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

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

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/
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

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

Email sent verifying submission within minutes
Contains report of errors
Submission Review page can be used to find verification reports from NGTR
Use filters or click search
Submission Review Page

All reports appear with most recent shown first.
Reports can be opened from far right on screen.

<table>
<thead>
<tr>
<th>Sub ID</th>
<th>Name</th>
<th>Facility ID</th>
<th>Target Facility Name</th>
<th>Submission Date</th>
<th>Submitting User</th>
<th>Facility Arrival Start Date</th>
<th>Facility Arrival End Date</th>
<th>Discharge Start Date</th>
<th>Discharge End Date</th>
<th># of Records</th>
<th>Processing Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>137</td>
<td>fitest2.xml</td>
<td>103000</td>
<td>Sunny Florida Regional Medical Center</td>
<td>11/19/2013 14:56</td>
<td>McPheetersAX</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>Processed</td>
</tr>
<tr>
<td>136</td>
<td>fitest10.xml</td>
<td>103000</td>
<td>Sunny Florida Regional Medical Center</td>
<td>11/19/2013 14:53</td>
<td>McPheetersAX</td>
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<td>Submission Number</td>
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<tr>
<td>File Name</td>
<td>fltest20.xml&quot;Agrprobeog00000D</td>
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<tr>
<td>Facility Id</td>
<td>00001</td>
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<tr>
<td>Facility Name</td>
<td>Florida Department of Health</td>
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<tr>
<td>Submission Date</td>
<td>2013-12-09 08:57:47</td>
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<tr>
<td>Submitting User</td>
<td>AucutBB</td>
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<tr>
<td>Processing Status</td>
<td>Processed</td>
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<tr>
<td>Disposition Status</td>
<td>Failed Loading</td>
<td></td>
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</tr>
</tbody>
</table>

Top of report gives basic information on the submission and if it was accepted.
## Verification Report - Errors

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

**Record that has error**

**Field affected**

**The level of the error**
View reports- page shows reports posted by FLDOH for facility
Driller analysis-interactive reporting tool for facility. Separate training
Filters allow for searching of specific reports
The list will look like this.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Facility</th>
<th>Report Type</th>
<th>Reporting Year</th>
<th>Reporting Period</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Data Refresh Date</th>
<th>Posted Date</th>
<th>View Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Injury Summary formatted</td>
<td>103000 - Sunny Florida Regional Medical Center</td>
<td>General</td>
<td></td>
<td>01/01/2011</td>
<td>08/27/2013</td>
<td></td>
<td>08/27/2013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Injury Summary</td>
<td>103000 - Sunny Florida Regional Medical Center</td>
<td>General</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>08/23/2013</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Questions?

Thank you for attending