Make the necessary changes or edits to the patient record.
- Select the **[Save and Exit]** button. The following message will display:

This record has been previously Closed. You can choose to Save as Active, Run Checks , or Cancel changes.

Cancel Run Checks Save

4. Select one of the buttons available:

- **[Save]:** This button will save any changes made to the record and return the user to the **Trauma Manager** screen. The previously closed record will have an **Active** status again.

Trauma Manager									Refresh	Reset
Trauma #	Facility Name	Patient Last Name	Patient First Name	Medical Record #	Account #	Arrival Date	Discharge Date	Record Status		
990000011	Bordeaux Trauma Center	Tompkins	Christopher	45643433	567567567	2019-12-06	2019-12-10	Active		

- **[Run Checks]:** Selecting this button will run validation checks on the record. The **Web Portal (Gen6)** will display the **Results** screen with any issues listed. Once all issues in the **Results** screen have been resolved or validated, the user can select the **[Close]** button in the **Results** screen and then **[Save and Exit]** button on the **Record Info** screen.

Save Checks Requested

Name: Smith, Amy Facility: System Arrival: 2019-02-11 Trauma #: 20170010 MRN: ABC1234567890123456 Status: Closed

Itx Validate Save Save and Exit Check 0 Cancel

Demographic Injury Prehospital Referring Facility ED/Resus Patient Tracking Providers Procedures Dia

Record Info Patient Relative/Guardian Notes

Record Information

Record Created 02/18/2019 10:03 Record Created By Admin Admin Record Complete

Initial Location 1 Resuscitation Room Facility System System

Identifiers

Trauma # 20170010 Patient Arrival 02/11/2019 08:45

Medical Record # ABC12345678901234567 Account # ZZYYXX12345678901234

Trauma Band # LL99889988

Patient Name Last Smith First Amy MI NIA

Arrived From 2 Referring Hospital

Inclusion Information

Y NTDB

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Results

Source Message

No errors were found during the check

Recheck Goto Validate Close

The user will be returned to the **Trauma Manager** screen and the patient record will be displayed as **Closed** again, as shown in the following figure:

Trauma Manager									Refresh	Reset
Trauma #	Facility Name	Patient Last Name	Patient First Name	Medical Record #	Account #	Arrival Date	Discharge Date	Record Status		
990000010	Bordeaux Trauma Center	Shoemaker	Alex	88374658	768276384	2019-12-07	2019-12-17	Active		
990000009	Bordeaux Trauma Center	Stapleton	Stefan	867867	3336756	2019-12-10	2019-12-15	Closed		


- **[Cancel]:** Selecting the **[Cancel]** button will return the user to the **Trauma Manager** screen, the patient record will remain closed, and no changes will be made.

Types of Data Entry Fields in the Trauma Registry

The **Trauma Registry** portion of the *Web Portal (Gen6)* uses several different types of data entry fields to capture information.

Date Fields

Many of the screens in the **Trauma Registry** contain date fields. For example, the *Patient Arrival field* is a date field.

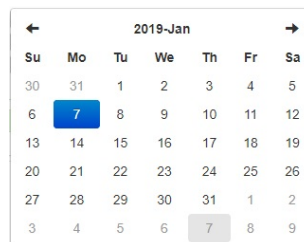
Patient Arrival * 

To enter a date for a record:

1. Select the *Patient Arrival* field and type the date the patient arrived at the facility in the MM/DD/YYYY format.

Alternately, a date can be entered into a date field by using the calendar icon  next to the field.


1. Select the calendar icon  next to the *Patient Arrival* field.



2. Use the arrows at the top of the **Calendar** to move up or back one month at a time.
3. Click on the desired day of the month. The **Calendar** will close, and the *Patient Arrival* field will be populated with the date selected.

Time Fields

Several screens in the **Trauma Registry** contain time fields. For example, on the **Record Information** screen, the *Time* of the patient's arrival is entered next to the date.

Patient Arrival *  @

To enter a time in a record:

1. Select the *Time* field.
2. Type the time into the field using 24-hour clock time format (e.g., 9:00, 14:30, 22:05, etc.).

Numeric Fields

The *Web Portal (Gen6)* uses a variety of numeric fields for data entry. Some types of numeric fields include integers, numbers with decimal places, and formatted numeric fields.

Integer Data Fields

An Integer Data Field is a field that captures a number without decimal places. An example would be the *SBP/DBP* field on the **Vitals** screen under the **ED/Resus** tab.




A screenshot of a web form showing the 'SBP/DBP' field. The field is split into two input boxes: the first contains '120' and the second contains '80', separated by a forward slash '/'.

To enter a number in an Integer field like the *SBP/DBP* field:

1. Select the *SBP/DBP* field.
2. Enter the numbers required for the record.

Number Fields Allowing Decimal Places

Some number fields in the Trauma Registry allow for entry of numbers that include decimal places. For example, the *Temperature* field on the **Vitals** screen under the **ED/Resus** tab.



A screenshot of a web form showing the 'Temperature/Unit/Route' field. The input box contains the value '101.8'.

To enter a number in a field that will take numbers with decimal places, like the *Temperature* field:

1. Select the *Temperature* field.
2. Enter the number required for the record, including the decimal point.

Formatted Numeric Fields

Formatted numeric fields are data entry fields that will only allow numbers to be entered in a specific format. An error will occur if the number is not entered in the correct way, or the user will not be able to enter more than the allotted number of digits. An example of a formatted numeric field is the *SSN* (Social Security Number) field. This field is found on the **Patient** screen under the **Demographic** tab. The last four digits of the patient's SSN can be entered in this field.



A screenshot of a web form showing the 'SSN' field. The input box contains the value '1234'.

To enter a number into a formatted numeric field:

1. Select the *SSN* field.
2. Enter the last four digits of the patient's Social Security Number.

Categorical Fields

Categorical fields are data entry fields that have menus from which the user selects a value. For example, a field that opens a menu of options when selected, is a categorical field. The *Race* field on the **Patient** screen under the **Demographic** tab is a categorical field.

Patient Information

Name: Last First MI

Alias: Last First MI

SSN **Race ***

Date of Birth * Age * In * Years

Gender *

Ethnicity *

To enter a value into a categorical field:

1. Select the **[Race]** button.
2. Click on the checkbox next to the patient's *Race*.
3. Click **[OK]**.

Race

Choose up to: 6

- Asian
- Native Hawaiian or Other Pacific Islander
- Other Race
- American Indian
- Black or African American
- White
- Unknown

Alternatively, the *Race* field can be filled by using the data entry field next to the **[Race]** button.

Demographic | Injury | Prehospital | Referring Facility | ED/Resus | Patient Tracking | Providers | Proce
 Record Info | Patient | Relative/Guardian | Notes

Patient Information

Name: Last First MI

Alias: Last First MI

SSN **Race ***

Date of Birth * Age * In * Years

Gender *

Ethnicity *

1. Click inside the *Race* field next to the **[Race]** button.

Race *

- 1, American Indian
- 2, Asian
- 3, Black or African American
- 4, Native Hawaiian or Other Pacific Islander
- 5, White
- 6, Other Race
- ?, Unknown

2. Select the patient's *Race* from the options available in the drop-down menu.

Categorical with Menus and Sub-menus

Another type of categorical data entry field gives users menus and sub-menus to choose from for their patient's data. The *County* field in the **Patient Address Information** section of the **Patient** screen (under the **Demographics** tab) is an example of a data entry field that contains menus and sub-menus.

County *

To enter a *County* for a patient:

1. Select the *County* field. The drop-down menu will display, showing the available menus.

The items in the drop-down that have the folder icon in front of the name are menus that can be expanded to show additional options.

To see these options, click on the desired folder. The menu is expanded and the selections within the menu are displayed.

County *

- ▶ Alabama
- ▶ Alaska
- ▶ Arizona
- ▶ Arkansas
- ▼ California
 - 06001, Alameda
 - 06003, Alpine
 - 06005, Amador
 - 06007, Butte
 - 06009, Calaveras
 - 06011, Colusa

2. Click on the correct *County* for the patient.

County * 06005, Amador


Categorical with Lookups

One type of categorical data field uses an additional table of information from which the user selects options for the patient record. Selecting the field allows the user to “look up” the choices. An example of this type of categorical field with lookup is the Agency field on the **Scene/Transport Providers** screen displayed when adding a **Scene/Transport Provider** under the **Prehospital** tab.








Scene/Transport Providers





Provider

[Notes](#)

Mode *	<input type="text"/>	Scene EMS Report	<input type="text"/>
Mode If Other	<input type="text"/>	PCR #	<input type="text"/>
Agency	<input type="text"/> 	Dispatch #	<input type="text"/>
If Other	<input type="text"/>		
Unit	<input type="text"/>		
Transport Role *	<input type="text"/>		
Care Level	<input type="text"/>		

Call


Call Received	<input type="text"/>		@	<input type="text"/>
Call Dispatched *	<input type="text"/>		@ *	<input type="text"/>
En Route	<input type="text"/>		@	<input type="text"/>
Rendezvous Pickup Location	<input type="text"/>			
Arrived at Location *	<input type="text"/>		@ *	<input type="text"/>
Arrived at Patient	<input type="text"/>		@	<input type="text"/>
Departed Location *	<input type="text"/>		@ *	<input type="text"/>
Arrived at Destination	<input type="text"/>		@	<input type="text"/>
				Scene Time Elapsed <input type="text"/>
				Transport Time Elapsed <input type="text"/>

  1 of 1  

To enter a value in a categorical field with a lookup:

1. Select the spyglass  next to the Agency field.

Menu Lookup


Filter... 

Show all facility types

Selected	ID	Name ↑
<input type="checkbox"/>	1	ESO EMS
<input type="checkbox"/>	9991	Faircloth EMS
<input type="checkbox"/>	88888	Forest Hill EMS

Note: The items displayed in the **Menu Lookup** can be filtered by the *Selected*, *ID* and *Name* columns. The data can also be filtered by using the *Show all facility types* checkbox above the grid/table of data. Additionally, the user can enter a *Facility Name* or letters that are in the name of the desired *Facility* to filter the results displayed. For example, typing “Hill” into the Filter text field will automatically display the *Facilities* that have the letters “Hill” in the name, as shown below:

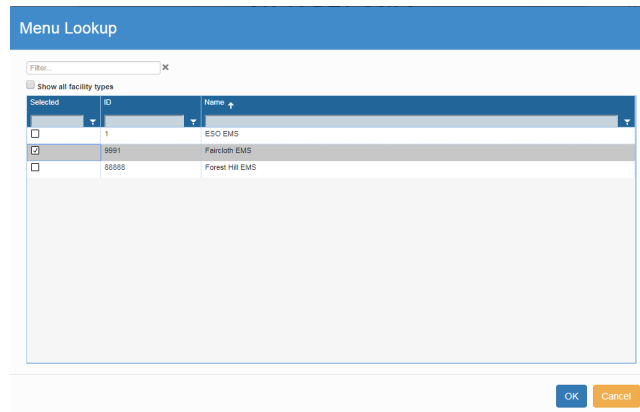
Menu Lookup

Hill 

Show all facility types

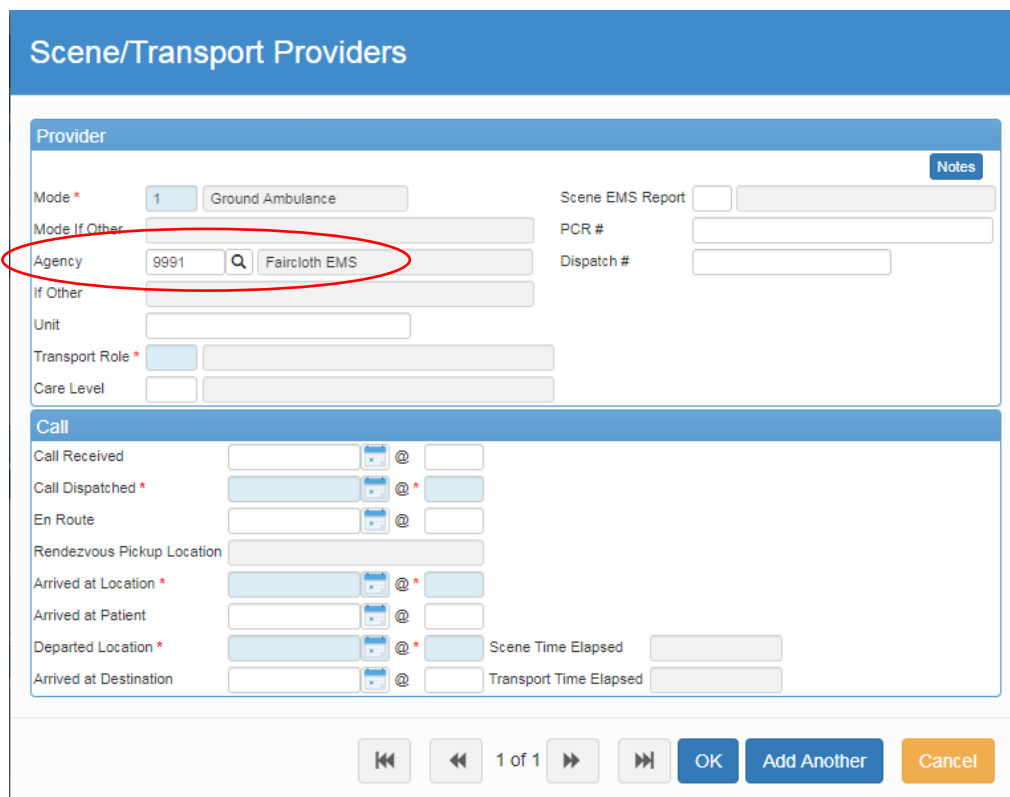
Selected	ID	Name ↑
<input type="checkbox"/>	88888	Forest Hill EMS

- From the menu that displays, select the desired *Facility* by clicking on the checkbox in the **Selected** column that corresponds to the *Facility* to be added to the patient record.



Selected	ID	Name
<input type="checkbox"/>	1	ESO EMS
<input checked="" type="checkbox"/>	9991	Faircloth EMS
<input type="checkbox"/>	00000	Forest Hill EMS

- Click **[OK]** to save the selections and exit the menu. The selections will be entered into the patient record or click **[Cancel]** to discard any selections and return to the patient record without making any changes.



Scene/Transport Providers

Provider

Mode * 1 Ground Ambulance

Mode If Other

Agency 9991 Faircloth EMS

If Other

Unit

Transport Role *

Care Level

Scene EMS Report

PCR #

Dispatch #

Call

Call Received

Call Dispatched *

En Route

Rendezvous Pickup Location

Arrived at Location *

Arrived at Patient

Departed Location *

Arrived at Destination

Scene Time Elapsed

Transport Time Elapsed

1 of 1

OK Add Another Cancel

Alphanumeric

Alphanumeric only

Alphanumeric only data fields will allow users to enter letters as well as numbers. The patient's *Account #* on the **Record Info** screen is an example of an alphanumeric only data field.

Account #

To enter a value in an alphanumeric only field, simply enter the numbers and/or letters required.

Alphanumeric with Dashes

Some alphanumeric fields in the *Web Portal (Gen6)* will allow the user to enter dashes as well as letters and numbers. An example is the *Medical Record #* field on the **Record Info** screen.

Medical Record #

To enter a value in an alphanumeric field that allows dashes, simply enter the numbers, letters, and dashes required.

Text Fields

A single-line open text field allows for the entry of a single-line of text. The *Name: Last* and *Name: First* fields on the **Patient** screen are examples of single line text fields. Only one line, the patient's name, can fit in these fields.

Name: Last First

To enter a value in a single-line text field, simply enter the numbers, letters, and symbols required.

Memo Fields

A multi-line text field allows for the entry of a multiple lines of text. The *Notes* field on the **Notes** screen under the Demographic tab is an example of a multi-line text field. Several lines of information can be entered in this field.

Scene/Transport Treatment **Notes**

Section Complete

Notes


Some notes taken here...]

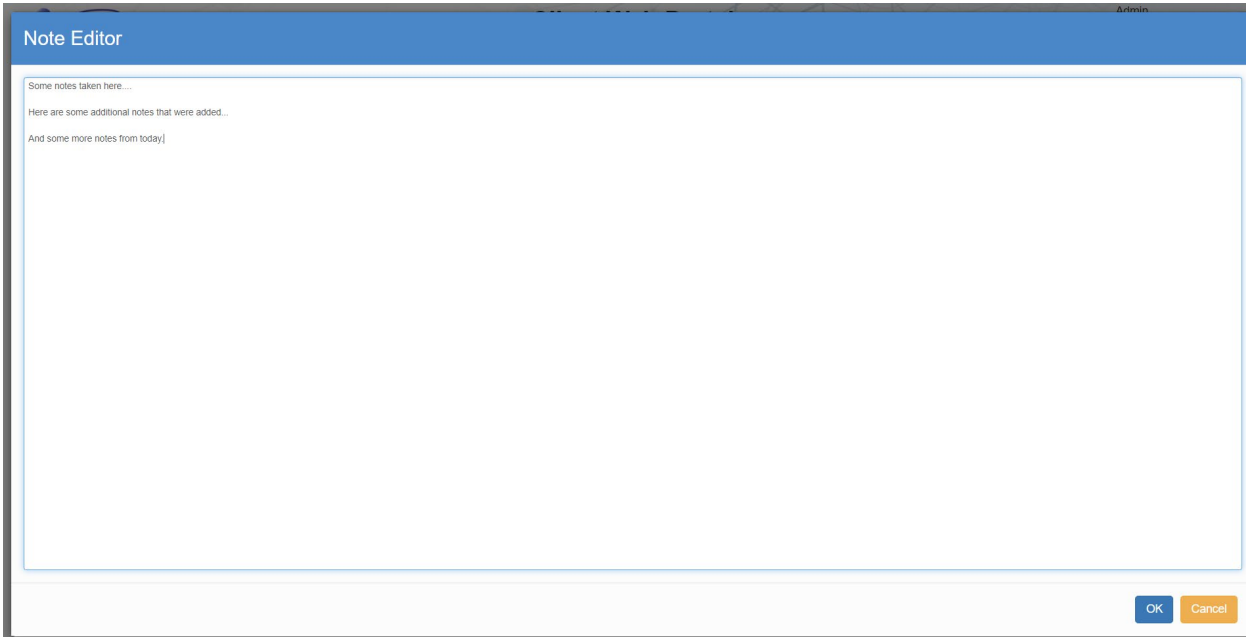
...

To add information into a multi-line text field, such as a *Notes* field:

1. Click inside the Notes field/box.
2. Type the information to be saved in the patient's record.

Alternately, a **Note Editor** screen can be opened. Just as the *Notes* field, users can enter multiple lines of text in the **Note Editor**. To use the **Notes Editor**:

1. Select the **[Ellipsis]** button  to the right of the *Notes* text box. This will open the **Note Editor** screen.
2. Type any desired notes into the text box.



The screenshot shows a web browser window with a blue header bar labeled "Note Editor". Below the header is a large white text area containing the following text:
Some notes taken here ...
Here are some additional notes that were added ...
And some more notes from today]

At the bottom right of the text area, there are two buttons: a blue "OK" button and an orange "Cancel" button.

3. Click the **[OK]** button to close the **Note Editor** box.
4. Click **[Cancel]** to exit the **Note Editor** and not save any text entered.

Notice that any text entered on the **Note Editor** screen will be saved and displayed in the *Notes* field on the screen after clicking **[OK]**.

Checkboxes

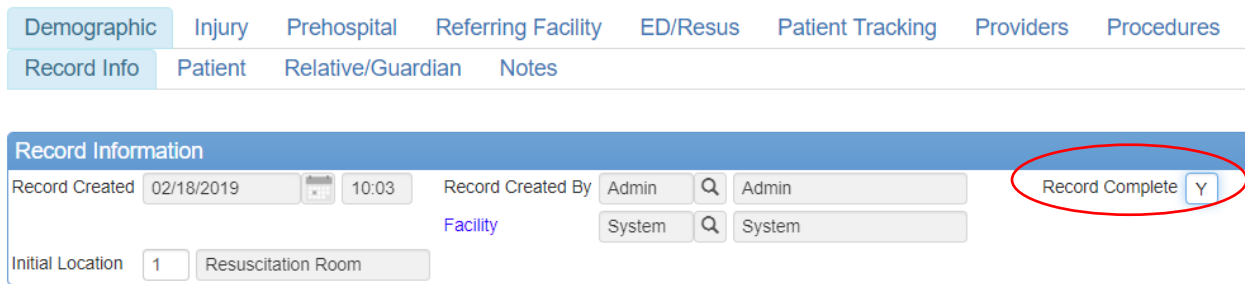
The *Web Portal (Gen6)* uses many checkboxes throughout the **Trauma Registry** screens.

Yes/No

Basic checkbox data fields allow the user to click on the box and select from the options:

- Y (for Yes)
- N (for No)

An example of a basic checkbox data entry field is the *Record Complete* field under the **Record Information** section of the **Record Info** screen.



The screenshot shows the 'Record Info' screen with several tabs: Demographic, Injury, Prehospital, Referring Facility, ED/Resus, Patient Tracking, Providers, Procedures, Record Info, Patient, Relative/Guardian, and Notes. The 'Record Info' tab is active. Below the tabs is the 'Record Information' section. It contains several input fields: 'Record Created' (02/18/2019, 10:03), 'Record Created By' (Admin), 'Facility' (System), and 'Initial Location' (1, Resuscitation Room). The 'Record Complete' field is highlighted with a red circle and contains the letter 'Y'.

To enter a value in a basic or Yes/No checkbox:

1. Select the checkbox. The first click inside the box will display a Y for Yes.
2. Click a second time to change the Y to N for No.
3. Click again to change the field to a blank, empty checkbox.



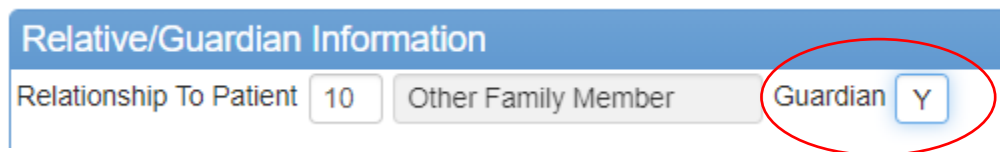
Record Complete N

Yes/No with Unknown and N/A options

Some of the checkbox fields in the *Web Portal (Gen6)* offer additional options for the user, besides just Yes and No. These options include:

- Y (for Yes)
- N (for No)
- N/A (for Not Applicable)
- UNK (for Unknown)

An example of a checkbox that has these options is the *Guardian* checkbox on the **Relative/Guardian** screen.



Relative/Guardian Information

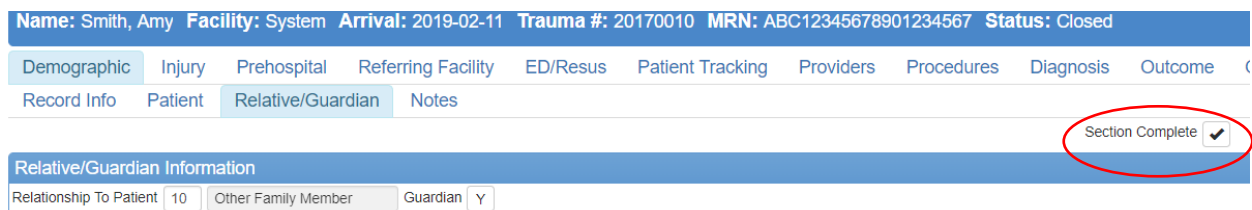
Relationship To Patient 10 Other Family Member Guardian Y

To enter a value in a checkbox with additional options:

1. Click inside the checkbox. The first click inside the box will display a Y for Yes.
2. Click a second time to change the Y to N for No.
3. Click a third time to select N/A.
4. Click a fourth time to select UNK.
5. Click a fifth time to change the field to a blank, empty box.

Section Complete

Each of the screens in the **Trauma Registry** has a *Section Complete* checkbox at the top left of the screen.



Name: Smith, Amy Facility: System Arrival: 2019-02-11 Trauma #: 20170010 MRN: ABC12345678901234567 Status: Closed

Demographic Injury Prehospital Referring Facility ED/Resus Patient Tracking Providers Procedures Diagnosis Outcome

Record Info Patient Relative/Guardian Notes

Section Complete

Relative/Guardian Information

Relationship To Patient 10 Other Family Member Guardian Y

These checkboxes can be selected by users when they are finished entering data for a patient in that section. Having this field checked off will allow other users to see that this section of the **Trauma Registry** is completed for a patient.

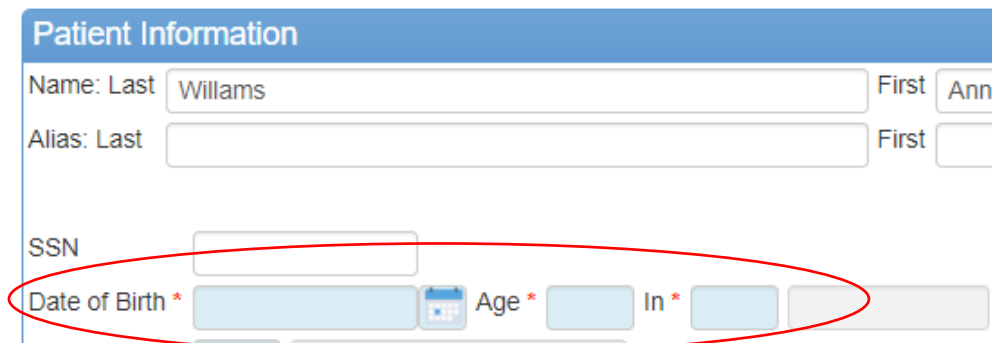
To indicate a section as complete within the **Trauma Registry**:

1. Click on the *Section Complete* checkbox. Selecting the box will display a checkmark ✓ in the field.

Section Complete

Derived Fields

The **Trauma Registry** uses data fields called derived fields. These fields are auto-populated with information derived from other data entry areas of the system. For example, the *Age* and *In* (Years, Months, Days, Hours, Minutes, Unknown) fields on the **Patient** screen under the **Demographic** tab are derived fields.



The screenshot shows a 'Patient Information' form. The 'Date of Birth *' field is a date picker showing '01/01/1984'. The 'Age *' field is a text input showing '36'. The 'In *' field is a text input showing '1'. These three fields are circled in red. Other fields include 'Name: Last' (Williams), 'First' (Anni), 'Alias: Last', and 'SSN'.

The information displayed in these fields is automatically populated by the system after the user enters the patient's *Date of Birth*.



This close-up shows the 'Date of Birth *' field with the value '01/01/1984'. The 'Age *' field contains '36' and the 'In *' field contains '1'. The 'In *' field is followed by a 'Years' label. These fields are circled in red.

Detail Grids

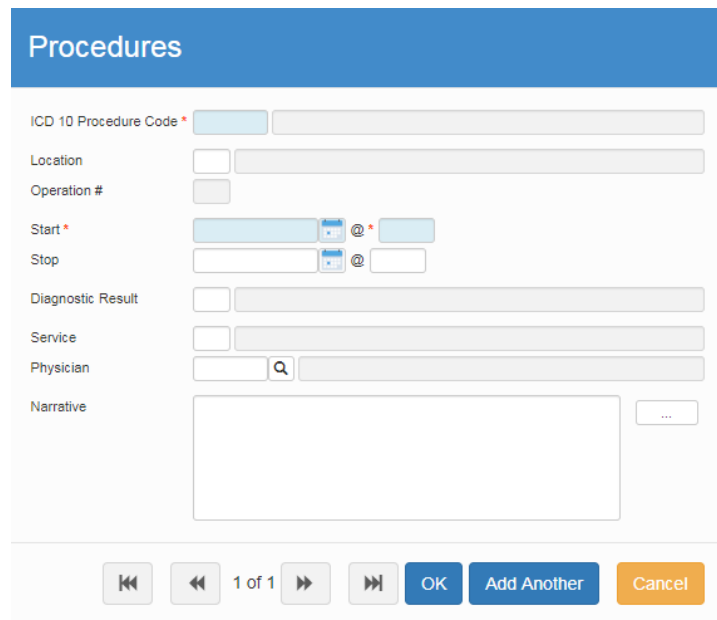
Some screens in the **Trauma Registry** capture multiple rows of data in a list called a detail grid. In a detail grid, users can enter data on multiple procedures, diagnoses or other information regarding the care given to the patient.

An example of a detail grid is the **Procedures** grid on the **Procedures** screen. This grid shows multiple procedures performed on the patient during their time at the facility.

Procedures										Add
Procedure ICD 10	Location	Operation #	Start Date	Time	Stop Date	Time	Result	Service	Narrative	
⌵ E02000Z. CT Scan of Brain using H Osm Contrast, Unenh, Enhance	Operating Room		01/13/2020	08:00	01/13/2020	08:09	Negative	Trauma		
⌵ 01500ZZ. Destruction of Cervical Plexus, Open Approach	Operating Room		01/13/2020	08:30	01/13/2020	10:00	Not Applicable	Orthopedics		

To enter information into the **Procedures** grid:

1. Click the **[Add]** button to the right of the grid.

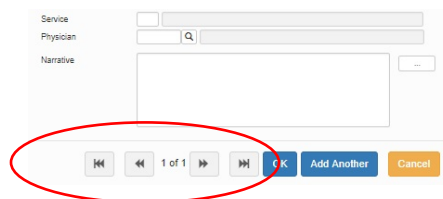


The screenshot shows the 'Procedures' form with the following fields: ICD 10 Procedure Code *, Location, Operation #, Start *, Stop, Diagnostic Result, Service, Physician (with a search icon), and Narrative (with a text area and a '...' button). At the bottom, there are navigation buttons: a double left arrow, a single left arrow, '1 of 1', a single right arrow, a double right arrow, 'OK', 'Add Another', and 'Cancel'.

The **Procedures** screen opens and allows the user to enter a variety of information regarding procedures performed on the patient such as the *ICD 10 Procedure Code*, *Location*, *Start Date* and *Physician*.

2. After entering the desired the information on the **Procedures** screen, click:
 - **[OK]** to exit the speed screen and return to the **Procedures** grid. The data entered on the speed screen will be displayed in the grid.
 - **[Add Another]** to save the data entered and add an additional *Procedure* for the patient.
 - **[Cancel]** to leave the **Procedures** speed screen without saving any data.

Since the **Procedures** screen, like other detail grids in the system, allows users to record multiple procedures, users can navigate between different screens in a detail grid. The arrow buttons on the bottom of the **Procedures** screen can be selected to move back and forth between the different information recorded for a patient.



- After entering the desired information for the patient, select the **[OK]** button. The system will display the **Procedures** screen and the **Procedures** detail grid will be populated with the data entered on the **Multiple Procedures** speed screen.

Procedures										
Procedure ICD 10	Location	Operation #	Start Date	Time	Stop Date	Time	Result	Service	Narrative	Add
## B0200Z, CT Scan of Brain using H Osm Contrast, Unenh, Enhance	Operating Room		01/13/2020	08:00	01/13/2020	08:09	Negative	Trauma		
## 01500ZZ, Destruction of Cervical Plexus, Open Approach	Operating Room		01/13/2020	08:30	01/13/2020	10:00	Not Applicable	Orthopedics		
## 09BP8ZZ, Excision of Accessory Sinus, Endo	Operating Room	1	01/13/2020	09:00	01/13/2020	09:50	Positive	Trauma		
## 05PW0JZ, Removal of Synth Sub from L Knee w/ Tibial Open Approach	Operating Room	1	01/13/2020	09:00	01/13/2020	09:50	Indeterminate	Trauma		

Note: Different detail grids collect different information for the patient record, so there will be different data entry fields on other detail grids' speed screens. For example, on the **Diagnosis** screen, clicking the **[Add]** button to enter information into the **Diagnosis** detail grid will open the following speed screen:

Injury Diagnosis

ICD 10 Code *

PreDot *

Severity *

ISS Body Region *


⏪ ⏩ 1 of 1 ⏪ ⏩ OK Add Another Cancel

Detail Grid Controls

Once data has been entered into a detail grid like the **Vitals Information** grid, it can be managed using buttons that display alongside the grid. **[View]**, **[Add]**, **[Edit]**, and **[Delete]** buttons become available to the user when an assessment or line of information in the detail grid is selected. See the following figure:

Vitals Information											
Assessment Type	Date	Time	Paralytic Agents	Sedated	Intubated	Resp Asst	SBP	DBP	Pulse Rate	Jug	View
## Initial	02/11/2019	09:00	Yes	Yes	Yes	Yes	120	80	50	20	Add
## Subsequent	02/11/2019	10:00	No	No	No	No	120	80	50	20	Edit
											Delete

To view information in the **Vitals Information** grid:

1. Select the assessment/line of data to view.
2. Select the **[View]** button .

ED Vitals

Recorded @ Assessment Type

Temperature/Unit/Route

At Time Vitals Taken

Paralytic Agents? Intubated? If Yes, Method

Sedated? Respiration Assisted? If Yes, Type

Eye Obstruction?

Vitals

SBP/DBP <input type="text"/> / <input type="text"/>	GCS: Eye <input type="text"/>
Pulse Rate <input type="text"/>	Verbal <input type="text"/>
Unassisted Resp Rate <input type="text"/>	Motor <input type="text"/>
Assisted Resp Rate <input type="text"/>	Total <input type="text"/>
O2 Saturation <input type="text"/>	RTS <input type="text"/> Triage RTS <input type="text"/>
Supplemental O2 <input type="checkbox"/>	GCS 40 <input type="text"/>


Pediatric Trauma Score

Weight <input type="text"/>	Cutaneous <input type="text"/>
Airway <input type="text"/>	CNS <input type="text"/>
Skeletal <input type="text"/>	Pulse Palp <input type="text"/>
PTS Total <input type="text"/>	


⏪ ⏩ 2 of 2 ⏪ ⏩ OK Add Another Cancel

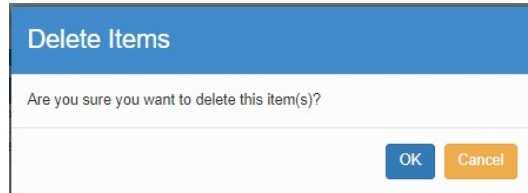
Note: The data entry fields are not accessible for editing when viewing the record. The user will have to select **[Edit]** or **[Add]** to be able to access the data entry fields.

To edit information in the **Vitals Information** grid:

1. Select the assessment/line of data to view.
2. Select the **[Edit]** button .
3. Make any necessary changes or updates to the data.
4. Click the **[OK]** button to save changes and return to the **Vitals Information** detail grid.

To delete information in the **Vitals Information** grid:

1. Select the assessment/line of data to view.
2. Select the **[Delete]** button . A **Delete Items** confirmation message will display.



3. Click **[OK]** to delete the data/line of information from the detail grid or click **[Cancel]** to keep the data and return to the **Vitals Information** grid.