

Indiana Patient Registry Training

Actions Menu

The Actions Menu is located on the right-hand side of the page and is available on every screen while in the patient's record.

Actions Menu

The screenshot displays the 'Actions Menu' for an incident record in the ImageTrend Patient Registry. The page title is 'Actions Menu'. The navigation bar includes 'Facilities', 'Data Exchange', 'Report Writer', and 'More'. The user is logged in as 'Katherine Gatz'. The main navigation tabs are 'Dashboard', 'Incidents', 'Staff', 'Users', and 'Setup'. The sub-navigation tabs are 'Demographics', 'Injury', 'Pre-Hospital', 'ED / Acute Care', 'Initial Assessment', 'Diagnoses', 'Comorbidity', 'Procedures', 'Complications', and 'Outcome Information'. The current record is 'Indiana Trauma Form » IT-130926-205'. The status is 'In Progress' with a validity of 99%. The patient is 'Smith, JoBeth L'. The medical record number is 'test'. The incident date is '09/25/2013' at '0100'. The patient's last name is 'Smith', first name is 'JoBeth', and middle initial is 'L'. The date of birth is '08 / 01 / 1986', and the age at the date of incident is '27' years. The race is 'White', ethnicity is 'Not Hispanic or Latino', and gender is 'Female'. A red box highlights the 'Actions Menu' on the right side of the page, which contains icons for search, edit, print, and other actions.

The Actions Menu is located on the right-hand side of the page and is available on every screen while in the patient's record. These features can only be accessed once the form has been Marked as Completed.

Actions Menu - Search

The screenshot displays the 'Edit Incident' interface for an Indiana Trauma Form. The top navigation bar includes 'Facilities', 'Data Exchange', 'Report Writer', and 'More'. The user is logged in as 'Katherine Gatz'. The main menu has tabs for 'Dashboard', 'Incidents', 'Staff', 'Users', and 'Setup'. Below this is a secondary menu with categories like 'Demographics', 'Injury', 'Pre-Hospital', etc. The incident details section shows 'Validity: 99%', 'Status: In Progress', and 'Locks: Unlocked'. Patient information includes 'Last Name: Smith', 'Patient's First Name: JoBeth', 'Middle Initial: L', 'Date of Birth: 08 / 01 / 1986', 'Age: 27', 'Race: White', 'Ethnicity: Not Hispanic or Latino', and 'Gender: Female'. A vertical sidebar on the right contains several icons, with the magnifying glass icon at the top highlighted by a red rectangle.

The magnifying glass icon takes you back to the "Incidents" tab.

Actions Menu – Run Validation

The screenshot displays the ImageTrend Facility web application interface. At the top, there is a navigation bar with tabs for Dashboard, Incidents, Staff, Users, and Setup. Below this, a sub-navigation bar includes Pre-Hospital, ED / Acute Care, Initial Assessment, Diagnoses, Comorbidity, Procedures, Complications, and Outcome Information. The main content area shows a form for incident IT-130926-205. Key details include: Trauma Registry #: IT-130926-205, Patient: Smith, JoBeth L, Medical Record Number: test, NTR Inclusion: Yes, and Updated: 10/25/13 by Katherine Gatz. A 'Mark As Completed' button is visible in the top right of the form. On the right side of the form, there is a vertical toolbar with several icons. A red box highlights a wrench icon, which has opened a dropdown menu containing two options: 'Run Validation' (with a checkmark icon) and 'Delete Incident' (with a red 'X' icon). Below the form, there are input fields for 'Time' (set to 0100) and 'Age (at date of incident):' (set to 27).

The “Run Validation” option appears when you hover over the wrench. It shows you within the system what was invalid, as well as what was invalid compared to the National Trauma Registry scorecard.

Actions Menu – Run Validation (2)

Validation

System Validation

Pre-Hospital 1 error

Transport mode is required.

System Validation: 99%

NTR Validation Channel :

No NTR validation errors.

Level 1 Errors: 0
Level 2 Errors: 0
Level 3 Errors: 0
Level 4 Errors: 0

[NTDB Website](#)

Severity level ranges from 1 thru 4 with 1 being the most severe and 4 being the least severe.
Level 1 and 2 errors should be corrected before submission.
Level 3 and 4 are guidelines to keep in mind for future data entry.

Close

The “System Validation” section informs you of the errors at the state level. In the bottom right corner of the box it shows you how complete the record is – 100% means there are no issues.

Clicking on the plus sign shows you in detail what the issue was in that tab.

The “NTR Validation” section informs you of the errors at the national level. Errors at a Level 1 or 2 must be corrected before you can submit this record to the NTDB or else it will reject the record.

Once you are done reviewing the errors, click the “Close” button in the top right-hand corner of the box to close the window.

Actions Menu – Delete Incident

The screenshot displays the ImageTrend Facility web application interface. At the top, there is a navigation bar with tabs for Dashboard, Incidents, Staff, Users, and Setup. Below this, there are sub-tabs for Pre-Hospital, ED / Acute Care, Initial Assessment, Diagnoses, Comorbidity, Procedures, Complications, and Outcome Information. The main content area shows the incident details for IT-130926-205, including the patient name (Smith, JoBeth L), medical record number (test), and update information (10/25/13 by Katherine Gatz). A 'Mark As Completed' button is visible in the top right of the incident details section. On the right side of the page, there is a vertical toolbar with several icons. A red box highlights the 'Delete Incident' option, which is represented by a red circle with a white slash through it. Other options in the menu include 'Run Validation' (with a checkmark icon) and 'Edit Incident' (with a pencil icon).

The “Delete Incident” option is used to delete the record permanently.

Actions Menu – Delete Incident (2)

 Catie Gatz	Medical Record Number: test NTR Inclusion: Yes Updated: 10/25/13 by K
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PLEASE NOTE

Deleting an incident is a permanently destructive process and you will not be able to restore this record.
There will be an audit record created for this incident.

Reason for Deleting this Incident:

Would you like to continue ?

The “Delete Incident” option is used to delete the record permanently. You must explain why you are deleting the incident before it is permanently deleted from the system. Once you have explained why you are deleting the record, select the “Yes” button. PLEASE NOTE: records permanently deleted cannot be retrieved.

Actions Menu – Add Peer Review Note

ient Diagnoses Comorbidity Procedures Complications Outcome Information

COMPLETED

Trauma Registry #: IT-130926-205
Patient: Smith, JoBeth L
Medical Record Number: test
NTR Inclusion: Yes
Updated: 10/25/13 by Katherine Gatz

Search Add Peer Review Note Add Addendum Add Attachment Notes

icity: Not Hispanic or Latino * Gender: Female *

Weight: 56.70 kg 125.00 lbs

The “Add Peer Review Note” option is used to track notes for evaluation purposes of clinical performance.

Actions Menu – Add Peer Review Note (2)

Create Message

Date: 10/29/2013 01:07 PM

From: Katherine Gatz

* Subject:

Message:

Message

Notify: Send an email in addition to the Inbox, if available.

Facility Staff:

- 2, test
- 3, test
- Administrator, System
- Gatz, Katherine
- Kendall, Jeremy
- (PC) Rees, Craig
- Singh, Rahul
- (PC) Thomas, Joseph

Send Close

The “Add Peer Review Note” option is used to track notes for evaluation purposes of clinical performance. Type in your message and choose who you want to receive the peer review note. Once you are done, click the “Send” icon. Once you hit the “Send” button, the peer review note will be sent to those desired recipients you selected.

Actions Menu – Add Addendum

Patient | Diagnoses | Comorbidity | Procedures | Complications | Outcome Information

COMPLETED

Trauma Registry #: IT-130926-205
Patient: Smith, JoBeth L
Medical Record Number: test
NTR Inclusion: Yes
Updated: 10/25/13 by Katherine Gatz

Search | Add Peer Review Note | Add Addendum | Add Attachment | Notes

Ethnicity: Not Hispanic or Latino * Gender: Female *

Weight: 56.70 kg 125.00 lbs

The “Add Addendum” option is used to attach any documents to the patient’s records that may need to be attached.

Actions Menu – Add Addendum (2)

The screenshot displays a web browser window with the URL <https://indianatrauma.isdh.in.gov/resource/assets/apps/addendum/addendum>. The browser tab is titled "State of Indiana [US]". The main content area shows a table with columns: "Date Entered", "Entered By", "Description", and "Attached File". Below the table are two buttons: "Add Addendum" and "Close".

In the background, a patient record page is visible. It includes a "Welcome" message, a "Comorbidity" tab, and a "Procedures" tab. The patient information section shows:

- Trauma Registry #: IT-130926-21
- Patient: Smith, JoBeth
- Medical Record Number: test
- NTR Inclusion: Yes
- Updated: 10/25/13 by Kat

Below the dialog box, an "Injury Date" section is visible, showing "Incident Date 09/25/2013 Time 01:00 *".

The "Add Addendum" option is used to attach any documents to the patient's records that may need to be attached. The first screen will show you what addendums currently exist. If you want to add a new addendum, click on the "Add Addendum" button.

Actions Menu – Add Addendum (3)

The screenshot shows a web browser window with the URL <https://indianatrauma.isdh.in.gov/resource/assets//apps/addendum/addendum>. The page title is "Add Run Form Addendum". The form contains the following fields and controls:

- Date: 10/29/13 01:10 PM
- User: Katherine Gatz
- * Description: A large text area for entering the addendum details.
- File: A file selection control with a "Choose File" button and the text "No file chosen".
- Submit and Close buttons.
- A red asterisk note: "* = required".

Below the form, there is a section labeled "Injury Date". To the right of the form, a sidebar menu is partially visible with items like "Comorbidity", "Trauma Registr", "Pati", "Medical Record Numi", "NTR Includ", and "Upda".

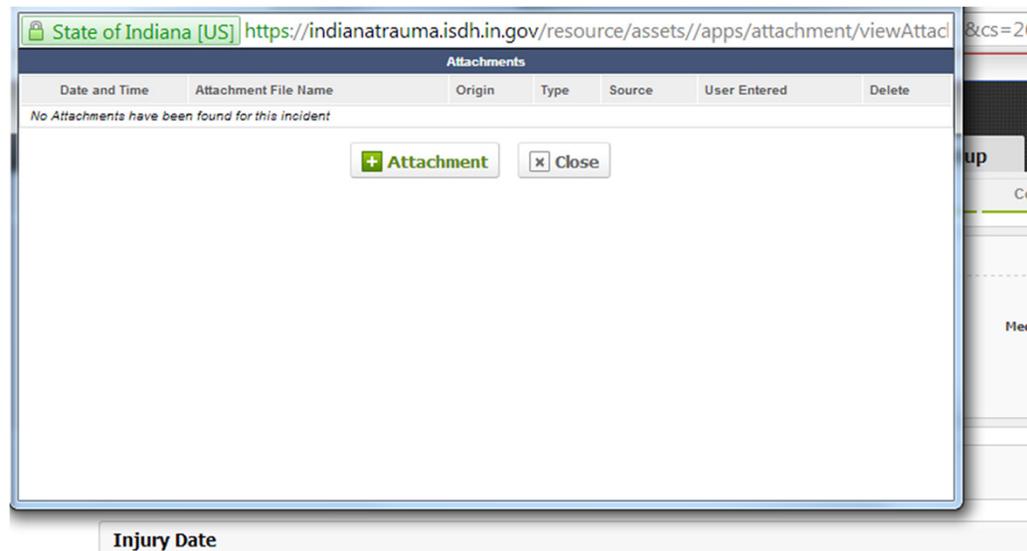
The "Add Addendum" option is used to include any information or documentation to the patient's records that may need to be included. You can type in the information about the documentation. Then you will need to attach the document by clicking the "Choose File" button and locating the document that needs to be attached to the patient's incident form. Once you are finished with the form, click the "Submit" button to return to the main screen.

Actions Menu – Add Attachment

The screenshot displays a patient record interface with a navigation bar at the top containing tabs for Patient, Diagnoses, Comorbidity, Procedures, Complications, and Outcome Information. The main content area shows patient details: Trauma Registry #: IT-130926-205, Patient: Smith, JoBeth L, Medical Record Number: test, NTR Inclusion: Yes, and Updated: 10/25/13 by Katherine Gatz. A 'COMPLETED' status is shown in the top right. On the right side, there is a vertical toolbar with icons for search, edit, and notes. A red box highlights the 'Actions Menu' which includes three options: 'Add Peer Review Note', 'Add Addendum', and 'Add Attachment'. Below the main content area, there are fields for 'Race: Not Hispanic or Latino' and 'Gender: Female', and a 'Weight: 56.70 kg 125.00 lbs' field.

The “Add Attachment” option is used to attach any documents to the patient’s records that does not any additional information noted with the attachment.

Actions Menu – Add Attachment (2)



Injury Date

The "Add Attachment" option is used to attach any documents to the patient's records that does not any additional information noted with the attachment. The first screen will show you what attachments currently exist. If you want to add a new attachment, click on the "Add Attachment" button.

Actions Menu – Add Attachment (3)

The screenshot shows a web browser window with the URL <https://indianatrauma.isdh.in.gov/resource/assets/apps/attachment/Attachmer&cs=2612>. A modal dialog box titled "Add Run Form Attachment" is open. The dialog contains the following information and controls:

- Date: 10/29/2013 01:23 PM
- User: Katherine Gatz
- File: No file chosen
- Source: EMS (dropdown menu)
- Type: EKG (dropdown menu)
- Submit
-

Below the dialog box, the text "Injury Date" is visible on the main page.

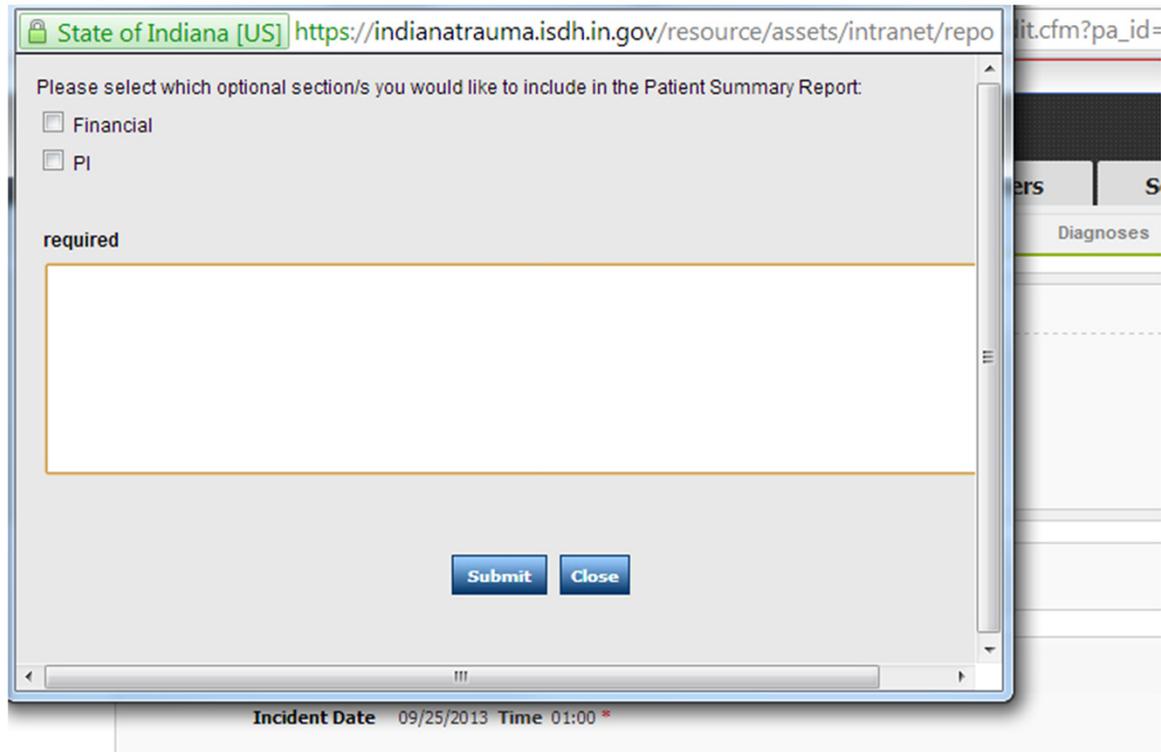
The "Add Attachment" option is used to attach any documents to the patient's records that does not any additional information noted with the attachment. Attach the document by clicking the "Choose File" button and locating the document that needs to be attached to the patient's incident form. Then select the "Source" for the document and the "Type" of document you are attaching. Once you are finished with the form, click the "Submit" button to return to the main screen.

Actions Menu – View Patient Summary Report

The screenshot displays the 'ImageTrend Facility' interface. At the top, there are navigation tabs: 'Incidents', 'Staff', 'Users', and 'Setup'. Below these are sub-tabs: 'ED / Acute Care', 'Initial Assessment', 'Diagnoses', 'Comorbidity', 'Procedures', 'Complications', and 'Outcome Information'. The main content area shows patient information for incident '926-205'. A 'Mark As Completed' button is visible. The patient details include: Trauma Registry #: IT-130926-205, Patient: Smith, JoBeth L, Medical Record Number: test, NTR Inclusion: Yes, and Updated: 10/25/13 by Katherine Gatz. A sidebar on the right contains several icons, including a magnifying glass, a pencil, a trash can, and a plus sign. A red box highlights the 'View Patient Summary Report' option, which is represented by a document icon with a magnifying glass and the text 'View Patient Summary Report'.

The “View Patient Summary Report” option appears when you hover over the excel spreadsheet icon. It shows you a PDF version of the majority of the content in the patient’s incident record.

Actions Menu – View Patient Summary Report (2)



The screenshot shows a web browser window with the address bar displaying "State of Indiana [US] https://indianatrauma.isdh.in.gov/resource/assets/intranet/repo...it.cfm?pa_id=". The main content area of the browser contains a form with the following elements:

- A heading: "Please select which optional section/s you would like to include in the Patient Summary Report:"
- Two checkboxes: "Financial" and "PI", both of which are currently unchecked.
- A label: "required" positioned above a large, empty text input field.
- Two buttons: "Submit" and "Close", located at the bottom of the form.

Below the browser window, a status bar displays the text: "Incident Date 09/25/2013 Time 01:00 *".

The “View Patient Summary Report” option shows you a PDF version of the majority of the content in the patient’s incident record. Select what additional sections you would like to appear on the Patient Summary Report and then type in a reason as to why you are wanting to view the Patient Summary Report. This information is required. Once you are done, click “Submit”.

Actions Menu – View Patient Summary Report (2)

State of Indiana [US] <https://indianatrauma.isdh.in.gov/resource/assets/intranet/re> [lit.cfm?pa_id=](#)

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ImageTrend Facility
Indiana Trauma Form Report with Financial and PI

DEMOGRAPHICS

Trauma Registry #: IT-130926-205	Date of Birth: 08/01/1986
Patient Identifier: 243417	Occupation: Not Applicable
SS #:	Address: 1234 cherry street
Last Name: Smith	MI: L
First Name: JoBeth	City: Noblesville
Age: 27	State: Indiana
Gender: Female	Zipcode: 46062
Race: White	Country: United States
County: Hamilton	

INJURY

Date: 09/25/2013 (Wednesday)	Trauma Type: Penetrating
Time: 01:00	Site: EB49.0 - Home/Residence
City: Noblesville	State: Indiana
Zipcode: 46062	Supplemental COI:
Country: Hamilton	
Country: US	
E Code:	
966 - Assault Cutting Instr	
888.8 - Oth Fall	
Comment:	
Safety Equipment	

PRE-HOSPITAL

Destination Determination: Not Applicable	EMS Run#:	
EMS: Albany EMS Inc	Dispatch Time: 00:10	Arrive Scene: 00:20
Scene Time: 10	Depart Scene: 00:30	Arrive Hospital: 00:40
Transport Time: 10	Pulse:	Eye:
Manual GCS:		

Incident Date 09/25/2013 Time 01:00 *

The “View Patient Summary Report” option shows you a PDF version of the majority of the content in the patient’s incident record.

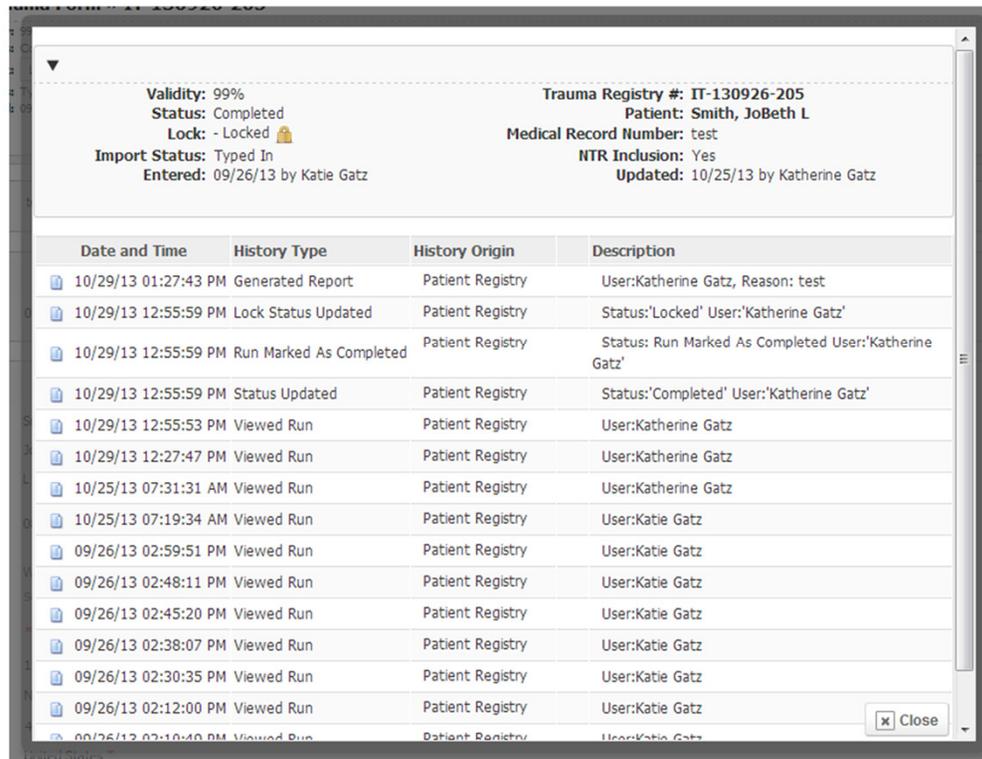
Once you are done reviewing the summary of the patient, click the “X” button in the top right-hand corner of the box to close the window.

Actions Menu – History

The screenshot displays the ImageTrend Facility software interface. At the top, there is a navigation bar with tabs for 'Incidents', 'Staff', 'Users', and 'Setup'. Below this, a breadcrumb trail shows the current path: 'Acute Care' > 'Initial Assessment' > 'Diagnoses' > 'Comorbidity' > 'Procedures' > 'Complications' > 'Outcome Information'. The main content area shows details for incident 205, including the Trauma Registry # (IT-130926-205), Patient name (Smith, JoBeth L), Medical Record Number (test), NTR Inclusion status (Yes), and the last update (10/25/13 by Katherine Gatz). A 'Mark As Completed' button is visible in the top right of the incident details. Below the details, there is a section for 'Trauma Registry #' with the value IT-130926-205. A vertical toolbar on the right side of the page contains several icons, including a clock icon. A red box highlights the 'History' and 'Patient Incident History' options that appear when hovering over the clock icon. At the bottom left, there are input fields for 'Date of incident)' (set to 27) and 'Age Units' (set to Years).

The “History” option appears when you hover over the clock. You can view changes made to the incident and who has made those changes.

Actions Menu – History (2)



The screenshot displays an audit trail window for a patient registry entry. At the top, it shows metadata including validity (99%), status (Completed), lock status (Locked), import status (Typed In), and user information (Entered: 09/26/13 by Katie Gatz). It also includes Trauma Registry # (IT-130926-205), Patient name (Smith, JoBeth L), Medical Record Number (test), NTR Inclusion (Yes), and Updated date (10/25/13 by Katherine Gatz). Below this is a table with four columns: Date and Time, History Type, History Origin, and Description. The table lists various actions such as 'Generated Report', 'Lock Status Updated', 'Run Marked As Completed', and 'Status Updated', along with 'Viewed Run' entries from multiple dates. A 'Close' button is located in the bottom right corner of the window.

Date and Time	History Type	History Origin	Description
10/29/13 01:27:43 PM	Generated Report	Patient Registry	User:Katherine Gatz, Reason: test
10/29/13 12:55:59 PM	Lock Status Updated	Patient Registry	Status:'Locked' User:'Katherine Gatz'
10/29/13 12:55:59 PM	Run Marked As Completed	Patient Registry	Status: Run Marked As Completed User:'Katherine Gatz'
10/29/13 12:55:59 PM	Status Updated	Patient Registry	Status:'Completed' User:'Katherine Gatz'
10/29/13 12:55:53 PM	Viewed Run	Patient Registry	User:Katherine Gatz
10/29/13 12:27:47 PM	Viewed Run	Patient Registry	User:Katherine Gatz
10/25/13 07:31:31 AM	Viewed Run	Patient Registry	User:Katherine Gatz
10/25/13 07:19:34 AM	Viewed Run	Patient Registry	User:Katie Gatz
09/26/13 02:59:51 PM	Viewed Run	Patient Registry	User:Katie Gatz
09/26/13 02:48:11 PM	Viewed Run	Patient Registry	User:Katie Gatz
09/26/13 02:45:20 PM	Viewed Run	Patient Registry	User:Katie Gatz
09/26/13 02:38:07 PM	Viewed Run	Patient Registry	User:Katie Gatz
09/26/13 02:30:35 PM	Viewed Run	Patient Registry	User:Katie Gatz
09/26/13 02:12:00 PM	Viewed Run	Patient Registry	User:Katie Gatz
09/26/13 02:10:40 PM	Viewed Run	Patient Registry	User:Katie Gatz

A separate screen will pop up that will show you the audit trail page. When you are done reviewing the audit trail, you can click the “Close” button in the bottom right-hand corner of the separate screen.

Actions Menu – Patient Incident History

The screenshot displays the ImageTrend Facility software interface. At the top, there is a navigation bar with tabs for 'Incidents', 'Staff', 'Users', and 'Setup'. Below this is a breadcrumb trail: 'Acute Care' > 'Initial Assessment' > 'Diagnoses' > 'Comorbidity' > 'Procedures' > 'Complications' > 'Outcome Information'. The main content area shows a patient record for 'Trauma Registry #: IT-130926-205' with patient name 'Smith, JoBeth L', medical record number 'test', and NTR inclusion 'Yes'. A 'Mark As Completed' button is visible. A sidebar on the right contains a vertical menu with icons for search, edit, print, and a clock. The clock icon is highlighted with a red box, and a dropdown menu is open, showing 'History' and 'Patient Incident History' options. At the bottom left, there are input fields for 'Date of incident)' (set to 27) and 'Age Units' (set to Years).

The “Patient Incident History” option appears when you hover over the clock. It shows you a brief summary of the patient incident including: incident number, type of form filled out, trauma facility and/or EMS service, date of admission, date of discharge, and where the patient was transferred to.

Actions Menu – Patient Incident History (2)

NTR Inclusion: Yes
Updated: 10/25/13 by

Patient Incident History

Incident Number	Type	Trauma Facility / EMS Service	Date of Admission	Date of Discharge	Transferred To
IT-130926-205		ImageTrend Facility	09/25/2013	09/25/2013	--
		Manually Added EMS	ImageTrend Facility		

Runs

EMS Service	Destination	Unit Notified Date
Albany EMS Inc	ImageTrend Facility	09/01/2013

 Close

Height: 152" Estimated Body Weight: 56.70 kg 125.00 lbs

The “Patient Incident History” option shows you a brief summary of the patient incident including: incident number, type of form filled out, trauma facility and/or EMS service, date of admission, date of discharge, and where the patient was transferred to.

Once you are done reviewing the summary of the patient, click the “X” button in the top right-hand corner of the box to close the window.