



STATEWIDE TRAUMA REGISTRY SYSTEM

EMS Application Assistant

Browser Settings

Settings for IE 5.5

Settings for IE 6.0

IE Version is NOT 5.5 or Above

IE Version is 5.5 WITHOUT Security Patch

EMS Application Access Privileges

Symbols and Buttons

How is the EMS Application Categorized?

About the QUERY Web Page

About the UPDATE Web Page

About the INSERT Web Page

About the LIST Web Page

Tips and Suggestions

Monitor Screen Settings

Need Help?

How to Search for a Specific Field's HELP TEXT in the On-Screen

Pop-Up Box

Application Assistant – How to “Find” Text

About Web Pages

How to Do LOV Searches

About LOV Searches on QUERY Web Pages

LOV Searches using “Wildcard Search” Method

What does “Voluminous” Pop-Up Box Message Mean?

About Multi-Record Web Pages

Exiting Web Pages and/or Pop-Up Boxes

How to Logon/Change Password

About Reports

PARAMETERS – Table with Comments & Remarks

How to Select Report FORMAT & Set PARAMETERS

Sample Views of the Report FORMATS

Logging Off

Browser Settings of the Trauma Registry Application for Hospitals

The Trauma Registry Application is coded based on Internet Explorer standards.

- There are significant JavaScript syntax differences between Internet Explorer and Netscape. Therefore, the application will NOT run in Netscape.

Please, therefore, run the Trauma Registry with Internet Explorer and follow the settings listed below:

- Acrobat Reader version must be 5.0 or later. You can check this by clicking **Start Programs Acrobat Reader**. The version will show up in the initial screen. The latest version of Acrobat Reader can be downloaded from:

<http://www.adobe.com/products/acrobat/readstep.html>

- Internet Browser must be IE 5.5 or greater. You can check the browser version by clicking **Help About Internet Explorer** from the Internet Explorer main screen. IE 5.5 with Service Pack 2 (SP2) can be downloaded from:

<http://www.microsoft.com/windows/ie/downloads/recommended/ie55sp2/default.asp>

- IE 6.0 SP1 can be downloaded from the link (IE 6.0 is not available on Windows95)

<http://www.microsoft.com/windows/ie/downloads/ie6/download.asp>

[Return to the Table of Contents](#)

SETTINGS FOR BOTH IE 5.5 and 6.0

1. SETTINGS FOR IE 5.5

- Click **Tools** → **Internet Options**

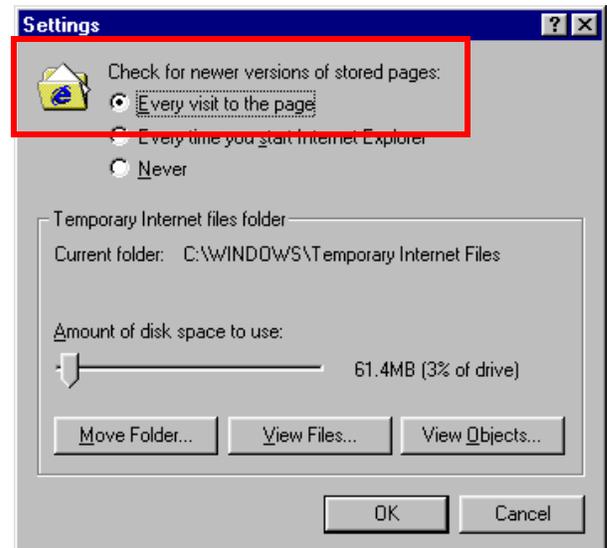


to display this **Internet Options** pop-up box (your address under Home Page may be different):

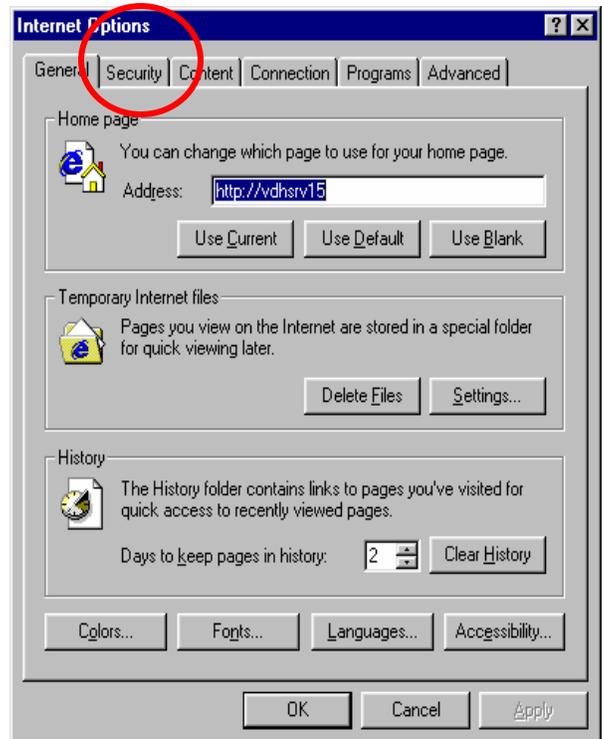
- Click the **Settings** button under Temporary Internet files section to display the **Settings** pop-up box seen next:



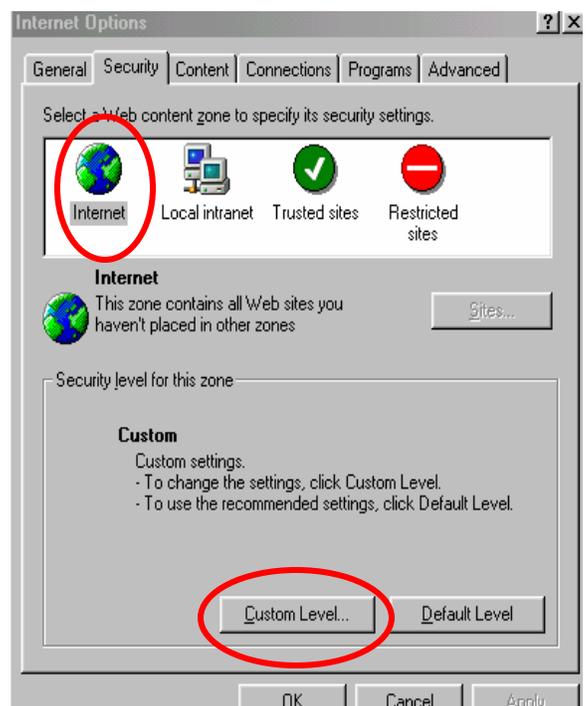
- Under the **Check for newer versions of stored pages**: Make sure that the **Every visit to the page** radio button is selected; then click on the **OK** button.



- Now, click on the **Security** tab in the **Internet Options** pop-up box.

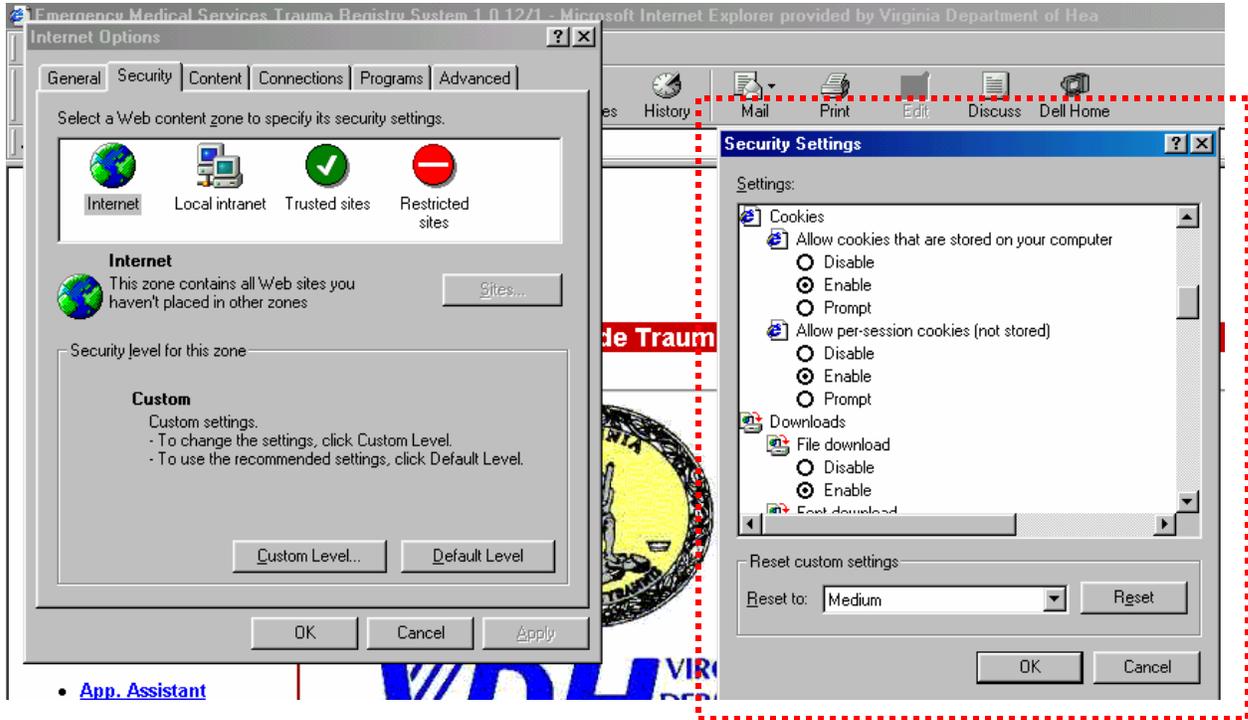


- Click on the **Internet** icon.
- Then, click on the **Custom Level...** button.



The **Security Settings** pop-up box will display next.

- Scroll down to the **Settings/Cookies** section:
 - Click in the **Enable** radio button under “**Allow cookies that are stored on your computer**”
 - Then, click in the **Enable** radio button under “**Allow per-session cookies [not stored]**”
- The next view shows the correct settings:



- Click on the **OK** button to close the **Security Settings** pop-up box and then, click on the **OK** button to close the **Internet Options** window.

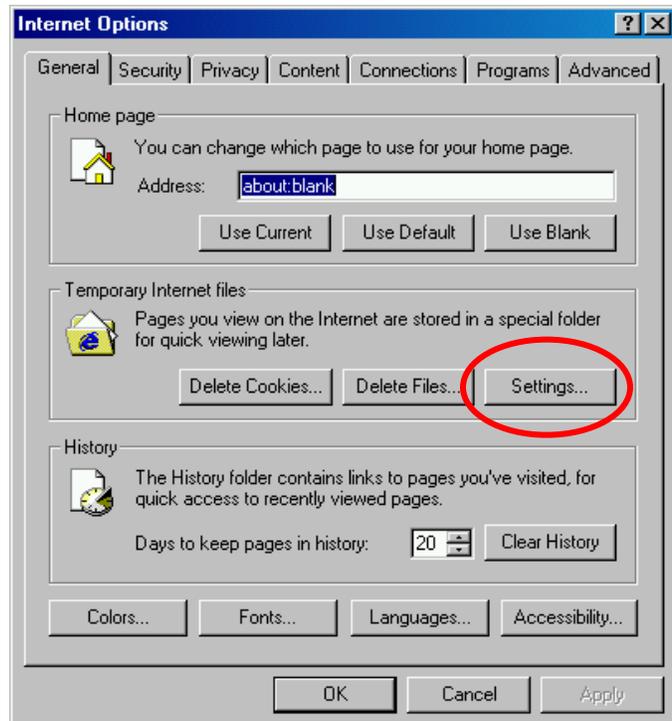
[Return to the Table of Contents](#)

2. SETTINGS FOR IE 6.0

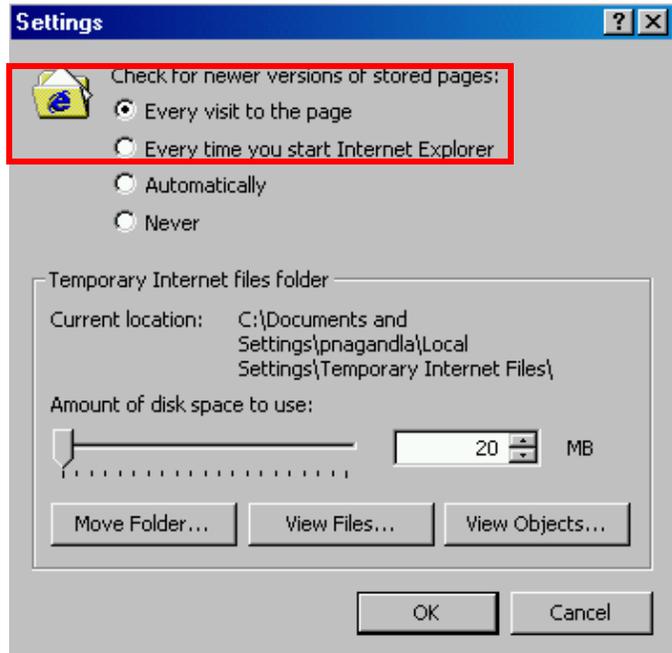
- Click **Tools** → **Internet Options**



to display this **Internet Options** pop-up box (your address under Home Page may be different):

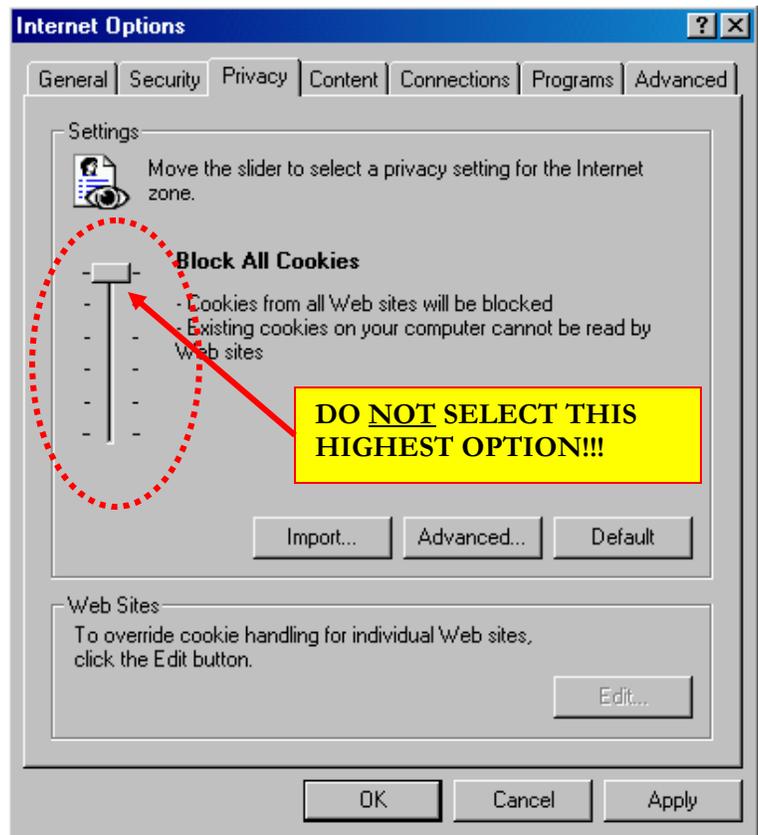


- Click the **Settings** button under Temporary Internet files section to display the **Settings** pop-up box seen next:



- Under the **Check for newer versions of stored pages:** Make sure that the **Every visit to the page** radio button is selected; then click on the **OK** button.

- Now, click on the **Privacy** tab in the **Internet Options** pop-up box.
- In the Settings section, move the slider up or down depending on level of privacy required.
- **Do NOT slide to the highest level which is Block All Cookies!** The application will NOT work properly if cookies are blocked completely.
- Next, click on the **Advanced...** button to retrieve the Advanced Privacy Settings pop-up box seen next..



- Make sure you have **NOT CHECKED** the **Override automatic cookie handling** check box!!!
- Click on the **OK** button to close the **Advanced Privacy Settings** pop-up box.
- Then, click on the **OK** button in the **Internet Options** pop-up box.



[Return to the Table of Contents](#)

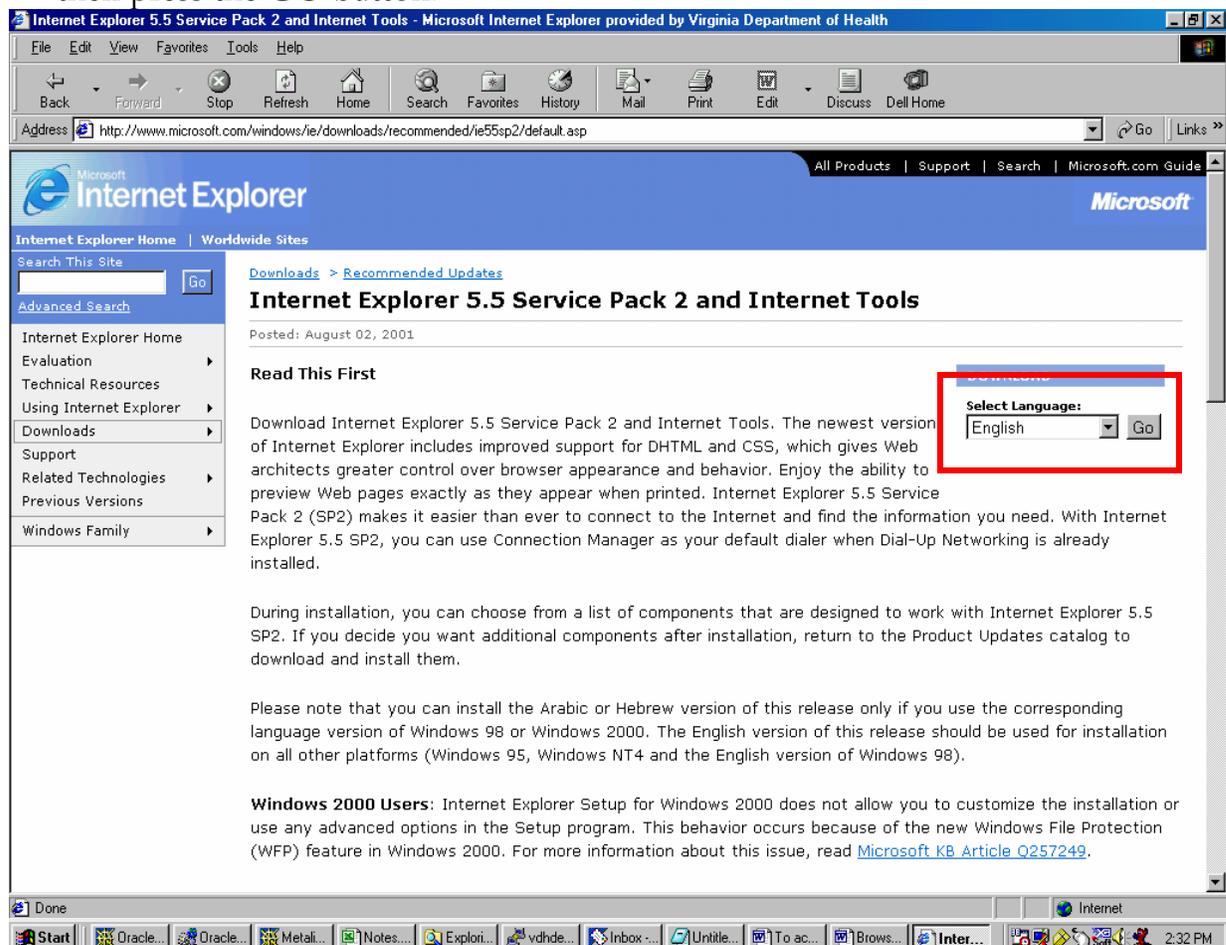
IE Version and Security Patch Check/Install

1. IE version is NOT 5.5 or above

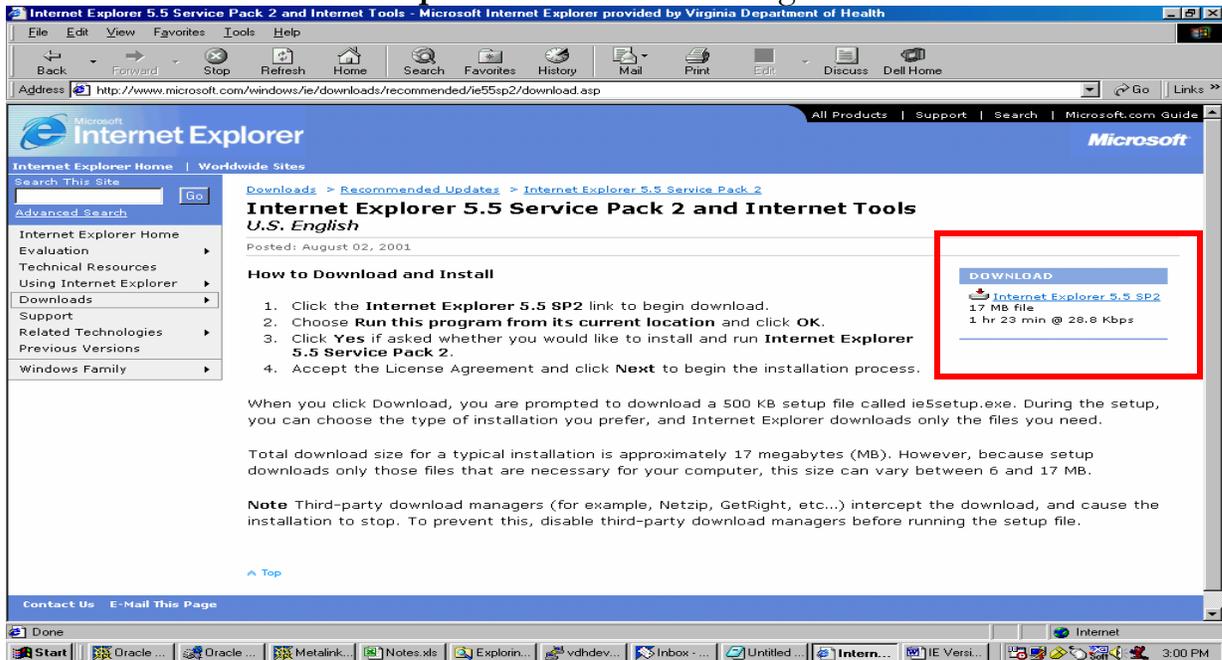
- If your version of Internet Explorer is not 5.5 or above, you will get the following error message when you try to access the application:



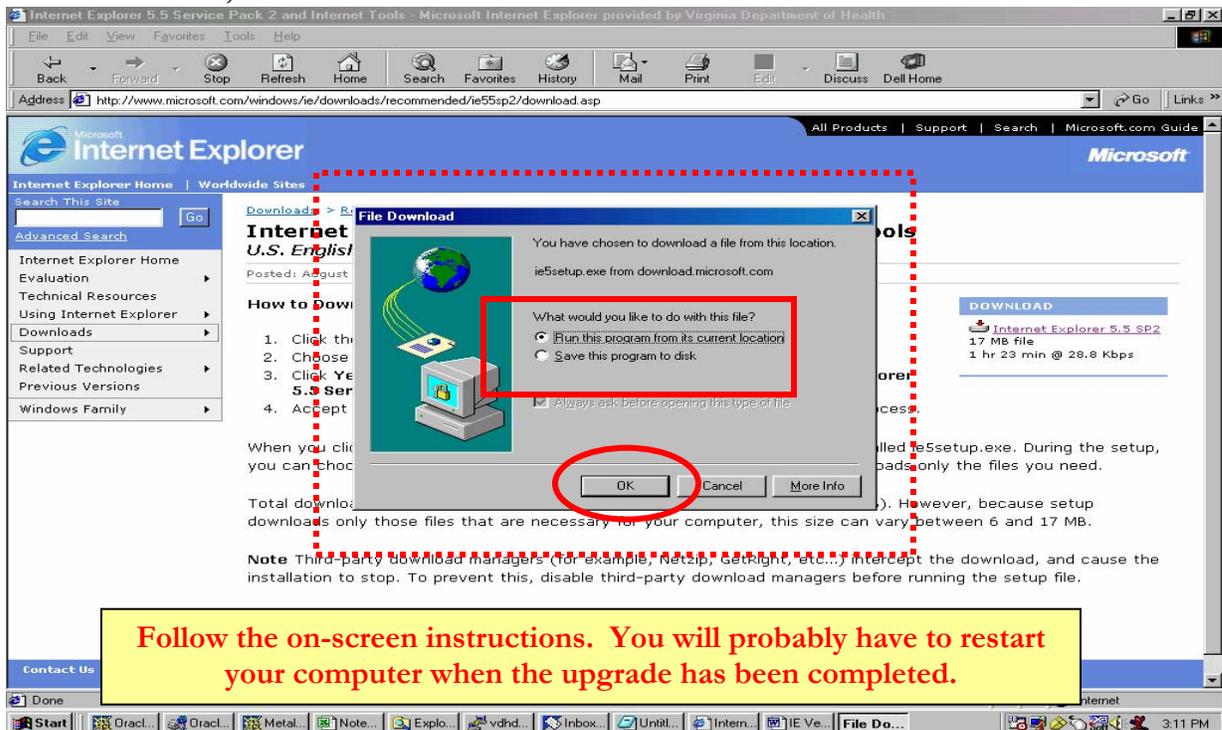
- Click the **OK** button and the following web page will be displayed.
- Use the down arrow in the **“Select Language”** field to select **“English”** and then press the **GO** button.



- Click on the **Internet Explorer 5.5 SP2** link to begin the download.



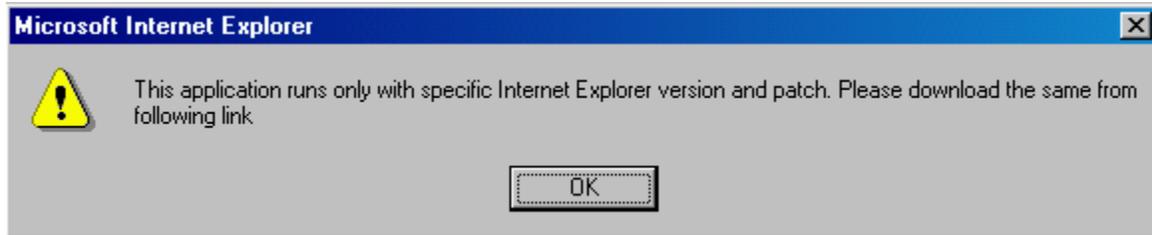
- At the question in the **File Download** pop-up box: “What would you like to do with this file?” → Click in the “**Run the program from its current location**” radio button to install the upgrade.
 - Then, click on the **OK** button.



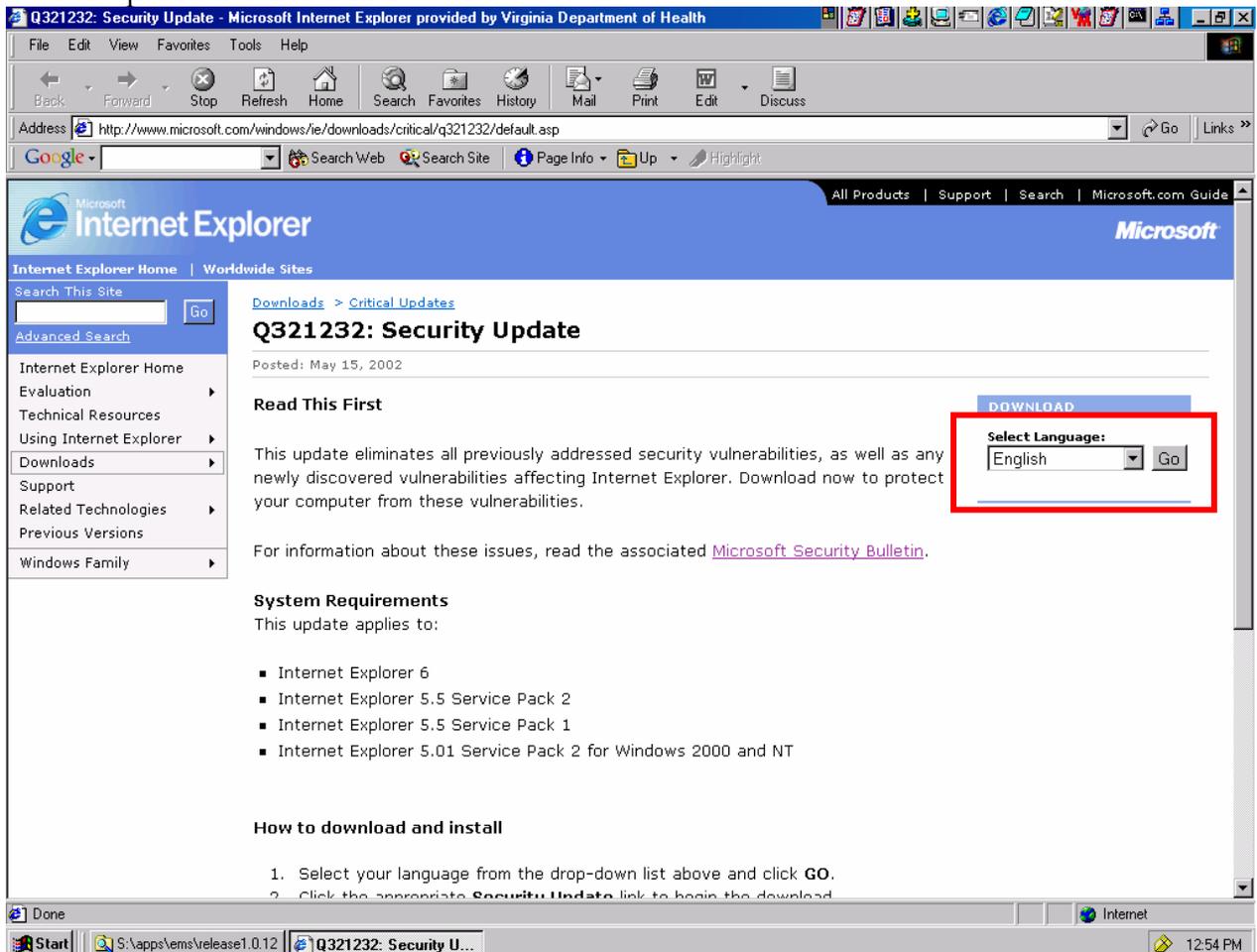
[Return to the Table of Contents](#)

2. IE Version is 5.5 without Security Patch

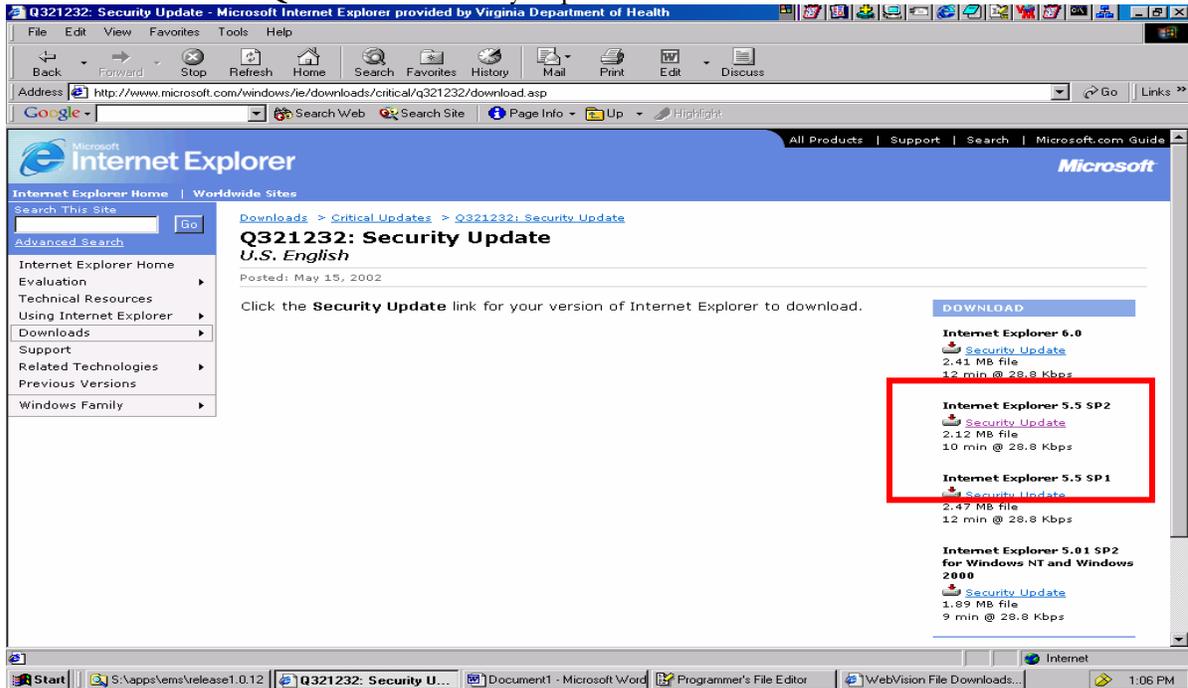
- If the IE version is 5.5 and the Q321232 security patch is not applied, you will get the following message:



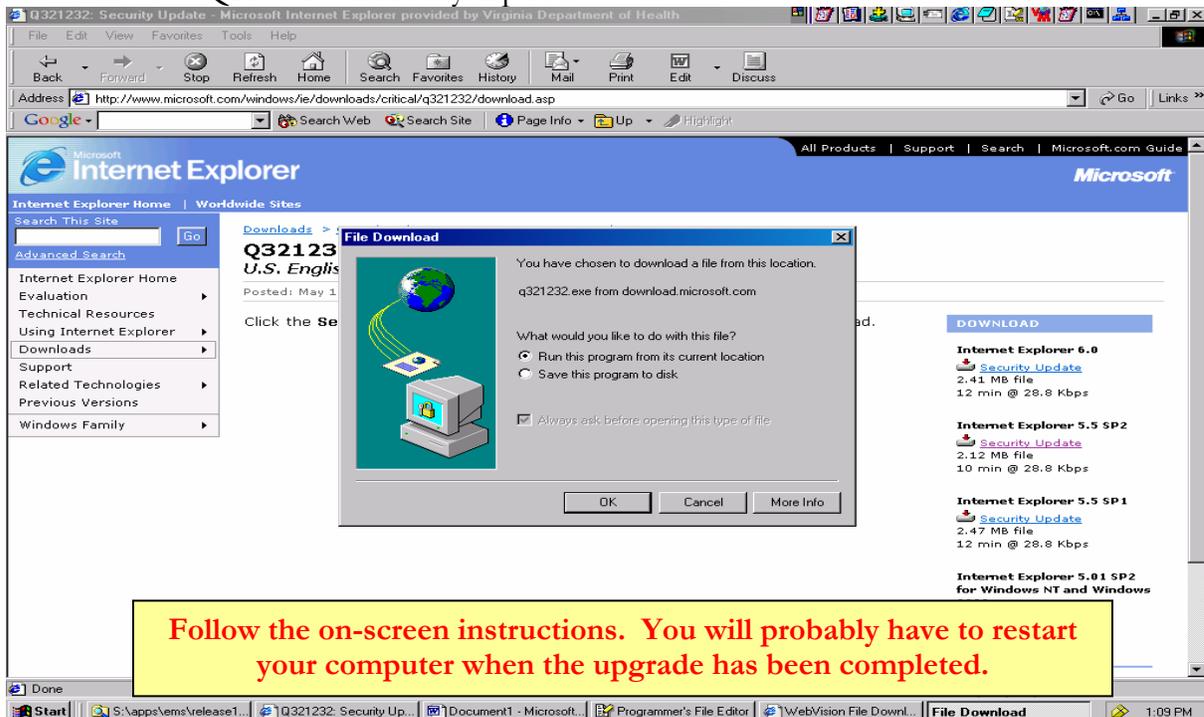
- Click on the **OK** button and the following web page will be displayed.
- Use the down arrow in the “Select Language” field to select “**English**” and then press the **GO** button.



- Click on the **Security Update** link under **Internet Explorer 5.5 SP2** to download the Q321232: Security Update.



- Click in the **Run the program from its current location** radio button to install the Q321232: Security Update.



[Return to the Table of Contents](#)

EMS Application Access Privilege:

If the user logged in does not have sufficient privileges to access the application, an informational message will appear at the top of the web page indicating those insufficient privileges.

[Return to the Table of Contents](#)

Symbols and Buttons:

This application uses many of the same symbols and buttons. This list describes their uses and functions.

***** (a single asterisk) indicates that the field is conditionally required (e.g.. RESIDENCE FIPS is only required when the patient is a resident of Virginia. Whereas, RESIDENCE FIPS is not required for non-residents.)

****** (double asterisks) indicate that the field is required.

“COUNT” button, when clicked, will give the total number of records in the database for the specific client, etc.

“DELETE” button, when clicked, will remove a record from the database.

"Delete?" (check box), appears on only a few of the web pages. Clicking in this box indicates that the *individual record* marked with a **check mark** [✓] will be deleted when the **UPDATE button** is clicked.

“FIRST” button is a navigational button allowing the user to access the first web page of a retrieved list.

“INSERT” button is used to save the information into the database.

"Insert?/UNDO button" combination, only appears on a few of the INSERT web pages. On these web pages, when a new record is started, a **check mark** [✓] will appear next to an **UNDO button** indicating that the adjacent record will be entered into the database when the **UPDATE button** is clicked.

- To remove the record before saving it, click on the **UNDO button** to delete it.

“LAST” button is a navigational button allowing the user to access the last web page of a retrieved list.

“NEW” button should be clicked to enter a new record into the database.

“NEXT” button is a navigational button allowing the user to access the next web page of a retrieved list. This button will only appear if there are multiple records that carry over onto additional pages!

“PREVIOUS” is a navigational button allowing the user to access the previously viewed web page of a retrieved list. This button will only appear if there are multiple records that carry over onto additional pages!

“QUERY” button is used to perform a search and retrieve existing records in the database.

“REQUERY” button will refresh the record in the event any updates or deletions have been made in the database.

“UNDO” button is used to clear the record before it is saved into the database, for instance, to correct errors or amend information.

- NOTE: The **“Esc” (escape)** key on the keyboard acts as an **UNDO button** on any pages where an **UNDO button** exists. HOWEVER, it will NOT work on any field having a drop-down arrow; only the **UNDO button** will clear these fields.

Be aware, however, that any “defaulted” values will also revert to these original defaults when “undo” is executed.

“UPDATE” button is used to save amended information into the database.

[Return to the Table of Contents](#)

Module/Web Page Categorization:

Each of the modules in the application is categorized into FOUR different kinds of web pages:

- **QUERY**
- **UPDATE**
- **INSERT**
- **LIST**

Many of these web pages have LINKS allowing the user to quickly access other web pages and modules in the EMS application.

Additionally, BUTTONS located at the bottom of each web page have been provided to further ease your navigation throughout the application.

The following section provides you with a descriptive review of each of these four kinds of web pages.

[Return to the Table of Contents](#)

QUERY WEB PAGES

The QUERY web pages allow the user to quickly search the database to locate any existing records which may have been previously entered. Users should always perform a search of the database before entering a new record to assure that the information does not already exist and to eliminate the possibility of creating duplicate records.

The search criteria entered into the various FIELDS on the QUERY web pages will determine which records are retrieved from the database. The following is a sample view of a QUERY web page:

The screenshot shows a web interface for patient search. On the left is a blue sidebar with a 'Registration' menu. The main area is titled 'Patient Search' and contains a form with the following fields: Patient ID, Last Name, First Name, Middle Name, Sex, Birth Date, Pin Type, and Pin. There are three buttons at the bottom: Query, Undo, and New.

Notice that the QUERY web page has THREE buttons. Their purposes and usage are explained for you now.

QUERY BUTTON – should be pressed to cause the application to search the database to retrieve any existing records. In some cases, you can leave all of the fields BLANK to query the database. In those instances, you will retrieve all of the records currently stored in the database. However, in most instances, you will be required to enter specific data into one or more fields (e.g. PATIENT ID, LAST NAME, etc.) to produce a meaningful search where you have narrowed the search to those records which contain that specific information.

UNDO BUTTON – is used to clear the web page BEFORE you save the information you have entered into the database. This is most helpful if you have made an entry error or need to amend some information. The UNDO button is also found on the INSERT and UPDATE web pages.

NEW BUTTON – when clicked will allow you to enter a NEW RECORD into the database by retrieving a BLANK web page for you to insert the necessary information.

[Return to the Table of Contents](#)

UPDATE WEB PAGES

The UPDATE web pages are used to UPDATE and/or MODIFY an existing record in the database in order to either bring it current or to correct an error in the existing record.

The following is a sample view of an UPDATE web page:

Admission Details

- Admission Records
- EMS Main Menu
- App. Assistant
- [Logoff](#)

Patient Update [Help](#)

Last Name: SMITH * First Name: ELIZABETH *

Middle Name: MALLOY Suffix: [v]

Sex: FEMALE ** Birth Date: 06/05/1927

Pin Type: SSN - SOCIAL SECURITY NUMBER Pin: 024-20-4647 *

Race: WHITE **

Address Line1: 4913 OLD BOONSBORO RD. Line2: [v]

ZIP: 24503 [LOV](#) City: LYNCHBURG

State: VA County: LYNCHBURG CITY

Country: UNITED STATES OF AMERICA

USA Phone: (804)384-3448 Extension: [v]

Intern'l Phone: [v]

[Update](#) [Delete](#) [Undo](#)

Notice that the UPDATE web page has THREE buttons. Their purposes and usage are explained for you now.

DELETE BUTTON – is used to remove a record and all of its information from the database.

UPDATE BUTTON – should be clicked to enter and save any changes you have made to the record on this web page into the database.

UNDO BUTTON – is used to clear the web page BEFORE you save the information you have entered into the database. This is most helpful if you have made an entry error or need to amend some information. The UNDO button is also found on the INSERT and QUERY web pages.

[Return to the Table of Contents](#)

INSERT WEB PAGES

The INSERT web pages are used to CREATE a new record in the database.

The INSERT WEB PAGE will display whenever the **NEW button** is clicked on any of the UPDATE or QUERY web pages throughout the application.

The following is a sample view of an INSERT web page:

Registration

- Patient Search/New
- Search by Adm Rec

- EMS Main Menu
- App. Assistant
- **Logoff**

Patient Registration [Help](#)

Enter values for new record

Last Name: * First Name: *

Middle Name: Suffix:

Sex: MALE ** Birth Date:

Pin Type: Pin: *

Race: AMERICAN INDIAN, ESKIMO AND ALEUT **

Address Line 1: Line 2:

ZIP: LOY City:

State: County:

Country: UNITED STATES OF AMERICA

USA Phone: Extension:

Intern'l Phone:

Notice that the INSERT web page has only TWO buttons. Their purposes and usage are explained for you now.

INSERT BUTTON – should be used after you have created the NEW record and are ready to enter and save the information into the database.

UNDO BUTTON – is used to clear the web page BEFORE you save the information you have entered into the database. This is most helpful if you have made an entry error or need to amend some information. The UNDO button is also found on the UPDATE and QUERY web pages.

[Return to the Table of Contents](#)

LIST WEB PAGES

The LIST web page provides the user with a consolidated view of ALL of the existing records the records in the database OR of records retrieved based on the search criteria that was entered in a QUERY web page.

This LIST web page displays only the context-opted fields and is retrieved after a user clicks on the **FIND button** on a QUERY web page.

Registration

- Patient Search/New
- Search by Adm.Rec

• EMS Main Menu

• App. Assistant

•

Patient Search Results [Help](#)

Patient ID	Last Name (*)	First Name (*)	Middle Name	Suffix	Sex (*)	Birth Date	Pin (*)
13161316	SMITH	ELIZABETH	MALLOY		FEMALE	06/05/1927	024204647
13161571	SMITH	GEORGIA	DILLARD		FEMALE	07/13/1916	223167206
13162481	SMITH	FAYE	FRANCIS		FEMALE	03/22/1945	228583229
13162528	SMITH	BRIAN	K		MALE	04/15/1977	083660753
13163297	SMITH	MATEO	D		MALE	04/30/2002	
13189539	SMITH	THOMAS	L		MALE	12/28/1959	224022864
13189586	SMITH	LINTON	B		MALE	05/01/1947	539440219
13189661	SMITH	RANDELL	H		MALE	11/21/1992	223672292
13189692	SMITH	JOHN	R		MALE	01/12/1964	462417317
13189755	SMITH	JEFFREY			MALE	07/07/1962	579980253

Records 1 to 10 of 259

Notice that the LIST web page has FIVE buttons. Their purposes and usage are explained for you now.

NEXT BUTTON – is a navigational button allowing the user to access the next web page of a retrieved list. This button will only appear if there are multiple records that carry over onto additional pages.

LAST BUTTON – is a navigational button allowing the user to access the last web page of a retrieved list.

REQUERY BUTTON – will refresh the record in the event any updates or deletions have been made in the database.

QUERY BUTTON – is used to perform a search and retrieve existing records in the database.

NEW BUTTON – when clicked will allow you to enter a NEW RECORD into the database by retrieving a BLANK web page for you to insert the necessary information.

NOTE: When the LIST web page is comprised of multiple records, some additional navigational buttons will also display.



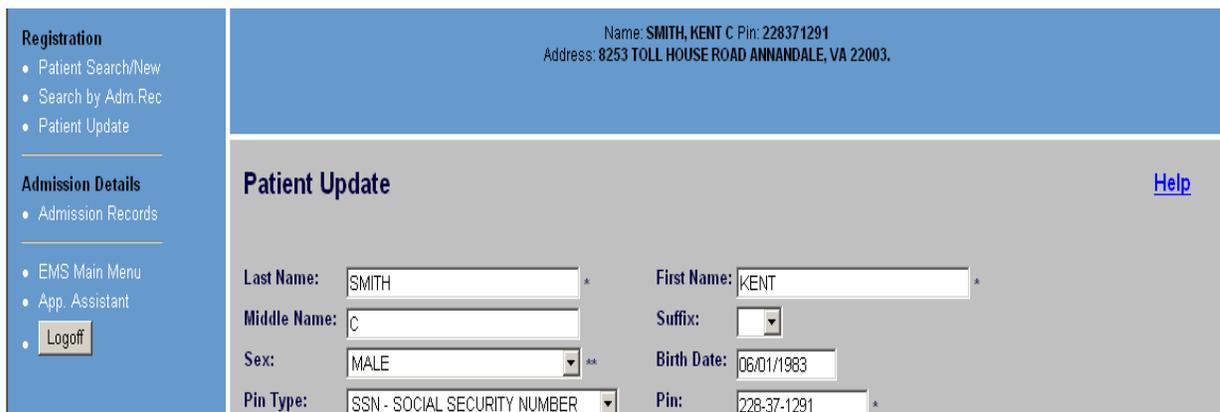
FIRST BUTTON – is a navigational button allowing the user to access the first web page of a retrieved list.

PREVIOUS BUTTON – is a navigational button allowing the user to access the previously viewed web page of a retrieved list. This button will only appear if there are multiple records that carry over onto additional pages.

WHAT DOES THE UNDERLINE mean when it appears in a LIST web page?

Often, a LIST web pages will allow you to immediately access a specific record. This is done simply by clicking on one of the UNDERLINED LINKS which displays on the web page.

For example, clicking on one of these PATIENT ID links... will retrieve that PATIENT'S record:



Registration

- Patient Search/New
- Search by Adm.Rec
- Patient Update

Admission Details

- Admission Records
- EMS Main Menu
- App. Assistant
- [Logoff](#)

Name: SMITH, KENT C Pin: 228371291
Address: 8253 TOLL HOUSE ROAD ANNANDALE, VA 22003.

Patient Update [Help](#)

Last Name: * First Name: *

Middle Name: Suffix:

Sex: ** Birth Date:

Pin Type: Pin: *

[Return to the Table of Contents](#)

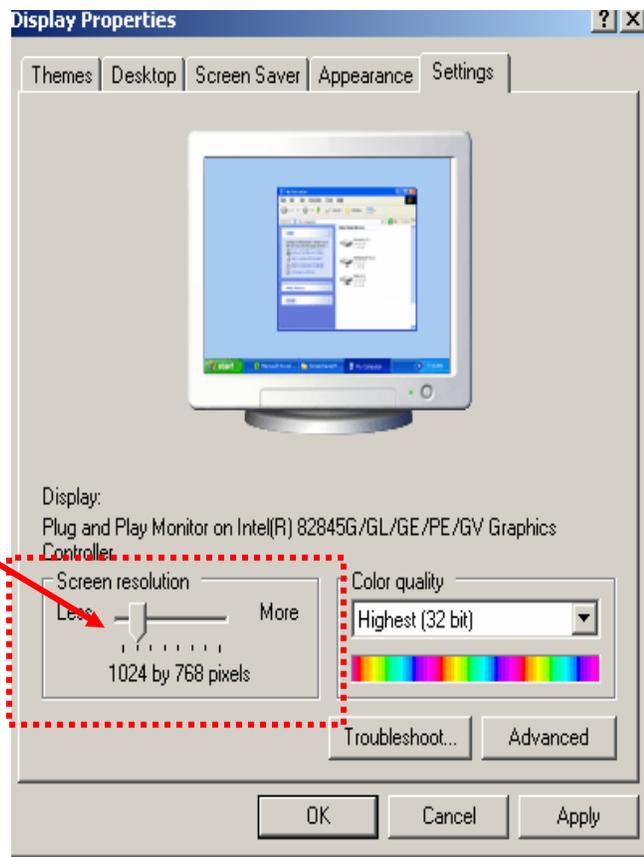
TIPS AND SUGGESTIONS

Monitor Screen Setting:

The EMS application is viewed best when set to 1024 x 768 pixel resolution.

To check and/or adjust the monitor's screen settings to assure that they conform to this recommended setting, the user should follow these steps:

- Click on **START** → **SETTINGS** → **CONTROL PANEL** → **DISPLAY**
- Clicking on the **Display icon** will **Display Properties pop-up box**:
- Click on the **SETTINGS tab** to view the current pixel settings in the **“Desktop Area”** section.
- Slide the **Screen Resolution arrow** to **1024 x 768 pixels**. (ONLY, if the setting differs, of course.)
- Finally, click the **APPLY button** and then the **OK button**. (Note: Windows may instruct the user to restart the computer before the new settings can be applied. Follow the on-screen instructions if this occurs.)



[Return to the Table of Contents](#)

NEED HELP?

Use the **HELP** link located in the top-right corner of each web page to generate an on-screen **HELP** pop-up box created to guide the user in data entry:

The screenshot displays the EMS Trauma Registry System 5.0 - EM5ADM web application in Microsoft Internet Explorer. The browser address bar shows the URL: https://lasdev/pls/emsdev/ems.regmain?p_cli_id=13161316. The page header displays patient information: Name: SMITH, ELIZABETH MALLOY Pin: 024204647, Address: 4913 OLD BOONSBORO RD. LYNCHBURG, VA 24503.

The main content area is titled "Patient Update" and contains a form with the following fields:

- Last Name: SMITH
- Middle Name: MALLOY
- Sex: FEMALE
- Pin Type: SSN - SOCIAL SE
- Race: WHITE
- Address Line1: 4913 OLD BOONSBORO RD
- ZIP: 24503
- State: VA
- Country: UNITED STATES
- USA Phone: (804)384-3448
- Intern'l Phone:

Buttons for "Update", "Delete", and "Undo" are located at the bottom of the form.

A "HELP" link is circled in red in the top-right corner of the page. A "HELP PAGE -- Web Page Dialog" pop-up box is also circled in red, containing the following text:

HELP ON PATIENT REGISTRATION

PATIENT REGISTRATION: These web pages are used to query, insert, update or delete basic information about a patient. Registering an individual is the first step before admitting a patient or entering information for services rendered.

- **Address Line1:** FIRST line of the physical street address (up to 30 characters), i.e. Main Street, Town Road, etc.

Additional text in the dialog box includes: "Birth Date: MONTH, DAY and YEAR patient makes..."

[Return to the Table of Contents](#)

How to Search for a SPECIFIC Field's HELP TEXT in the On-Screen Pop-Up Box:

A quick scan of the on-screen HELP pop-up boxes, will show that these boxes will often contain field definitions for fields which do NOT appear on the web page currently being viewed.

This occurs because the help text has been created to serve ALL of the web pages within the same module. (For example, the ADMISSIONS DETAILS web pages HELP pop-up box will contain approximately 20 definitions despite the fact that some ADMISSIONS DETAILS web pages only show five fields.)

Therefore, each HELP pop-up box has *search capability* to allow users to find what they need as quickly as possible.

To quickly access a SPECIFIC field's information:

- Enter the “field's label name” EXACTLY as it appears on the monitor's screen into the BLANK field at the top of the pop-up box.
- For our example, we have used the field labeled:

Intern'l Phone

- Then, click on the **OK** button adjacent to the BLANK field to reveal the requested information.

[Return to the Table of Contents](#)

The image contains two screenshots of a web application interface. The top screenshot shows a patient registration form with fields for Sex (FEMALE), Birth Date (06/05/1927), Pin Type (SSN - SOCIAL S), Race (WHITE), Address Line 1 (4913 OLD BOON), ZIP (24503), State (VA), Country (UNITED STATES), USA Phone ((804)384-3448), and Intern'l Phone. A help dialog box titled "HELP PAGE -- Web Page Dialog" is overlaid on the form. The dialog box has a search field containing "Intern'l Phone" and "OK" and "Close" buttons. The bottom screenshot shows the same form and dialog box, but the help text for the "Intern'l Phone" field is displayed. The help text reads: "PATIENT REGISTRATION: These web pages are used to query, insert, update or delete basic information about a patient. Registering an individual is the first step before admitting a patient or entering information for services rendered." Below this, there is a list of field definitions: "Address Line1: FIRST line of the physical street address (up to 30 characters); i.e. Main Street, Town Road, etc.", "County: The name of the City/County/FIPS where the individual resides or is based.", "Extension: Telephone EXTENSION, if one exists, for the PATIENT.", "First Name: FIRST name of the patient (up to 35 characters).", "Intern'l Phone: Indicates an INTERNATIONAL telephone number, if applicable, which should be used with regard to this patient. The number should appear just as it would be dialed.", "Last Name: LAST name of the patient (up to 35 characters).", and "Line2: SECOND line of the physical address, if one exists".

Application Assistant—How to “Find” Text:

To find a word (or words) quickly in the **Application Assistant** - either in the Table of Contents or within the document itself -- will depend on whether the user is in **PDF** or **HTML** format. The following explains in detail how to find text in either format:

A. PDF Format:

- a) Go the **Adobe Acrobat Menu Bar** at the top of the monitor screen and either click on the **BINOCULARS** located on the left side of the bar -- or -- hold down the **CTRL +F** keys to reveal the **Adobe Find pop-up box**.

This pop-up box allows the user to search for a word or words in the Application Assistant by:

- √ Matching Whole Words Only
- √ Matching Case
- √ Finding Backwards
- √ Ignoring Asian Character Width

- b) Enter the appropriate information and click on the **FIND button** to perform the search.

B. HTML Format:

- a) Go to the **MENU BAR** at the top of the monitor's screen and click on “**EDIT.**” This will reveal a drop-down menu showing: “**FIND (on This Page)**” – clicking on this link will generate a **FIND pop-up box** where the user may enter the word(s) they are trying to locate anywhere within the document.

This pop-up box allows the user to search for a word or words in the Application Assistant by:

- √ Matching Whole Word Only
- √ Match Case
- √ Directionally within the document, either UP or DOWN

- b) Enter the appropriate information and click on the **FIND NEXT button** to perform the search.

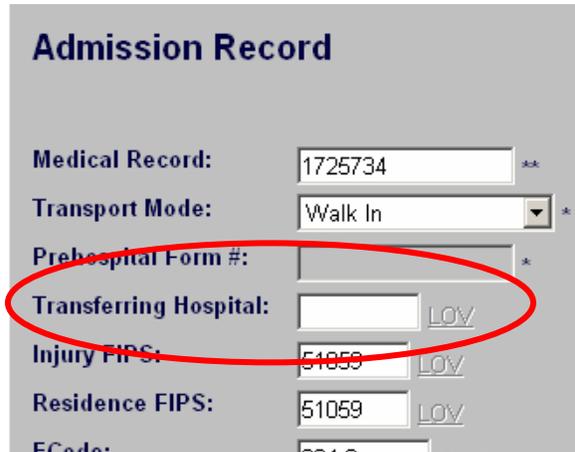
[Return to the Table of Contents](#)

ABOUT WEB PAGES

HOW TO DO LOV SEARCHES

First of all, just what is an LOV?

“LOV” simply stated means LIST OF VALUES. When you see a field followed by the letters LOV, it serves to indicate that if you click on this LOV, you will retrieve a LISTING of all of the VALID VALUES which may be used to populate this particular field:



Admission Record

Medical Record: 1725734 **

Transport Mode: Walk In *

Prehospital Form #: *

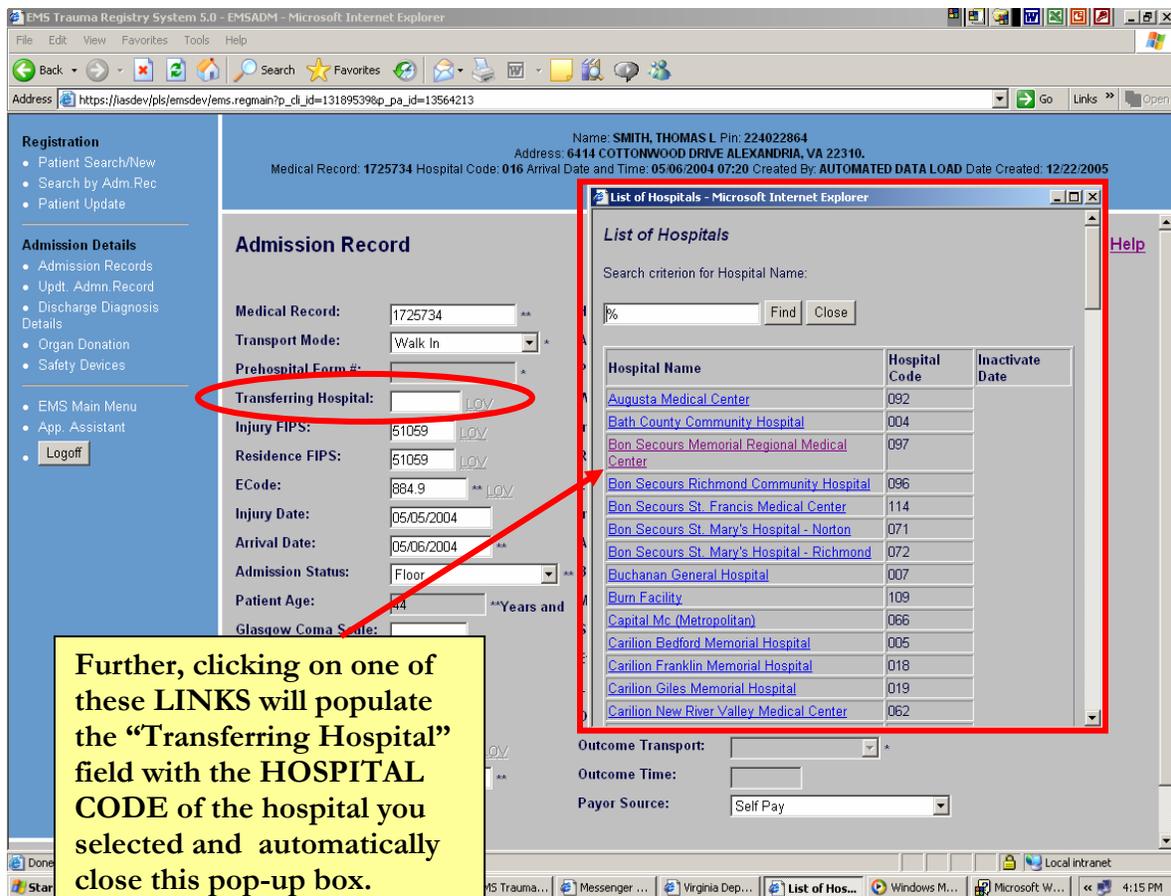
Transferring Hospital: [] LOV

Injury FIPS: 51059 LOV

Residence FIPS: 51059 LOV

ECode: 884.9 ** LOV

For instance, if we clicked on the LOV for this “Transferring Hospital” field, the application would display the following pop-up LIST OF HOSPITALS:



Registration

- Patient Search/New
- Search by Adm. Rec
- Patient Update

Admission Details

- Admission Records
- Updt. Admn. Record
- Discharge Diagnosis Details
- Organ Donation
- Safety Devices

EMS Main Menu

- App. Assistant
- Logoff

Name: SMITH, THOMAS L Pin: 224022864
Address: 6414 COTTONWOOD DRIVE ALEXANDRIA, VA 22310.
Medical Record: 1725734 Hospital Code: 016 Arrival Date and Time: 05/06/2004 07:20 Created By: AUTOMATED DATA LOAD Date Created: 12/22/2005

Admission Record

Medical Record: 1725734 **

Transport Mode: Walk In *

Prehospital Form #: *

Transferring Hospital: [] LOV

Injury FIPS: 51059 LOV

Residence FIPS: 51059 LOV

ECode: 884.9 ** LOV

Injury Date: 05/05/2004

Arrival Date: 05/06/2004 **

Admission Status: Floor **

Patient Age: 44 **Years and

Glasgow Coma Scale: []

List of Hospitals - Microsoft Internet Explorer

List of Hospitals

Search criterion for Hospital Name:

% [] Find Close

Hospital Name	Hospital Code	Inactivate Date
Augusta Medical Center	092	
Bath County Community Hospital	004	
Bon Secours Memorial Regional Medical Center	097	
Bon Secours Richmond Community Hospital	096	
Bon Secours St. Francis Medical Center	114	
Bon Secours St. Mary's Hospital - Norton	071	
Bon Secours St. Mary's Hospital - Richmond	072	
Buchanan General Hospital	007	
Burn Facility	109	
Capital Mc (Metropolitan)	066	
Carilion Bedford Memorial Hospital	005	
Carilion Franklin Memorial Hospital	018	
Carilion Giles Memorial Hospital	019	
Carilion New River Valley Medical Center	062	

Outcome Transport: [] *

Outcome Time: [] **

Payor Source: Self Pay

Further, clicking on one of these LINKS will populate the “Transferring Hospital” field with the HOSPITAL CODE of the hospital you selected and automatically close this pop-up box.

The next few pages will describe how to perform successful LOV searches.

[Return to the Table of Contents](#)

LOV SEARCHES on QUERY web pages

When certain LOV SEARCHES are performed on QUERY web pages ONLY, the ‘UNKNOWN’ value may appear.

This UNKNOWN value indicates that this field is NULL and, therefore, may be left BLANK.

LOV SEARCHES performed as a “WILDCARD” SEARCH

“WILDCARD” SEARCHES allow users to query for information using only a few letters or a word contained in the entire value being searched for by placing percent signs (%) either before, after or at both ends of a value.

Specifically, the user should type the characters of the value they are seeking and place a percent sign (%) either before, after, or at both ends of the value: For example:

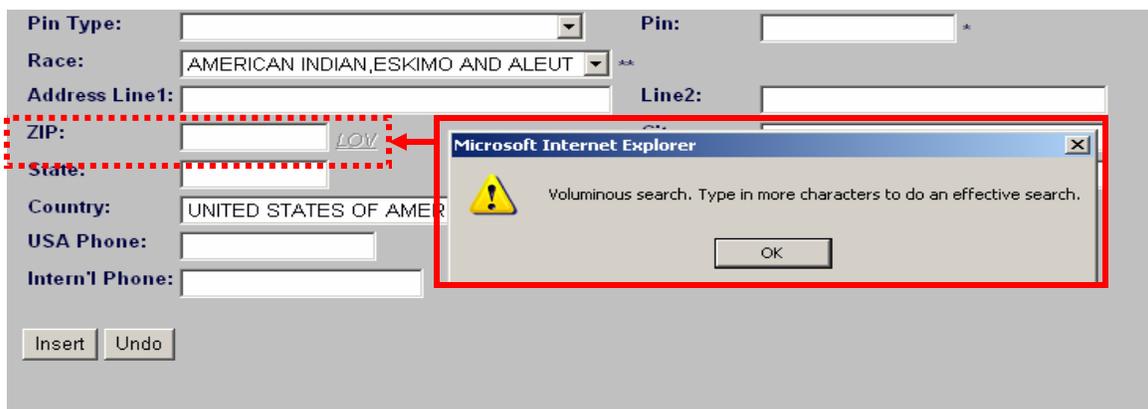
- A percent sign placed BEFORE a value (%OLO) will retrieve a value ending in those characters, i.e. BAROLO.
- A percent sign placed AFTER a value (BAR%) will retrieve a value beginning with those characters, i.e. BAROLO.
- A percent sign placed AT BOTH ENDS of a value (%RO%) will retrieve a value containing those characters, i.e. DROP, BAROLO, ROBINSON.

What does the VOLUMINOUS “pop-up box” MESSAGE Mean?

Occasionally, when an LOV search is attempted, a pop-up box message will be generated, informing the user that there is a voluminous, or very extensive, list of values available for selection.

Furthermore, in order to perform an effective search, it is recommended that the user enter at least one but, preferably, several alpha or numeric characters into the adjacent field to narrow the resultant listing.

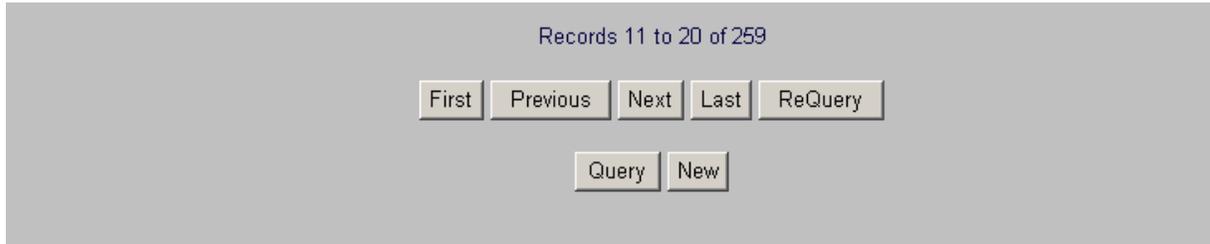
For instance, if you were to click on the LOV adjacent to the “ZIP” field without entering any information, the following would display:



[Return to the Table of Contents](#)

A word about MULTI-RECORD web pages

On MULTI-RECORD web pages, the **NEXT and PREVIOUS buttons** will occasionally display allowing the user to access either the next or previously viewed web page of a retrieved list. This button will only appear if there are multiple records that carry over onto additional pages.



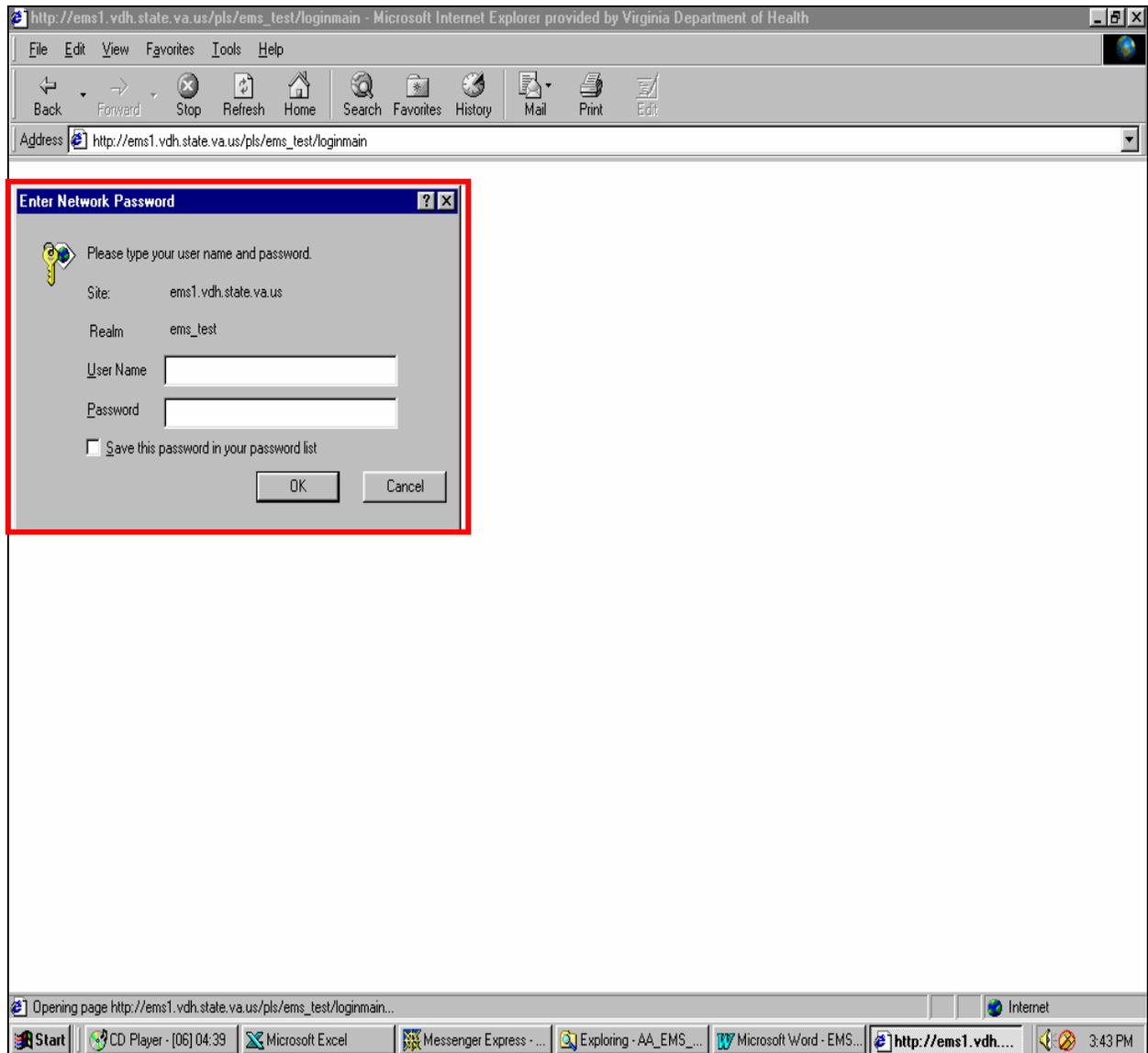
EXITING WEB PAGES and/or POP-UP BOXES!

Be sure to exit out of any web pages or pop-up boxes when you are finished working in them. Otherwise, when you attempt to use that web page or pop-up (the same applies to LOVs and down arrows), it will NOT work and may also give an error message.

[Return to the Table of Contents](#)

How to LOG ON/CHANGE YOUR PASSWORD:

When the user first logs onto their computer and enters the correct URL (Universal Resource Locator), an "**Enter Network Password**" pop-up box will display:

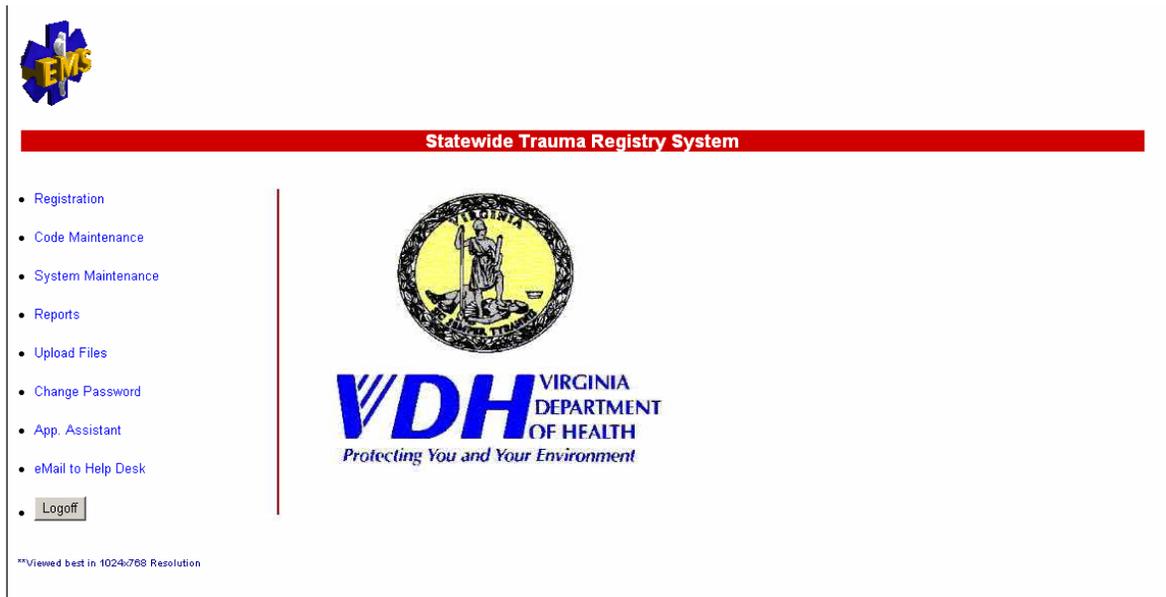


To actually log on to the application, you must enter your **USER NAME** and **PASSWORD** into the same-named fields that appear in the pop-up box seen above:

- **User Name**
- **Password**

Then, click on the **OK** button.

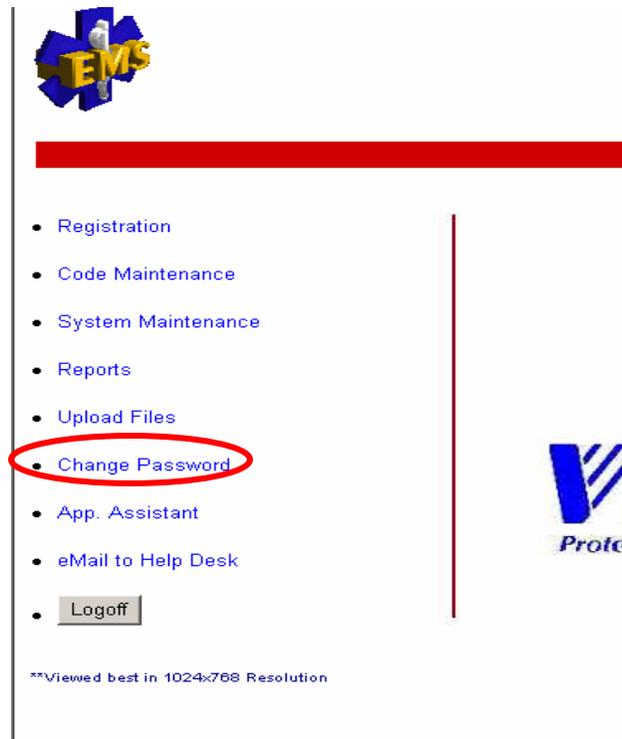
This action will cause the **EMS STATEWIDE TRAUMA REGISTRY SYSTEM – MAIN MENU** web page to display:



Notice the “**MAIN MENU**” on the LEFT SIDE of the web page which is enlarged below for your ease of reference:

Click on the **CHANGE PASSWORD link** if you need to change your existing password.

- This action will reveal the **CHANGE PASSWORD web page** seen next:





Statewide Trauma Registry System

- Registration
- Code Maintenance
- System Maintenance
- Reports
- Upload Files
- Change Password
- App. Assistant
- eMail to Help Desk
-

Change Password for EMS Trauma Registry System

User: SGLASS

NOTE: Passwords are REQUIRED to be at least 8 characters in length. They MUST also contain a minimum of 6 alphabetic characters and 2 numerals or special characters.

New Password:

Confirm New Password:

**Viewed best in 1024x768 Resolution

Now, do the following to actually change your password:

- Insert YOUR new password into the **“New Password”** field
- Re-enter this new password into the **“Confirm New Password”** field to confirm it.
- Then, click on the **CHANGE PASSWORD** button to effect the change.

NOTE:

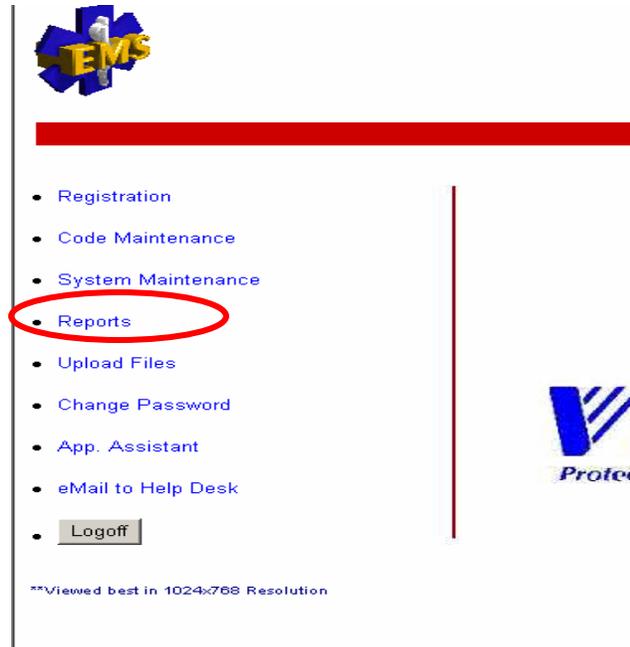
- Click on the CLEAR button BEFORE you click on the CHANGE PASSWORD button to delete any information you have entered into both the "New Password" and "Confirm Password" fields.

[Return to the Table of Contents](#)

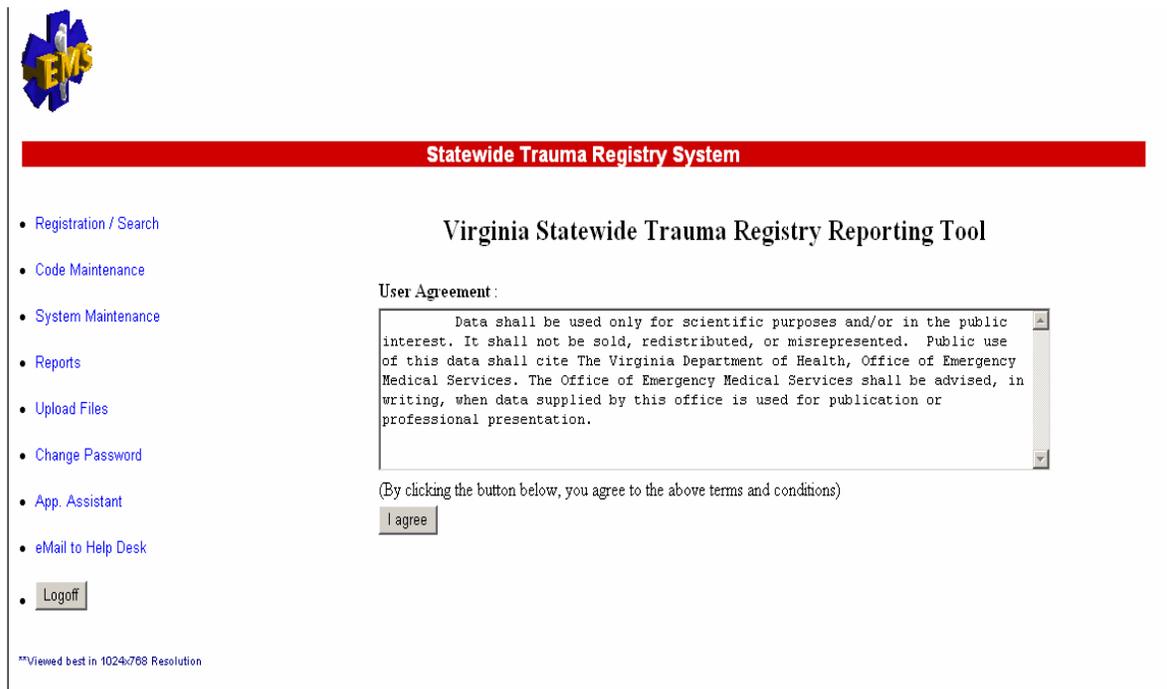
ABOUT REPORTS

The EMS Statewide Trauma Registry System has a long series of reports which may be generated directly from within the application.

These reports may be accessed by clicking on the **REPORTS** link found in the “**SIDEBAR MENU**” on the MAIN web page.



This action will reveal the following **USER AGREEMENT** which must be read and responded to before you will be allowed to access the REPORTS section of the application. If you agree to comply the terms and conditions outlined in the USER AGREEMENT, click on the button labeled, “**I agree**” seen below:



If you have clicked the “**I agree**” button, the VIRGINIA STATEWIDE TRAUMA REGISTRY REPORTING TOOL web page, seen in the next, will display allowing you to select either:

- a specific REPORT
- a specific GRAPH
- or a specific REPORT and a GRAPH illustrating its contents

Additionally, this web page will permit you to select the **PARAMETERS** (e.g. Hospitals, Place of Residence, Gender, etc.) to determine the actual content to be generated for the report you have selected:

Virginia Statewide Trauma Registry Reporting Tool

Report	Place of Residence	Gender
Average ICU Length of Stay by Injury Type	Region [001] Blue Ridge [007] Central Shenandoah [006] Lord Fairfax [011] Northern Virginia Select ALL Deselect ALL	Female Male Unknown
<input checked="" type="radio"/> Report <input type="radio"/> Graph <input type="radio"/> Report & Graph	FIPS [51191] Abingdon [51001] Accomack [51059] Accotink [51073] Achilles [51125] Afton Deselect ALL	Race American Indian, Eskimo And Aleut Asian Black Select ALL Deselect ALL
Hospitals ALL Hospitals [092] Augusta Medical Center [004] Bath County Community Hospital [097] Bon Secours Memorial Regional Medical Center [096] Bon Secours Richmond Community Hospital [114] Bon Secours St. Francis Medical Center [072] Bon Secours St. Mary's Hospital - Richmond [007] Buchanan General Hospital [005] Carilion Bedford Memorial Hospital [018] Carilion Franklin Memorial Hospital [019] Carilion Giles Memorial Hospital [062] Carilion New River Valley Medical Center [012] Carilion Roanoke Community Hospital [068] Carilion Roanoke Memorial Hospital [074] Carilion Smyth County Community Hospital [008] Chesapeake General Hospital [094] Children's Hospital of the King's Daughters [013] Community Memorial Healthcenter [014] Culpeper Regional Hospital [044] Danville Regional Medical Center [015] DePaul Hospital Deselect ALL	Place of Injury Region [001] Blue Ridge [007] Central Shenandoah [006] Lord Fairfax [011] Northern Virginia Select ALL Deselect ALL	Year of Admission 1990 1991 1992 1993 1994 Select ALL Deselect ALL
	FIPS [51191] Abingdon [51001] Accomack [51059] Accotink [51073] Achilles [51125] Afton Deselect ALL	Age Groups Less than 1 Year 1 - 4 Years 5 - 9 Years 10 - 14 Years 15 - 19 Years 20 - 24 Years 25 - 34 Years 35 - 44 Years 45 - 54 Years Select ALL Deselect ALL

Tip: Hold down the CONTROL key and click to select multiple inclusion criteria.

View Report Reset ALL Close

Note:

1. Check your Internet Explorer's security settings, default settings may restrict this site from downloading files to your computer. To change your security settings please contact your IT Department or refer to the EMS Application Assistant.
2. Please provide your user name and password to access the patient information database. You will not be required to sign on again for additional reports.

[Return to the Table of Contents](#)

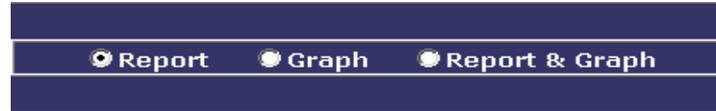
This table provides a description of the PARAMETERS available on this web page as well as COMMENTS or REMARKS indicating what is represented and/or what will be displayed.

Parameters	Comments or Remarks
Report	List of the reports which may be generated: <ol style="list-style-type: none"> 1. Average ICU Length of Stay by Injury Type 2. Average Length of Stay by Injury Type 3. Death by Age 4. Deaths by Age and Gender 5. Deaths by Injury Type 6. Length of Hospital Stay by Injury Type 7. Length of ICU Stay by Injury Type 8. Method of Transportation 9. Number of Patients by Age 10. Patient Outcome at Discharge 11. Patients by Age and Gender 12. Safety Device Utilization by Injury Type 13. Total Patients by Injury Type 14. Trauma Cases Reported 15. Type of Injury by Age
Report Format	In most cases, users will be able to generate the report in <u>three</u> formats: Format 1: Report - Straight report Format 2: Graphs - Chart form Format 3: Report & Graph – Both straight report and chart form Default selection is “Report”.
Hospitals	Users have options to choose the different categories: <ol style="list-style-type: none"> 1. ALL Hospitals – This option will list all of the Active hospitals in the BOX immediately below this field. 2. Designated Trauma Center – This option will list all of the Trauma Centers that are designated by EMS. 3. Non Designated Hospitals – This option will list all of the Non Designated Trauma Centers. 4. Hospitals in Selected FIPS Codes – This option will list all of the FIPS codes. This will allow you to generate a report for the hospitals which are located in the selected FIPS. 5. Hospitals in Selected EMS Regions – This option will list all of the Regions across the Commonwealth of Virginia. This will allow you to generate a report for the hospitals which are located in the selected Regions.
Place of Residence	List ALL the Regions / FIPS where the patients reside. You can select either Regions or FIPS but <u>not</u> both.
Place of Injury	List ALL the Regions / FIPS where the patients were injured. You can select either Regions or FIPS but <u>not</u> both.
Gender	Allows you to run the report for a specific Gender.
Race	Allows you to run the report for a specific Race.
Year of Admission	Allows you to run the report from the year 1990 to the current year.
Age Groups	Allows you to run the report for a specific Age Group.

[Return to the Table of Contents](#)

How to Select REPORT FORMAT and Set PARAMETERS to Generate a Report

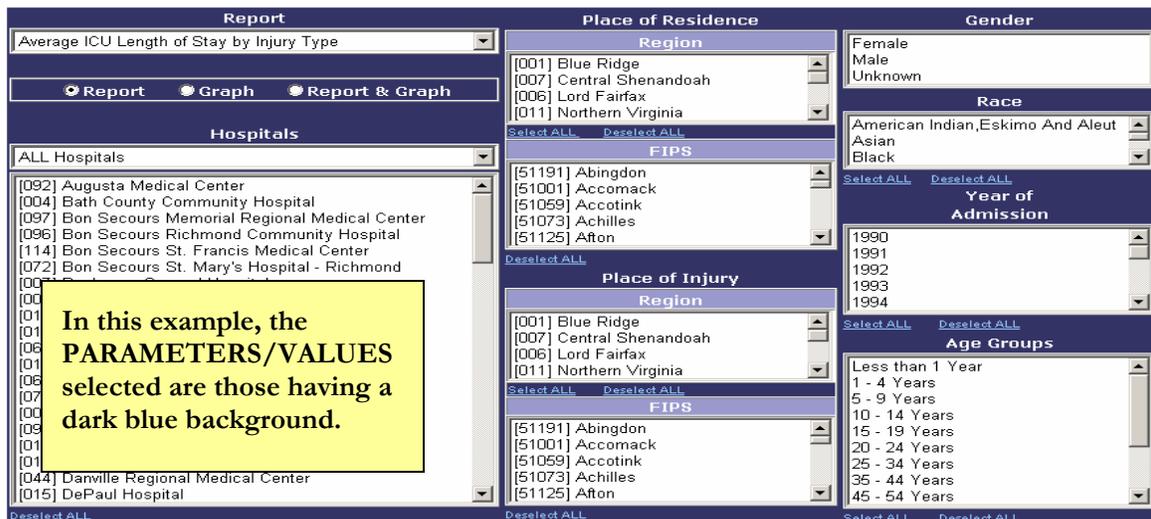
Before you can proceed, you will need to first select the REPORT FORMAT by simply clicking in one of these radio buttons:



If you do NOT make a selection, the report will automatically default and generate in REPORT format.

Next, set the **PARAMETERS** in each of the remaining sections this web page by clicking on the various values provided.

Virginia Statewide Trauma Registry Reporting Tool



In this example, the PARAMETERS/VALUES selected are those having a dark blue background.

Tip: Hold down the CONTROL key and click to select multiple inclusion criteria.

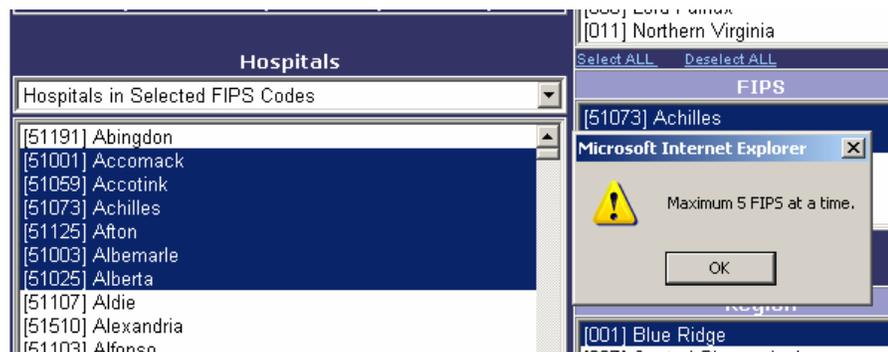
View Report Reset ALL Close

Note:

1. Check your Internet Explorer's security settings, default settings may restrict this site from downloading files to your computer. To change your security settings please contact your IT Department or refer to the EMS Application Assistant.
2. Please provide your user name and password to access the patient information database. You will not be required to sign on again for additional reports.

NOTE:

- You can choose a MAXIMUM of FIVE Hospitals (when the “Hospitals in Selected FIPS Codes” option is chosen from the drop down) / Residences / Injury FIPS Codes.



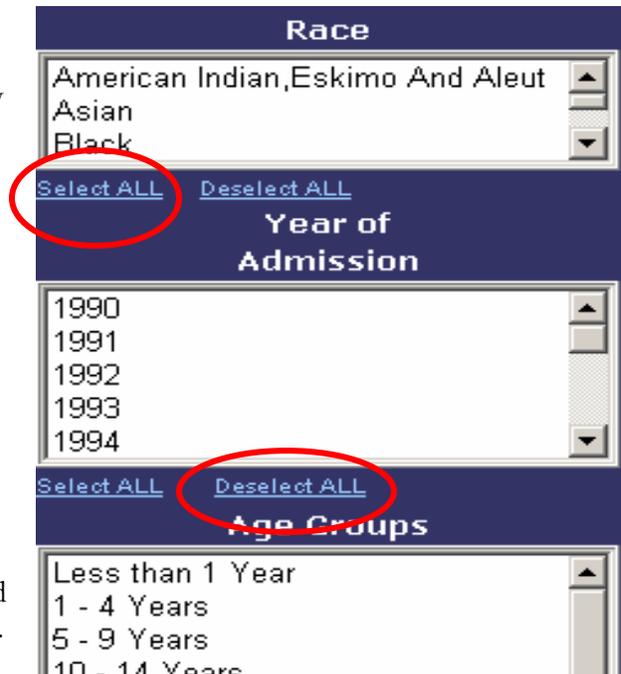
- If you do NOT select any specific values, then the report will run for ALL of the values in the list.
- Hold down the CONTROL key and click on each specific value to select MULTIPLE inclusion criteria.

Another way to set the PARAMETERS quickly is to click on either the:

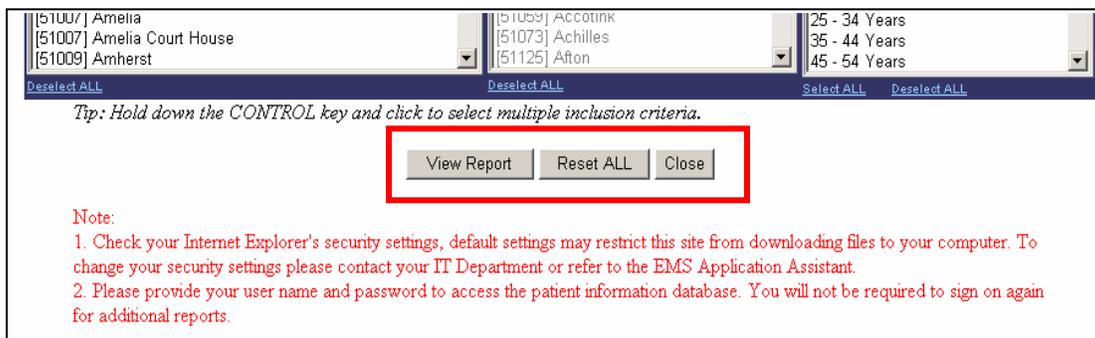
- **“Select ALL” link** to indicate that ALL of the values in the section are to be included in the report

– OR –

- on the **“Deselect ALL” link** to allow you to change or remove the values you selected in the section prior to generating the report.



Click on the **VIEW REPORT** button to view the report you have selected based on the parameters and format type you have selected.



Click on the **RESET ALL** button to undo ALL of your selections at once.

Click on the **CLOSE** button to close the VIRGINIA STATEWIDE TRAUMA REGISTRY REPORTING TOOL web page.

[Return to the Table of Contents](#)

Sample VIEWS of the REPORT FORMATS

IMPORTANT NOTE:

- Each report will have its own “**cover page**” providing you with visual documentation of the parameters that were selected prior to the generation of the report:

October 27, 2006 **Average ICU Length of Stay by Injury Type** Page 1 of 2

User Defined Criteria for Average ICU Length of Stay by Injury Type

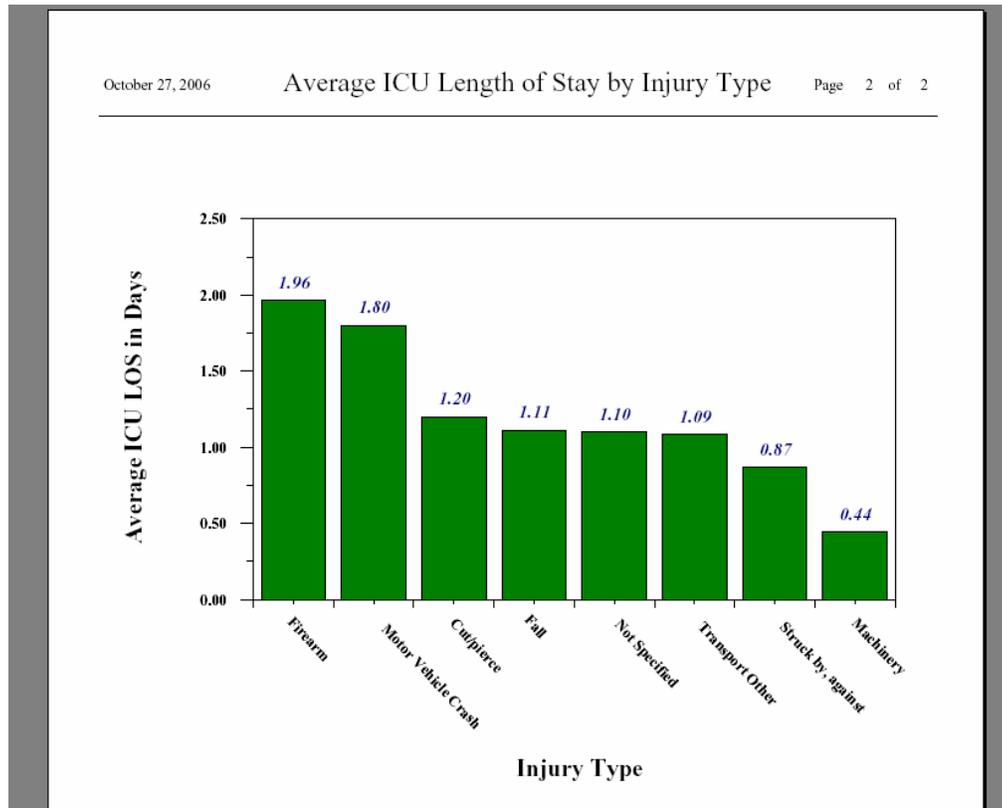
Hospital Name(s)		Race(s)	
Inova Fairfax Hospital		ALL	
Residence Region(s)	Injury Region(s)	Gender(s)	
ALL	ALL	ALL	
		Year(s)	Age Group(s)
		ALL	ALL

Format 1: REPORT [only]

October 27, 2006 **Average ICU Length of Stay by Injury Type** Page 2 of 2

Hospital	Year	Injury Type	Avg ICU LOS in Days	Rank by LOS	Number of Cases
Inova Fairfax Hospital	2002	Motor Vehicle Crash	2.20	1	10
		Not Specified	1.00	2	2
		Fall	0.20	3	6
	2003	Motor Vehicle Crash	1.61	1	1,724
		Not Specified	1.24	2	233
		Fall	1.23	3	908
		Struck by, against	0.85	4	112
		Transport Other	0.72	5	56
		Cut/pierce	0.67	6	148
		Machinery	0.61	7	22
	2004	Firearm	0.50	8	10
		Firearm	5.14	1	7
		Cut/pierce	2.40	2	152

Format 2: GRAPH [only]



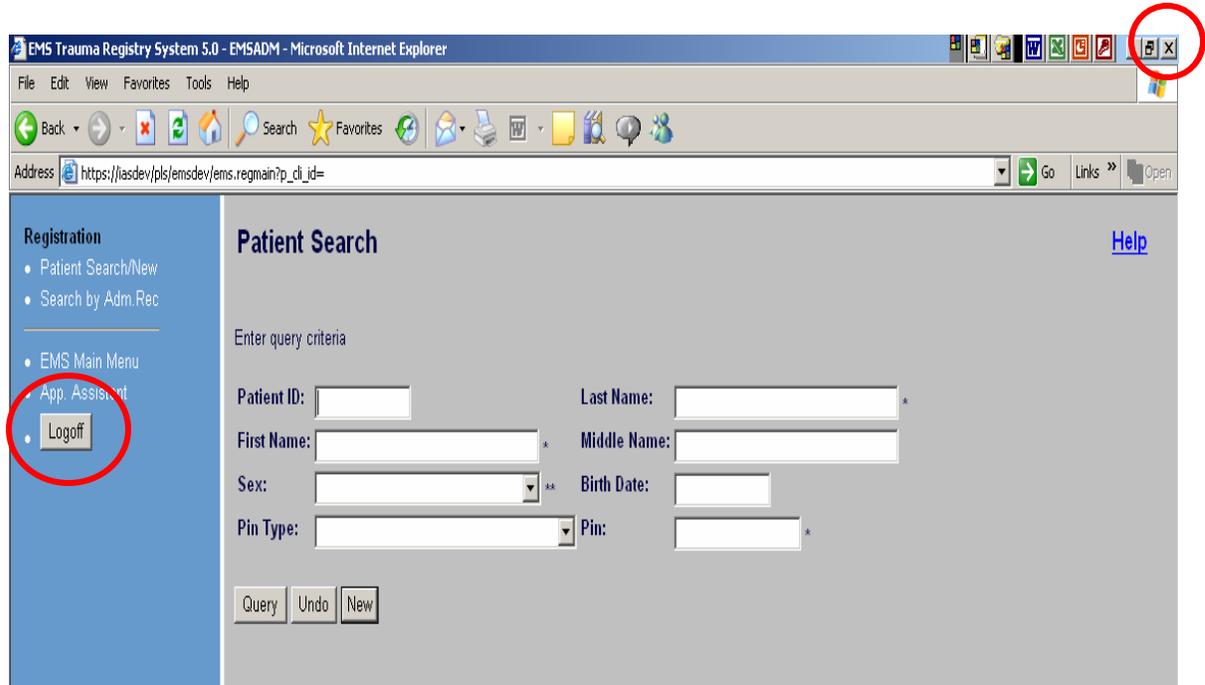
Format 3: REPORT & GRAPH

This FORMAT includes both the REPORT section which is displayed at the beginning of the generated output AND the GRAPH section which appears on the last page of the report.

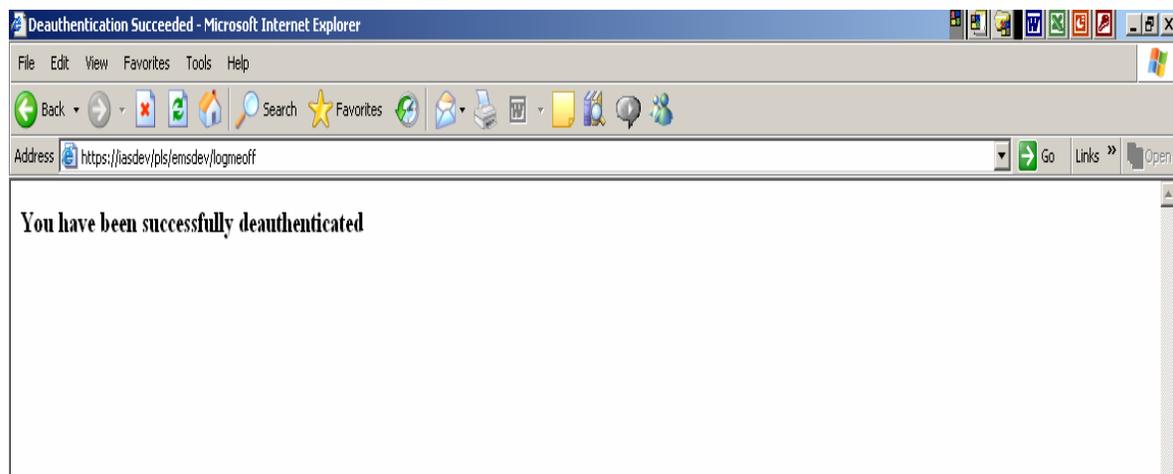
[Return to the Table of Contents](#)

LOGGING OFF

ALWAYS use the **LOGOFF** button – OR – click on the **BROWSER'S "X" button** in the top-right corner of the monitor screen when you are through working in the application:



to assure that you are completely removed from or "**deauthenticated**" from the EMS system and see the following message in the upper-left corner of your monitor's screen:



[Return to the Table of Contents](#)