



VISITS TRAINING MANUAL

Virginia Congenital Anomalies Reporting and Educational System (VaCARES)

March 2005

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Pediatric Screening and Genetic Services
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ABOUT VISITS

What is VISITS?

The Virginia Infant Screening and Infant Tracking System (VISITS) is a Web-based integrated database system that tracks and manages screening results for the following programs and services, which are administered by the Virginia Department of Health (VDH):

- Virginia Early Hearing Detection and Intervention Program
- Virginia Congenital Anomalies Reporting and Educational System (VaCARES)
- Virginia Newborn Screening Services

In addition, VISITS will support the identification of Children Eligible for Part C of the Individuals with Disabilities Education Act (IDEA), which is administered by the Virginia Department of Mental Health, Mental Retardation and Substance Abuse Services (DMHMRSAS).

Many infants in Virginia may be enrolled in more than one of these programs. The purpose of the VISITS software is to create a single record for each child in Virginia enrolled in one of these programs and services so that VDH can provide these infants and their families with better care coordination. In addition, child health workers and policy makers can use the aggregate, non-child-specific data to prepare needs assessments, plan services for children with special health care needs, target prevention efforts, evaluate local occurrence patterns, and answer questions posed by the public.

Who Developed VISITS?

The VISITS system was developed by the Virginia Department of Health through a contractual arrangement with Eastern Virginia Medical School and its subcontractor Welligent, LLC.

Major funding for the development, implementation, and evaluation of the VISITS system was provided by Part C of the Individual With Disabilities Education Act (IDEA), Office of Special Education and Rehabilitative Services, U.S. Department of Education, administered by VDMHMRSAS. Additional funding for the project direction and management was provided by the Maternal and Child Health Services Title V Block Grant, Maternal and Child Health Bureau, Health Resources and Services Administration, U.S. Department of Health and Human Services, administered by VDH.

VISITS is an Internet application. This means it does not require the installation of any special software on hospital computers. The system requirements are a direct or dial-up connection to the Internet, Internet Explorer 5.0 or higher, and 128-bit encryption.

Information Security

There are several security measures in place to ensure that information entered in VISITS is confidential. Every VISITS user must have a user name and password in order to access the system. In addition, all the data entered into VISITS is secured by 128-bit encryption using the Secure Sockets Layer. All information entered in VISITS is stored in a centralized Oracle database. Furthermore, the VISITS application meets all United States Health Information Portability and Accounting Act (HIPAA) requirements for transmitting health care data using the Internet.

The VISITS Security Manual, entitled **Information Systems: Security and Confidentiality Policies, Procedures and Standards**, contains the official policies, procedures and standards for the Virginia Department of Health Division of Child and Adolescent Health (DCAH) confidentiality and security pertaining to DCAH data. This manual also contains the forms required for all persons requesting access to VISITS. This document can be downloaded from both the public page and the main screen.

OPEN THE VISITS APPLICATION

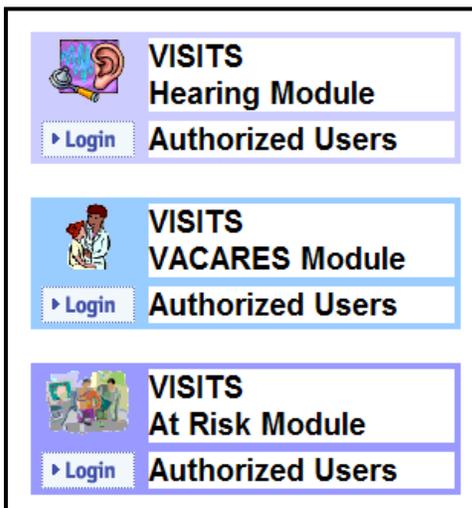
The VISITS system is a web application. In order to view the application properly, you should use Internet Explorer 5.0 or higher. To access VISITS, enter the following Uniform Resource Locator (URL) in the location bar of your Internet browser:

<http://www.welligent.com/visits/>

The VISITS Public Page will open. From this page, you can open the VISITS Hearing Module, VISITS VaCARES Module, or the VISITS At Risk Module. You can also download a variety of documents and manuals.

The module login options appear in the top left section of the screen.

Example 1: VISITS Public Page / Login Section



Click on the VISITS VaCARES Module *Login* button.

Log In to the VISITS Application

Each VISITS user is assigned a unique user name and password in order to use the application. Enter your user name and password; then, click on *OK*. The login screen may reappear. If so, re-enter your password and click on *OK*. The VISITS message center (also known as the VISITS Main Page) will open.

The login screen will also appear during your VISITS session if fifteen (15) minutes passes between actions (for example, if you are sitting at your desk but not actively using the application). You must re-enter your password before you will be able to proceed.

Example 2: VISITS Login Screen



Connect to apps.welligent.com

Visits/CSS-Sun System - Authorized Users Only

User name: bfranklin

Password: ●●●●

Remember my password

Do not check this box!

OK Cancel

For security reasons, do not click in the 'Remember my password' check box. If you do, then anyone using your computer can log on using your password. This could result in compromised patient confidentiality.

After entering your user name and password, click on **OK**. The VISITS message center screen will open.

VISITS Message Center

Each section of the VISITS Message Center enables you to navigate to a screen or initiate a function.

- Open the Hospital module, Care Coordination module, Administration module, or Reporting module.
- Read new and archived announcements.
- Read and send messages.
- Create personal reminders.
- Download documents.
- Update your user information.
- Refer to the help desk.

Refer to the **VISITS Message Center Manual** for a complete description of each section.

Example 3: VISITS Message Center

Messages (4)
Reminders (0)
Available Modules (4)

VISITS
Virginia Infant Screening and Infant Tracking System

Announcements (41)
Downloads (9)
[Support](#)
Today's Date: NOV 22, 2004

Warning - The VISITS system is intended for use only by authorized users. All authorized users must adhere to facility, local, state, and federal guidelines concerning confidentiality.

Welcome to VISITS

Welcome to VISITS **Bonnie Franklin**, the secure network for registered users.

Agency Message:

My Messages(2)

From	Subject	Received
Pat Dewey	New Security Announcement	19-Jun-2002 10:19am
Tracy Jebo	New Security Measures	11-Jun-2002 02:27pm

My Details

User: Bonnie Franklin
Access Type: ADMINISTRATOR
Facility: Welligent
E-mail:
Password Expiration Date: DEC-19-2004

[View/Update My Details](#)
[Print User Details](#)

My Modules

- Hospital Module
- Care Coordination Module
- Administration Module
- Reporting Module
(Hearing, VaCares, At Risk)

My Reminders(0)

From	Reminder Text	Due Date
------	---------------	----------

VISITS Help Desk

The VISITS Help Desk gives you access to a database of Frequently Asked Questions, descriptions of application updates, technical documents and other information. Click on a link below or type a search query.

[FAQs: \(19\)](#)
[Updates: \(0\)](#)
[Documents: \(0\)](#)
[View Unresolved Items: \(0\)](#)
[View all Help Desk Items: \(19\)](#)

Search the Help Desk:

My Announcements(41)

Heading	Date Posted
Please Update Your Information	19-Nov-2004 12:08pm
IMPORTANT message for ALL users	27-Sep-2004 04:36pm
Hearing Brochure Translations Available	20-Jul-2004 12:57pm

My Downloads(17)

Download Heading	Date Posted
VISITS Security Manual Revised Feb. 3, 2004	16-Feb-2004 12:00am
VISITS-VaCARES Reporting Manual for Users	09-Sep-2002 11:25am
VISITS- Newborn Hearing Screening Manual	18-Mar-2002 09:41am

*Right-click the document icon and select "Save Target As..." to download.

My LINKS(3)

Link Heading	Date Posted
MICROSOFT Security Patch	28-Jun-2002 02:25pm
ADOBE software website	01-Apr-2002 02:20pm
MICROSOFT Website	01-Apr-2002 02:20pm

Click the Link icon to be taken to the indicated website.

OPEN THE HOSPITAL MODULE

The 'My Modules' section appears on the left side of the VISITS Message Center screen.

Example 4: Message Center / My Modules

My Modules

- Hospital Module
- Care Coordination Module
- Administration Module
- Reporting Module
(Hearing, VaCares, At Risk)

Note: A check mark next to a module name indicates that you have access; a padlock means that you do not have access.

Click on 'Hospital Module' to open an infant's record. The menu shown in the following example will appear.

Example 5: Hospital Module Menu



The main Hospital Module menu contains drop-down lists (top left), icons (below the drop-down fields), and buttons (main viewing area) that enable you to navigate in the VISITS system in more than one way.

VaCARES users will not need to use 'Hospital Reports,' 'Referral Centers,' or 'Hearing Monthly Totals.' The other functions are described in Table 1.

Table 1: Hospital Module Functions for VaCARES Users

Function	Main Menu	'Utilities' Drop-Down List	Icon
Create a New Client Record	Click on the <i>New Client Wizard</i> button.	Select 'New Client Wizard.' from the list.	 Click on the 'Create a New Client' icon.
<i>The New Client Wizard is described on page 11.</i>			
Open an Existing Client's Record	Click on the <i>Modify Client Information</i> button.	Select the 'Client Search' option from the list.	 Click on the 'Search for Existing VISITS Clients' icon.
<i>The Patient Search screen is shown on page 12.</i>			
Display the Physician Search screen.	Click on the <i>Physician Search</i> button.	Select the 'Physician Search' option from the list.	 Click on the 'Physician Search' icon.
<i>The Provider Search screen is described on page 16.</i>			
Report on VaCARES case totals	Click on the <i>No VaCARES Cases</i> button.	n/a	n/a
<i>The No VaCARES Cases entry screen is described on page 28.</i>			
Close the Hospital Module	Click on the <i>Exit Hospital Module</i> button.	n/a	 Click on the 'Return to the Hospital Module main menu' icon.
<i>The Exit Hospital Module function is described on page 28.</i>			

CREATE A NEW CLIENT RECORD

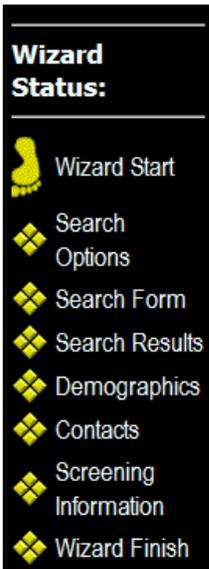
You can initiate the New Client Wizard from the main Hospital Module menu. To begin, click on the *New Client Wizard* button.

Example 6: Hospital Module Menu / New Client Wizard Button



The New Client Wizard guides you through the steps of creating a new record in the database.

Example 7: Wizard Status



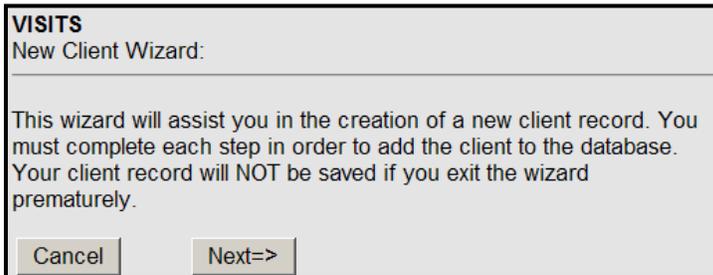
The 'Wizard Status' panel on the left side of the screen lists each step in the process. The footprint appears next to the screen currently appearing in the main viewing area.

Missing Information

Please make every effort to obtain any missing information. If you are unable to find required information, you can enter the word 'Unknown' in the field. If you acquire missing information at a later date, please reopen and update the infant's record.

New Client Wizard / Start

Example 8: New Client Wizard Message



The 'Wizard Start' message tells you that you must complete each step before proceeding to the next one. Click on *Next* to continue.

The first step – even when you are setting up a new record -- is to search the database for an existing record. This step helps to prevent duplicate records.

Patient Search Screens

Select Search Options

Click in the check box next to each criterion that you would like to include in your search. To 'de-select' an option, click in the check box again.

Example 9: Patient Search Screen

Patient Search Options

Create Search Form

Infant's VISITS ID

Infant's Last Name

Infant's Date of Birth

Primary Contact's Last Name

Medical Record Number

Infant's First Name

Infant's Gender

State of Residence

****There are two ways to search using an infant's name.
1. Last Name only
2. First and Last Name****

Create Search Form

Note: The more criteria you include, the more specific the search results will be. For instance, searching by last name and date of birth will result in a shorter list than if you search only by last name.

Click on *Create Search Form* to proceed.

Enter Search Criteria

Complete each field on the search form. When you search, you do not have to enter complete words. For example, you could enter the letter 'B' instead of entering the name 'Ben' in the 'Infant's First Name' field. This technique can be helpful if you are unsure of the spelling of an infant's name.

Example 10: Patient Search Form



Patient Search Form

Search Database Clear Form Return to Search Options

Infant's First Name: Ben

Infant's Last Name: Franklin

After completing the search fields, do one of the following:

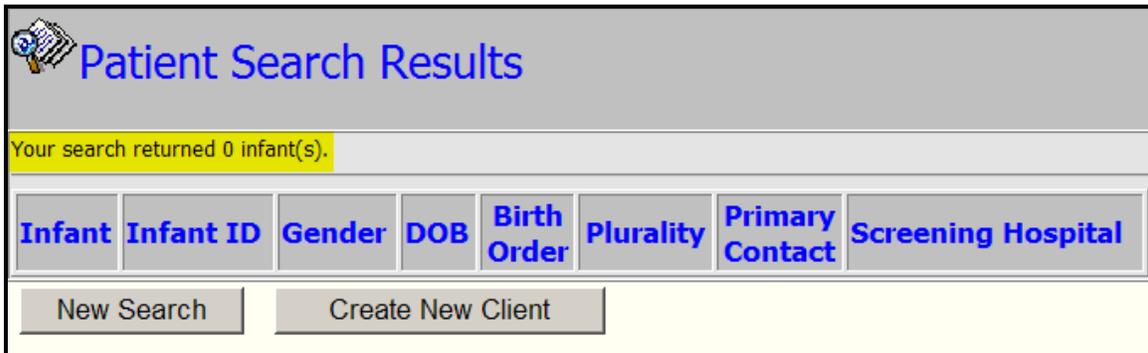
- Click on *Clear Form* to erase your entries in the fields and enter new criteria.
- Click on *Return to Search Options* to go back to the criteria selection screen.
- Click on *Search Database* to view the results.

Search Results

If the database contains no matching records, then the screen will appear as in the following example. Click on the *Create New Client* button to proceed to the Demographics / Infant Data screen.

If you would like to conduct another search instead of proceeding, click on the *New Search* button. You will return to the criteria selection screen.

Example 11: Patient Search / No Match



Patient Search Results

Your search returned 0 infant(s).

Infant	Infant ID	Gender	DOB	Birth Order	Plurality	Primary Contact	Screening Hospital
--------	-----------	--------	-----	-------------	-----------	-----------------	--------------------

New Search Create New Client

If matching records existed, they would be listed under the column headings. Click on an infant's name to open his or her record to the VISITS Summary screen. Refer to page 21 for more information about opening an existing record.

New Client Wizard / Infant Data

Complete as many of the fields as possible. The required fields (labeled in red) must be completed before you can proceed to the next screen.

By default, the 'Mother is the Primary Contact?' checkbox is selected. If this is not the case, then click in the checkbox to deselect (remove the check mark from) the checkbox.

Deceased Infants

If an infant is deceased, then you should complete the 'Death Certificate Number,' 'Date of Death,' and 'Cause of Death' fields located on the 'Infant Data' screen. **This is important because it will help to avoid a situation in which VDH contacts a parent when the infant has died.**

Example 12: Demographics / Infant Data

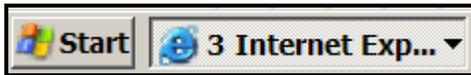
 Infant Data			
Client's SSN:	<input type="text"/>	Client Control # :	<input type="text"/>
Birth MR#:	<input type="text"/>	Birth Certificate #:	<input type="text"/>
Birth Hospital:	<input type="text"/>		
DOB:	<input type="text"/>		
Birth Order:	<input type="text"/>	Plurality:	<input type="text"/>
Death Certificate # :	<input type="text"/>	Date of Death:	<input type="text"/>
Cause of Death:	<input type="text"/>		
First Name:	<input type="text"/>	Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>	Suffix:	<input type="text"/>
Gender:	<input type="text"/>		
Race:	<input type="text"/>	Ethnicity:	<input type="text"/>
Mother is the Primary Contact?: <input checked="" type="checkbox"/>			
Mother's First Name:	<input type="text"/>	Mother's Last Name:	<input type="text"/>
Mother's SSN:	<input type="text"/>	Mother's Maiden Name:	<input type="text"/>
Father's First Name:	<input type="text"/>	Father's Last Name:	<input type="text"/>
# Children in household:	<input type="text"/>	# Adults in household:	<input type="text"/>
Primary Physician:	<input type="text"/>		
<input type="button" value="Cancel"/> <input type="button" value="Next=>"/>			

Date Picker

When you click in the 'DOB' field, the date picker (a pop-up calendar) will appear. It will display the current month, with an asterisk next to the current date.

Note: Since it opens in a separate window, the date picker might minimize or 'hide' behind other windows. If this happens, look for the Internet Explorer button in the taskbar at the bottom of your screen.

Example 13: Taskbar



Click on the arrow on the right side of the button to display a list of open VISITS screens (there will be more than one). Click on the date picker listing (look for the words "Please click on a date"). The date picker will appear on top of the other open windows.

Example 14: Date Picker

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>
<u>05</u>	<u>06</u>	<u>07</u>	<u>08</u>	<u>09</u>	<u>10</u>	<u>11</u>
<u>12</u>	<u>13</u>	<u>14*</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>
<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>
<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	

1 - DEC - 2004 Select

Cancel Clear Date Value

Insert a Date in a Date Field

Use one of the following methods to select a date:

- Click on the double arrows to move the year forward or back, and click on the single arrows to move the month forward or back. When the proper month is displayed, click on the day to insert the information into the date field. *OR:*
- Use the day, month, and year drop-down lists to select the date; then, click on the *Select* button. The calendar will close, and the date you selected will appear in the date field.

Remove a Date from a Date Field

Click in the date field to be cleared. When the date picker opens, click on the *Clear Date Value* button. The date picker will close; the date field will be blank.

Assign a Primary Physician

When you click in the 'Primary Physician' field at the bottom of the Infant Data screen, the Provider Search screen will appear.

By default, the 'Type' field will be blank, which means that all provider types will be included in the search. To filter the list by provider type (for example, 'pediatrics,' 'family practice,' or 'public health'), select an option from the drop-down list. Click on the *Search* button to display names matching your criteria.

Example 15: Provider Search Screen

Name	Type	City	State
Price, Shannon	Pediatrics	SOUTH RIDING	VA
Price, Walter	Pediatrics	HAMPTON	VA

Note: If you do not know the name of the infant's primary care provider, type 'Unknown' in the 'Last Name' field. The search screen will display 'Unknown, unknown' as the result. If you use this option to complete the field, please update the infant's record when you learn the name of the primary care provider.

Do not modify the contact information for the 'Unknown' physician record.

Click on a physician's name to insert it into the 'Primary Physician' field on the Infant Data screen. Click on the *Next* button to proceed to the next screen.

New Client Wizard / Contacts

The purpose of this screen is to identify the infant's primary and secondary contact people. Later, you can reopen the infant's record and add records for additional contact people (refer to page 24 for more information).

Contact Person's Relation to the Client

When you create the 'Primary Contact' record, be sure to select the correct option from the 'Relation to Client' field. The default value is 'Biological Mother.' While you can re-open a contact person's record and change the name and address information, you **cannot** change the 'Relation to Client' designation after the record is created.

Example 16: Family-Contact Information

Family/Contact Data	
Primary Contact:	
Relation to Client:	BIOLOGICAL MOTHER <input type="text"/>
Prefix:	<input type="text"/>
First:	Mary <input type="text"/>
Last:	Franklin <input type="text"/>
SSN:	<input type="text"/>
Address (1):	<input type="text"/>
City:	<input type="text"/>
Zip Code:	<input type="text"/> - <input type="text"/>
Home Phone:	<input type="text"/> - <input type="text"/> - <input type="text"/>
Middle:	<input type="text"/>
Suffix:	<input type="text"/>
Primary Language Spoken:	<input type="text"/>
Address (2):	<input type="text"/>
State:	VIRGINIA <input type="text"/>
Address Type:	<input type="text"/>
Work Phone:	<input type="text"/> - <input type="text"/> - <input type="text"/>
Primary Contact?: <input checked="" type="radio"/>	
Secondary Contact:	
Relation to Client:	<input type="text"/>
Prefix:	<input type="text"/>
First:	<input type="text"/>
Last:	<input type="text"/>
SSN:	<input type="text"/>
Address (1):	<input type="text"/>
City:	<input type="text"/>
Zip Code:	<input type="text"/> - <input type="text"/>
Home Phone:	<input type="text"/> - <input type="text"/> - <input type="text"/>
Middle:	<input type="text"/>
Suffix:	<input type="text"/>
Primary Language Spoken:	<input type="text"/>
Address (2):	<input type="text"/>
State:	VIRGINIA <input type="text"/>
Address Type:	<input type="text"/>
Work Phone:	<input type="text"/> - <input type="text"/> - <input type="text"/>
Primary Contact?: <input type="radio"/>	
<input type="button" value="Back"/> <input type="button" value="Next=>"/>	

Complete as many fields as possible for the primary contact person. The required fields (labeled in red) must be completed before you can proceed to the next screen. Enter the information for a secondary contact person, if applicable. Click on the *Next* button to proceed.

A message will confirm the creation of the client's record, and it will give you the client's VISITS identification number.

Example 17: VISITS ID Message

VISITS New Client Wizard:
The VISITS ID number for Ben Franklin is 3189908
Your record has been added to the VISITS database. Please click 'Select Screening' to enter data for required reporting to VDH.
<input type="button" value="Select Screening=>"/>

Click on the *Select Screening* button to proceed. The VISITS Summary screen will appear. It shows the client's name, identification number, date of birth, and primary contact in the top section, and option buttons at the bottom.

Example 18: VISITS Summary Screen / New Client

 VISITS - Summary Screen					
Client's Name	Franklin, Ben: 3189908	Client's DOB	Mar-02-2004	Primary Contact's Name	Franklin, Mary
Screening Date	Screening Type	Reporting Hospital	Discharge Date	No Screenings entries found for this client!	
 Hearing Screening		 VaCARES		 At Risk Module	

Enter a New Birth Defect Registry

Click on the *VaCARES* button to display the Birth Defect Registry screen (shown in Example 19 on the following page).

Required fields are labeled in red. These fields must be completed before you can save the Birth Defect Registry in the database.

Click in the 'Date Registry Form Completed' field and use the date picker (described on page 15) to insert the date. Enter the client's medical record number.

The 'Registry Hospital' field and the 'Person Entering Registry Information' field will fill in automatically.

Answer the question 'Was this Child Transferred' by selecting 'No' or 'Yes' from the drop-down list. If the child was transferred, enter the name of the destination hospital in the 'Hospital Transferred To' field.

Deceased Infants

Answer the question 'Is this Child Deceased' by selecting 'No' or 'Yes' from the drop-down list. If the child is deceased, complete the 'Cause of Death' and 'Date of Death' fields.

It is important that users enter this information accurately and promptly. The goal is to avoid a situation in which VDH contacts a parent when in fact an infant has died.

In the middle section of the screen, enter the 'Date of Admission' and the 'Date Discharge/Transfer' information by clicking in each field and using the date picker to insert a date.

Enter the names of the attending physician and the physician to whom the child was discharged. When you click in the 'Select Attending Physician' field or in the 'Select Physician Discharged To' field, the Provider Search screen will appear. That screen is shown in Example 15 on page 16.

Example 19: Birth Defect Registry

The screenshot shows the 'Birth Defect Registry' interface. At the top, there is a header with a logo and the text 'Birth Defect Registry'. Below this are two buttons: 'Record Details' and 'Contact Reporting Hospital'. The main section is titled 'VISITS Registry Details for: Ben Franklin: 3189908'. It contains several rows of input fields:

- Registry Type: Birth Defect
- Medical Record Number: [Empty field]
- Registry Hospital: WELLIGENT (dropdown menu)
- Person Entering Registry Information: Hearing User
- Was this Child Transferred: [Dropdown menu]
- Hospital Transferred To: [Empty field]
- Is this Child Deceased: [Dropdown menu]
- Cause of Death: [Empty field]
- Date of Death: [Empty field]
- Date of Admission: [Empty field]
- Date Discharge/Transfer: [Empty field]
- Select Attending Physician: [Empty field]
- Select Physician Discharged To: [Empty field]
- Parent Vietnam Service: [Dropdown menu]
- Parent Length of Service in Vietnam: [Empty field] to [Empty field]
- Parent Exposed to Agent Orange: [Dropdown menu]
- Registry Entry Date: 30-NOV-04
- Created By: HEARING USER

Below these fields is a section for diagnosis codes. It includes a warning: 'When entering the diagnosis code, the complete diagnostic code is required and should be entered without a decimal point. For example, 493.91 should be entered as 49391. (Ex. 49391)'. To the right of this warning is a button labeled 'VaCARES ICD Code List'. Below the warning is a table with three columns: 'Diagnosis Code', 'Description', and 'Status'. The table has two rows, each with empty input fields. Below the table is a button labeled 'Add Defect Lines'. At the bottom of the form are two buttons: 'Save Screening' and 'Cancel Screening'.

Birth Defect Diagnosis Codes

The bottom section of the registry screen contains the diagnosis fields. The complete diagnosis code should be entered, without a decimal point. For example, 493.91 should be entered as 49391.

The screen contains twelve Diagnosis Code lines (only two are shown in the example above). Click on the *Add Defect Lines* button to insert additional lines if you need more than twelve.

To view a list of codes, click on the *VaCARES ICD Code List* button. (You may need to maximize the screen to see all of the options).

Example 20: ICD9 Code List

VaCARES ICD9 Code Listing	
VaCARES Codes:	042-044 HTIV-III/ LAV
VaCARES Codes:	389 Hearing loss
VaCARES Codes:	425-427 Cardiomyopathy and conduction disorders (exclude 427.5- cardiac arrest)
VaCARES Codes:	524 Dentofacial anomalies, including malocclusions
VaCARES Codes:	740-759 Congenital anomalies
VaCARES Codes:	760.7 Noxious influences affecting fetus via placenta or breast milk
VaCARES Codes:	771.0, 771.1, 771.2 Congenital infections
VaCARES Codes:	090 Congenital Syphilis
VaCARES Codes:	189-191 Wilms tumor, retinoblastoma, other congenital neoplasms
VaCARES Codes:	237-259 Endocrine disorders
VaCARES Codes:	270-275 , 277-279 Metabolic and Immune disorders
VaCARES Codes:	282-284, 286 Specified anemias, coagulation defects
VaCARES Codes:	330-343, 352-359 Nervous system disorders
VaCARES Codes:	362-363 Retinal disorders
VaCARES Codes:	369 Blindness
Close	

When you are done viewing the list, click on the *Close* button.

For each diagnosis code that you enter in the Birth Defect Registry screen, you must also select the status from the drop-down list. Options include 'Confirmed,' 'Provisional,' and 'Unknown.' There is also an option to delete a diagnosis code if it was entered incorrectly.

Close the Birth Defect Registry

Click on the *Save Screening* button to add the birth defect record to the VaCARES database. Click on *Cancel Screening* to close the record without saving your changes.

ENTER ANOTHER NEW CLIENT



Several icons appear above the left control panel. Click on the 'Create New Client' icon (shown here) to initiate the New Client Wizard (described on page 11). Repeat the process to enter the new client.

OPEN AN EXISTING PATIENT RECORD

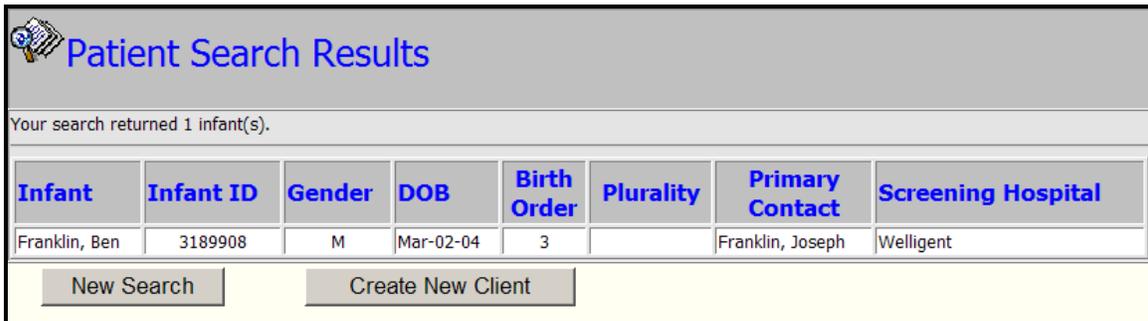
Click on the *Modify Client Information* button on the Hospital Module menu. (You can also use the icons and drop-down lists to select the 'Client Search' option.)

Example 21: Hospital Module Menu / New Client Wizard Button



The Patient Search Options screen will appear. Follow the steps described beginning on page 12 to search for the patient's record. The following example shows the Search Results screen when one matching record has been found.

Example 22: Patient Search Results

The screenshot shows a web interface for "Patient Search Results". At the top left is a magnifying glass icon. The title "Patient Search Results" is in blue. Below the title, it says "Your search returned 1 infant(s)". There is a table with 8 columns: "Infant", "Infant ID", "Gender", "DOB", "Birth Order", "Plurality", "Primary Contact", and "Screening Hospital". The first row contains the data for Ben Franklin. At the bottom, there are two buttons: "New Search" and "Create New Client".

Infant	Infant ID	Gender	DOB	Birth Order	Plurality	Primary Contact	Screening Hospital
Franklin, Ben	3189908	M	Mar-02-04	3		Franklin, Joseph	Welligent

Note: Hospital users see only infant records entered from their hospital.

Click on the infant's name to open his or her record to the VISITS Summary screen.

VISITS SUMMARY SCREEN

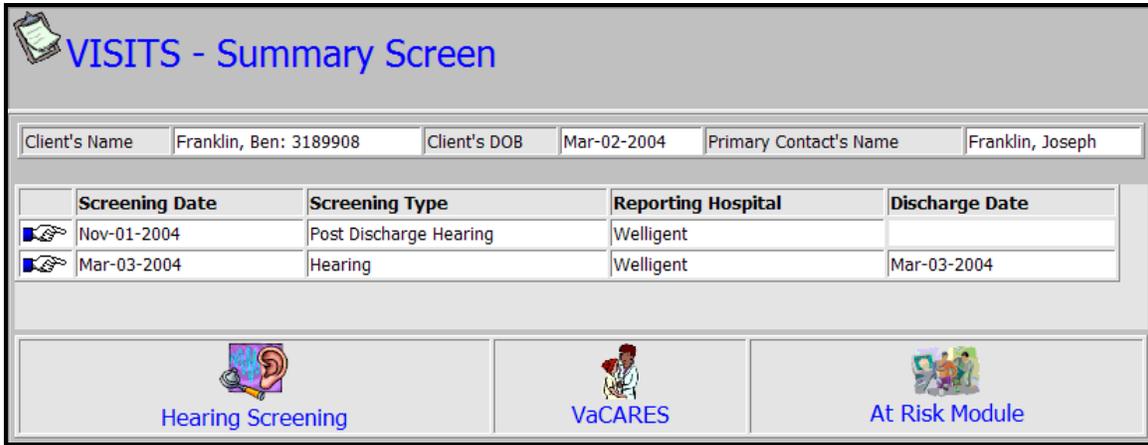
The VISITS Summary screen displays a list of the client's existing screening records (if any) and enables you to create new screening records. It also gives you access to various parts of the client's record.

Example 23 shows the main viewing area of the VISITS Summary screen. The information displayed will change as you navigate within a client's record.

Example 24 shows the VISITS Summary screen's left control panel options. The left control panel always remains in view.

VISITS Summary Screen: Main Viewing Area

Example 23: VISITS Summary Screen



Screening Date	Screening Type	Reporting Hospital	Discharge Date
Nov-01-2004	Post Discharge Hearing	Welligent	
Mar-03-2004	Hearing	Welligent	Mar-03-2004

From the VISITS Summary screen, use one of the following methods to display the infant's birth defect records:

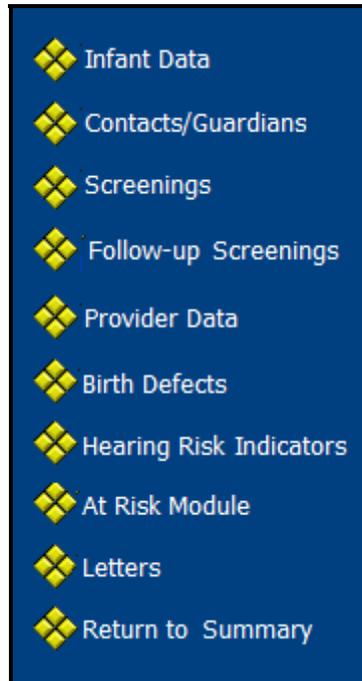
- Existing birth defect records will be listed on the VISITS Summary screen. Click on the hand icon next to a screening date to display the Birth Defect Registry screen for that birth defect.
- Click on the *VaCARES* button at the bottom of the screen to create a new birth defect record in the Birth Defect Registry screen.

The last option on the control panel is 'Return to Summary.' Click on that option to return to the screen shown above.

VISITS Summary Screen: Control Panel Options

The control panel appears on the left side of the screen, and remains in view when the display in the main viewing area changes. Click on a control panel option to display the associated screen in the main viewing area.

**Example 24: VISITS Summary Screen
Control Panel**



The control panel options that VaCARES users don't use ('Follow-up Screenings' and 'Hearing Risk Indicators') are not described in this manual.

The 'Letters' function and the 'At-Risk Module' are currently under construction, and are not addressed in this manual.

The remaining control panel options are described below.

View / Modify Infant Data



Click on this option to view the Infant Data screen (see Example 12 on page 14).

The Infant Data screen for existing clients is similar to the one that appears when you add a new client to the database. One difference is that certain read-only information – such as the VISITS identification number and the record creator's name – appears at the top of the screen.

You can use this page to make changes to the client's information. To assign a new primary care provider, click in the 'Primary Physician' field at the bottom of the screen. The Provider Search screen shown in Example 15 on page 16 will appear. Use that screen to insert the name of the new primary care provider in the 'Primary Physician' field.

When you are done making changes, click on the *Modify Client Information* button. A message will confirm that you have modified the Infant Data record. Click on *OK* to close the message and return to the VISITS Summary screen.

View / Modify Contact and Guardian Information



Click on this option to display a list of the client's current contact people.

Example 25: Client Contact List

Contact List for BEN JOSEPH FRANKLIN: 3189908					
Name	Relationship	City	State	Primary Contact	Last Modified
Franklin, Mary	BIOLOGICAL MOTHER	Smithfield	VA	<input checked="" type="checkbox"/>	11/24/2004
Franklin, Joseph	BIOLOGICAL FATHER	Hampton	VA	<input type="checkbox"/>	11/27/2004

**** To change the primary contact in the current listing, click on the contact's name and then check the Primary Contact box.**

**** To assign a new contact, click the Add New Contact button.
(If this is to be the primary contact, click the Primary Contact box.)**

Add New Contact Return to Summary

The primary contact person is indicated by a check mark in the 'Primary Contact' column.

Changes and additions to contact person records are made in the Family-Contact Information screen. To open that screen, do one of the following:

- Open an Existing Contact Record: Click on the contact person's name.
- Create a New Contact Record: Click on the *Add New Contact* button.

The main difference between the Family-Contact Information screen for an existing client and the Family-Contact Information screen for a new client is the number of contact records you can enter in the screen. The New Client Wizard's Family-Contact Information screen (shown in Example 16 on page 17) gives you the fields to create two contact records. The Family-Contact Information screen for an existing client (shown below) enables you to modify or create a record for one contact person at a time.

Example 26: Family-Contact Information Screen / Existing Client

Family-Contact Information

Relation to Client: Primary Contact?:

Prefix:

First: Middle:

Last: Suffix:

SSN: Primary Language Spoken:

Address (1): Address (2):

City:

State:

Zip Code: Address Type:

Home Phone: Work Phone:

Assign a New Primary Contact Person

To designate a different contact person as the primary contact, open or create the new primary contact person's record in the Family-Contact Information screen. Click in the 'Primary Contact?' check box. Click on the *Save Contact Information* button. When the Contact Listing screen reappears, the check mark will be next to the newly-designated primary contact person's name.

When you open the primary contact person's Family-Contact Information record, the words 'Designated Primary Contact' appear in place of the 'Primary Contact?' checkbox shown in the example above.

View / Modify Screenings



Click on this option to display a list of the client's screenings.

Example 27: Client Screening List

Patient Screenings for BEN JOSEPH FRANKLIN: 3189908			
Screening Date	Screening Type	Status	Screening Hospital
25-Aug-1999	Birth Defect		WELLIGENT
07-Jul-2000	Birth Defect		WELLIGENT

[Add New Screening](#) [Return to Summary](#)

To open an existing screening record, click on the screening date. If you would like to add a new screening record, click on the *Add New Screening* button. The VISITS Summary screen will appear (see Example 23 on page 22). From that screen, click on the *VaCARES* button to create a new birth defect record.

View / Modify Provider Information



Click on this option to display the name of the client's current primary provider.

Example 28: Primary Care Provider

Primary Care Provider for BEN JOSEPH FRANKLIN: 3189908				
Name	Practice Name	Address	City	State
Holman, Mark	PEDIATRIC CENTER, P.C.	2115 EXECUTIVE DR., 10-A	HAMPTON	VA

[Assign New Primary Care Physician](#) [Return to Summary](#)

Assign a New Primary Care Provider

Click on the *Assign New Primary Care Physician* button to display the physician search screen (see Example 15 on page 16). Use it to identify a new provider and insert the provider's name in the client's record.

View / Modify the Primary Care Provider Details Record

Click on the physician's name to display the Primary Care Provider Details screen (see the following example).

Example 29: Primary Care Provider Details

If you need to make changes, click in a field and type the new information. Click on the *Modify Physician Information* button to add your changes to the database.

View / Modify Birth Defect Information



Click on this option to display a list of the client's condition records (if any).

Example 30: Birth Defect Listing

Defect Listing for BEN JOSEPH FRANKLIN: 3189908	
Chronic Condition	Status
MUSCULOSKEL ANOM NEC/NOS	

- o Open an existing record: Click on a listed chronic condition.
- o Create a new record: Click on the *Add New Birth Defects* button.

Birth Defects are documented in the Birth Defect Registry screen, shown in Example 19 on page 19.

Return to the VISITS Summary Screen



Click on this option to display the VISITS Summary screen in the main viewing area.

The VISITS Summary screen is shown in Example 23 on page 22.

NO VACARES CASES

Example 31: No VaCARES Cases Button



The *No VaCARES Cases* button appears on the Hospital Module menu. Use this option to document months in which you have no VaCARES cases to report.

Example 32: Entry Screen / No VaCARES Cases

Please enter the month and year in which you have no VaCARES cases to report.

Month: Year:

Submit Month/Year

Select the month and the year from the drop-down lists. Then, click on the *Submit Month/Year* button.

CLOSE THE HOSPITAL MODULE

Return to the Hospital module's main menu (shown in Example 5 on page 9). Click on the *Exit Hospital Module* button on the main VISITS screen.

Example 33: Exit Hospital Module Button



Another option (also available from the Hospital module's main menu) is to click on the 'Exit' icon (shown below).



After you exit from the Hospital module, the VISITS Message Center screen will appear (see Example 3 on page 8).