TRAUMA REGISTRY QUICK REFERENCE CARD

Trauma Inclusion Criteria: Effective FY15 (October 1, 2015) and for all future entries to be entered into the State Trauma Registry.

Trauma
ICD-9 Code:
   800-959.9
ICD-10 Code:
   S00-S99 with 7th character modifiers of A, B, or C only (Injuries to specific body parts-initial encounter)
   T07 (unspecified multiple injuries)
   T14 (injury of unspecified body region)
   T79.A1-T79A9 with 7th character modifier of A only (traumatic compartment syndrome-initial encounter)

Burn Patients
ICD-9 Code:
   940-949
ICD-10 Code:
   T20-T28 with 7th character modifier of A only (Burns by specific body parts-initial encounter)
   T30-T32 (burn by TBSA percentages)
Including:
   Any inhalation injury
   2nd or 3rd degree burns > 5% TBSA
   Any 2nd or 3rd degree burn of 1% or greater to: Hands, Feet, Joints, Face, or Perineum

Plus any of the following: (except burn patients)
   Transferred between acute care facilities by EMS - Ground or Air
   Admission to the Hospital for any LOS—Excludes ED > OR > Home (from PACU)
   Died
   Triaged to a Trauma Hospital by EMS
   Trauma Team Activation
   Any Trauma Patient received via Air Ambulance
   The following should be excluded:
   Late Effects (>/= 30 days PTA)
   Foreign Bodies
   Extremities and/or hip fractures from same height fall in patients over age of 70

Resources to Locate Patients for Inclusion

Flag Applicable Electronic Charts	EMS Run Sheets	IT Generated Report
Information Services Reports	Medical Records	Concurrent Rounding
Case Managers	Admission office	Emergency Department Log

Resource Documents (contact the State Registry Staff at 601-933-2440 if you need these documents).
1. Getting Started
2. Admin Software Navigation, Configuration and Customization
3. Registry User Guide
4. MS Pre-Configured Role Based Security
5. DI Report Writer User Guide, Accounts and Documentation
6. Using Tri-code

Installations/Updates
1. Notification regarding new releases will be sent electronically. The notice will contain a link to download the file (s) from the ftp site. Installation instructions and other pertinent documentation will be attached to the notification. **Please make sure your current contact information is on file.**
2. Please print and read the installation instructions, as well as the other accompanying documentation, prior to installing the update.
3. If you are unable to access the update, need a CD-copy or other documentation, or have questions about the update, please contact the DI Help Desk at 1-800-344-3668, ext 4 or email "support@dicorp.com."

NTDB Data Submission Quick Steps:

1. Verify participation information with NTDB (www.ntdbdatacenter.com)
2. Apply the NTDB software update for your trauma registry. Save any field and menu mappings after update is applied.
3. Note the location where your submission file will be saved.
4. Review NTDB Menu Mappings to add or edit.
5. Confirm Facility ID mapping is correct.
6. Validate Records.
7. Review Errors.
8. Make corrections.
9. Create Submission.
10. Submit File to the NTDB.
    Contact the DI Help Desk for help if needed.

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Transferring trauma records from Hospital to State.
The VPN is no longer needed.

1. Log in to the CV4 Registry.
2. To transfer a record, the "Include in Central Site Submission" and "Record Closed" fields on the Demographic tab must be "Y."
3. The record must pass the CV4 edit checks to close . Also click NTDB, Validator and run the NTDB checks before closing.
4. On the main CV4 Registry Screen, choose File/Transfer.
5. Click the "Send" button to initiate the transfer.
6. Collector will zip and encrypt all closed records. When this process is completed, a dialog box will appear stating that the transfer has been successful.

NOTE: If you need assistance with the transfer process, contact DI Help Desk, 1-800-344-3668, ext 4.

Staff Management

Users have the ability to set up and maintain the staff of physicians, nurses, etc. that work within the facility or hospital.

1. From the main CV4 menu, select Setup/Staff/Manager. The Staff Record Manager screen will appear.
2. To add a staff member, click the "Add" button. The Add Staff screen will appear.
3. Enter a unique staff identification number in the Staff ID field. It is recommended that you use a number that has already been assigned by the hospital.
4. In the Staff Name field, enter the name of the staff member. You may enter the name in any format you choose—for example: last name, first name or first name, last name. It is recommended that you choose a format and continue to use the same format to maintain consistency.
5. Click the "Add" button. The Staff Editor screen will appear.
6. Select the Staff Type from the drop down menu.
7. Click "Save and Exit." To edit a staff member, highlight the name of the staff member and click the "Edit" button.

Note: When a staff member no longer practices or is no longer employed by your facility, select the "Disabled" checkbox.

Regional Email

Using Microsoft Outlook:
1. Select "New".
2. Complete the "To" and "Subject" fields.
3. Click "Insert" and "File".
4. Locate the file. Use the down arrow to the right of the "Look In" field. . The file is located in the DI-CORP\CV4\Server\Archive\I-Send folder on the drive the CV4 application is installed on. Double click the file and the system will place it in the "Attach" field. **Note:** To find out the location of CV4 right click on the CV4Reg icon, select "Properties" and look in the "Start In" field
5. Click "Send".
6. **Email your region** all files submitted to the State until you are notified otherwise.

Remote Refresh (Regional Download)

1. Log in to the DI Report Writer.
2. Click on the **"Report"** option.
3. From the Run Report screen, select the "Remote Refresh" button.
4. The file is then processed (uncompressed and decrypted) and loaded into the embedded database used by the DI Report Writer.
5. After you click on the "Remote Refresh" button, click on "Yes" to continue.
6. The status screen "processing records" will appear while the database is being updated with new and revised trauma records.
7. When the update is complete, the Snapshot refreshed screen will appear. Click the "OK" button to complete the process.
8. The date and time that the database was last updated will appear to the right of the "Remote Refresh" button on the "Run Report" screen.

MS Report Writer Documentation
Full documentation of reports can be found in the StandardReportDocumentation.doc document. Contact the State Registry Staff at 601-933-2440 if you need this document.

- Most of the standard reports can be categorized as a Summary Report that will display the counts and percentages for selected data elements or a Statistics Report that will provide statistics such as averages for the selected data elements.
- A query is a set of rules used to select a defined subset of data.
- A gather groups records into specific defined categories. When used in conjunction with a report, a gather will divide the report according to the specific defined categories.

Back-Ups (daily or at least weekly)
1. Include the entire software folder (default is Collector\CV4). If space is limited, backup the CV4TRAUMA\SERVER\DB, CV4TRAUMA\SERVER\SYS, CV4TRAUMA\SERVER\USR and CV4TRAUMA\NODES folders. For DI ReportWriter (default is Collector\RW), back up the RW\SERVER\DB, RW\SERVER\SYS, RW\SERVER\USR and RW\NODES folders.
2. Do not overwrite your backup each night in case there is a problem with the database that is not discovered immediately or a problem with the backup media. It is recommended that monthly (4-week interval) backups be kept a minimum of one year. Contact your hospital Information System/Technology Department for your facility's standard backup policy and media type.