



Next Generation Trauma Registry

Trauma Registrar Role



Learning Objectives

Define what the Facility Registrar's role is

Identify how to submit data

Define how to negotiate screens to determine status of data submissions

Describe the steps necessary to change a password

Identify how to retrieve reports created by FLDOH



Role of Facility Registrar within NGTR

- Submit trauma data
- Monitor real time status of the data submission
- Retrieve reports posted by FLDOH
- Change personal password

Login

Login

User Id:

Password:

Facility Id:

WARNING: APPLICATION/SYSTEM ADMINISTRATION AND SECURITY MONITORING

The use of this application/system is restricted to authorized users only. This application/system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed or stored in the application/system including but not limited to information stored locally on the hard drive, by a user.

There is no right of privacy in this application/system. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to law enforcement personnel and other personnel in conjunction with a report of improper or unauthorized use.

(Disclaimer - Any user who extracts information from the application/system unto media such as, but not limited to, a Floppy disk, CD, DVD, Flash Drive), becomes solely responsible for the safekeeping of that information).

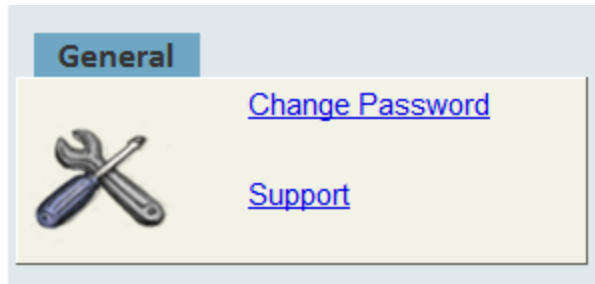
www.fltraumaregistry.com

Enter user ID

Enter password (case sensitive)

Enter facility ID- ID assigned by NTDB

General Tab



Change password page

Support page

Change Password

Change Password

To change your password, first enter your current password. Then choose a new password and click the "Change Password" button.

The following rules apply to passwords:

- *Minimum password length: 8*
- *Requires at least one non-alphanumeric character*
- *Number of numbers: 1*

Current Password:

New Password:

Re-type New Password:

Enter current password

Enter new password and confirm

Support

Contact information for help

Users can email

Trauma_registry@doh.state.fl.us

OR call 850-245-4440 x2731

Processes and directions:

<http://www.floridahealth.gov/certificates-and-registries/trauma-registry/>

Home Screen

Data Exchange



[Data Submission](#)

[Submission Review](#)

Reporting



[View Reports](#)

[Driller Analysis](#)

General



[Change Password](#)

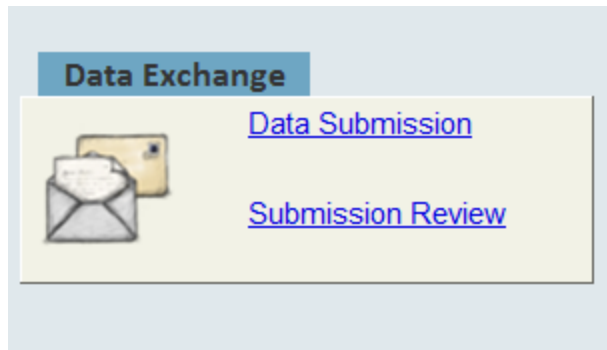
[Support](#)

Facility registrar has access to six pages

Will review all but driller analysis and support

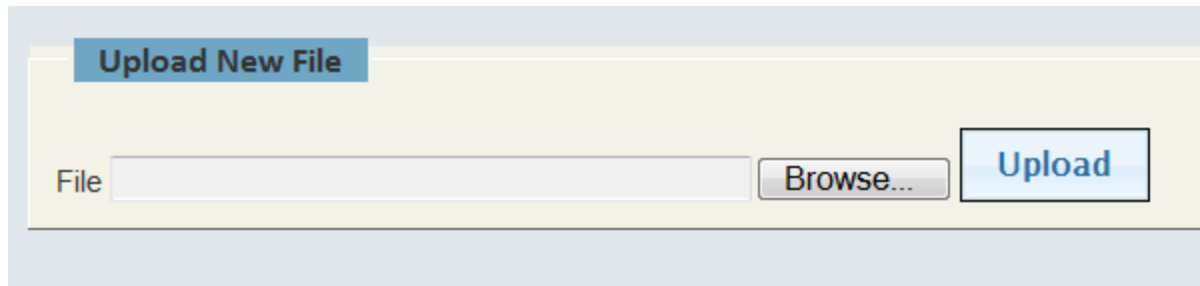
Driller analysis will be a separate training

Data Exchange Tab



Data Submission
Submission Review

Data Submission



The screenshot shows a web interface for uploading a new file. At the top, there is a blue button labeled "Upload New File". Below this, there is a text input field labeled "File" which is currently empty. To the right of the input field is a "Browse..." button, and further to the right is a blue "Upload" button.

Browse for file in users folder

Double click on file name, or click on name and then the open button

Click the upload button


Data Submission

Your data submission has been received (submission 136). The Submission Review screen will show the status of your submission report in a few minutes

Return to [data submission](#)


This message will flash on the screen for
3-4 seconds to verify submission was
uploaded

Verification

 **Cram Submission System**
Submission 137 : Failure

Email sent
verifying
submission
within minutes
Contains report
of errors

Subject: Submission 137 : Failure

Attachments:  submission_report.html (6 KB)

The attached report contains important information regarding your trauma data submission to the Florida Department of Health (DOH), Trauma Registry. Please open and review the report.

If the *Disposition Status* is "**Passed**", your file has been loaded to the DOH staging database.

If your data had any record level errors (Level 3 or level 4 errors) they will be identified in the attached report for your review and or correction.

If the *Disposition Status* is "**Failed Loading**", the submitted file has *not* been loaded to the database due to file level errors (level 1 and/or level 2 errors).

You must take action listed below.

Submission Review Page

Submissions Filter

Processing Status : Disposition Status :

Submission Date Range: To

Show entries Search:

Sub ID	Name	Target Facility ID	Target Facility Name	Submission Date	Submitting User	Facility Arrival Start Date	Facility Arrival End Date	Discharge Start Date	Discharge End Date	# of Records	Processing Status
No data available in table											


Showing 0 to 0 of 0 entries ⏪ ⏩

Submission Review page can be used to find verification reports from NGTR

Use filters or click search

Submission Review Page

Sub ID	Name	Target Facility ID	Target Facility Name	Submission Date	Submitting User	Facility Arrival Start Date	Facility Arrival End Date	Discharge Start Date	Discharge End Date	# of Records	Processing Status
137	fitest2.xml	103000	Sunny Florida Regional Medical Center	11/19/2013 14:56	McPheetersAX					2	Processed
136	fitest10.xml	103000	Sunny Florida Regional Medical Center	11/19/2013 14:53	McPheetersAX						Processed

Processing Status	Disposition Status	Submission Reports
Processed	Failed Loading	

All reports appear with most recent shown first

Reports can be opened from far right on screen

Verification Report-Overview

Submission Number	2577
File Name	fltest20.xml"Agrprobeog00000D
Facility Id	00001
Facility Name	Florida Department of Health
Submission Date	2013-12-09 08:57:47
Submitting User	AucuttBB
Processing Status	Processed
Disposition Status	Failed Loading

Top of report gives basic information on the submission and if it was accepted.

Verification Report- Errors

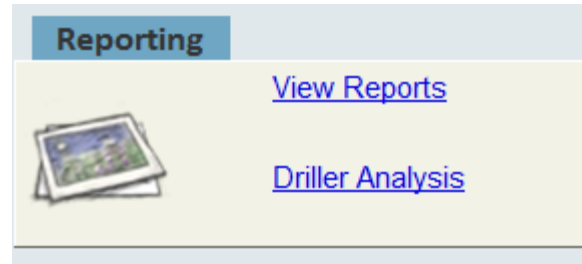
Type	Record	Field	Message	Level	Code
Staging	30001:NoFacilityId	TraumaAlertType	If NTDS Age is < 16 years then Trauma Alert Type cannot be 3 (GCS <= 12)	2	51305
Staging	30001:NoFacilityId	TeamActivationDate	If (NTDS ED Arrival Date and NTDS ED Arrival Time are completed) then Trauma Team Activation	3	51504
Staging	30001:NoFacilityId	TraumaSpecialists_CURRENT_SpecialistType	If Trauma Alert Type is not 7 NTA (not an alert) then a minimum of one Trauma Specialist record	3	51703
Staging	30001:NoFacilityId	TraumaSpecialists_CURRENT_SpecialistType	If Trauma Team Activation Level is (1 Level 1 or 2 Level 2, or 3 Level 3) then a minimum of on	4	51704
Staging	30001:NoFacilityId	HospitalDischargeDisposition	Invalid value	1	7901
Staging	30001:NoFacilityId	Age	Field cannot be blank when Age Units is not: (1) blank, (2) Not Applicable, or (3) Not Known/Not Recorded	2	706

Record that has error

Field affected

The level of the error

Reporting Tab



View reports- page shows reports posted by FLDOH for facility

Driller analysis-interactive reporting tool for facility. Separate training

View Reports

Filter By

Facility: Facility ID: View Associated:

Report Name: Report Type: Reporting Year: Reporting Period:



Show entries Search:


Report Name	Facility	Report Type	Reporting Year	Reporting Period	Begin Date	End Date	Data Refresh Date	Posted Date	View Report
No data available in table									

Filters allow for searching of specific reports

View Reports

Show 10 entries Search:

Report Name	Facility	Report Type	Reporting Year	Reporting Period	Begin Date	End Date	Data Refresh Date	Posted Date	View Report
Injury Summary formatted	103000 - Sunny Florida Regional Medical Center	General			01/01/2011	08/27/2013		08/27/2013	
Injury Summary	103000 - Sunny Florida Regional Medical Center	General						08/23/2013	

Showing 1 to 2 of 2 entries 

The list will look like this.



Questions?

Thank you for attending

