



Wisconsin Trauma Registry Web Portal

Quick Answer – Fact Sheet

Overview.....	2
Accessing the Software.....	2
How do I access the WISCONSIN Web Portal?	2
How do I get to the Trauma Record Manager?.....	2
Why can't I see the buttons at the bottom of my Trauma Record (Save, Save/Exit, Cancel, and Check)?	2
Logic Fields	3
How do I get Age to calculate?.....	3
Some of my fields are grayed out on the screen. How can I do data entry into these fields?.....	3
Why is the RTS field always grayed out?	3
How do I get City, State, and County to populate?	3
All of the fields on my Referring Facility screen are grayed out. How do I fix this?	3
Menus.....	4
How do I select a choice from a menu?	4
Can I search within any menus?	4
How do I search within a code menu?	4
Tri-Code.....	5
If I choose not to code using Injury Narrative, how can I enter my ICD-9 Codes?.....	5
Data Entry Shortcuts.....	6
How do I enter Unknown or N/A for a field?.....	6
How do I enter today's date?	6
How do I enter the current time?	6
Checks and Closed Records.....	6
What is the purpose of the Checks button?.....	6
How do I send records to the state?	6
How can I get a list of my closed records for a month?	6



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Overview

This document provides answers to common questions a user may have.

Accessing the Software

How do I access the Wisconsin Web Portal?

Enter the website, <https://wi.traumaregistry.com>, in your web browser. At the login screen, enter the User ID, Password, and Facility ID provided by the state.

How do I get to the Trauma Record Manager?

Select Modules from the options listed and then select *Trauma Registry*.

<ul style="list-style-type: none">○ HOME○ MODULES○ DATA SUBMISSION○ SUBMISSION REVIEW○ UPLOAD REPORTS○ REVIEW REPORTS○ SUPPORT	<p>Modules:</p> <p>Select a module to launch.</p> <ul style="list-style-type: none">• Trauma Registry• Administration
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Why can't I see the buttons at the bottom of my Trauma Record (Save, Save/Exit, Cancel, and Check)?

Set your screen to a higher resolution, suggest using the monitors Native resolution (highest).



Wisconsin Trauma Registry Web Portal Quick Answer – Fact Sheet

Logic Fields

How do I get Age to calculate?

Age is calculated from the difference between the ED Arrival Date/Time and the Date of Birth. When both fields are populated, the age will automatically calculate.

Some of my fields are grayed out on the screen. How can I do data entry into these fields?

These fields will be enabled as data entry is completed.

Why is the RTS field always grayed out?

RTS will automatically calculate once the SBP, Respiratory Rate, and the GCS Total are valued.

How do I get City, State, and County to populate?

Enter a valid zip code then tab to the City field. City, State, and County will populate when a valid zip code is entered.

All of the fields on my Referring Facility screen are grayed out. How do I fix this?

Answer “Yes” to the first question, indicating that the patient was transferred to your facility. The remaining fields will then open for data entry.

Wisconsin Trauma Registry Web Portal

Quick Answer – Fact Sheet

Menus

How do I select a choice from a menu?

Using the mouse, select or click the choice.

Using the keyboard, type in the code that corresponds with the choice. For example, in the gender field, type 1 to enter Male.

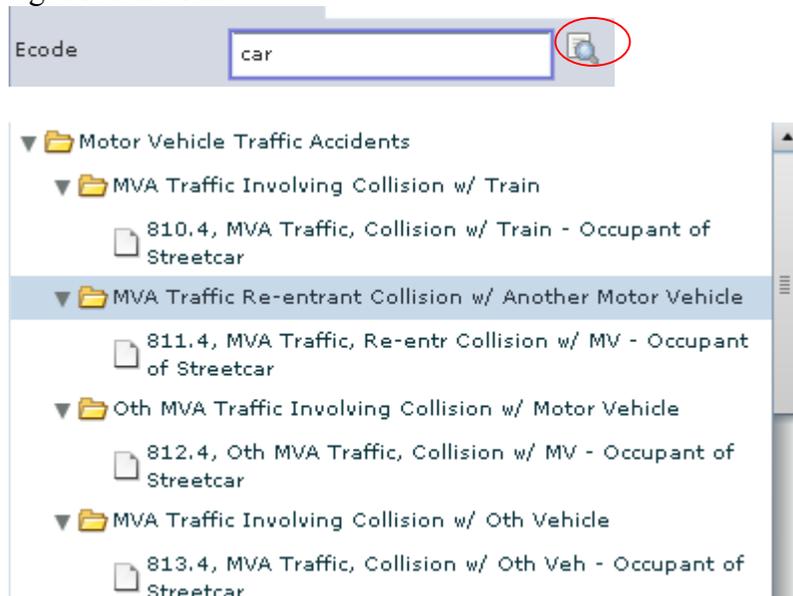
Can I search within any menus?

Yes, searching is available within the code menus. A code menu is identified by the magnifying glass to the right of the field



How do I search within a code menu?

Type the search text directly into the field and click the magnifying glass to the right of the field.



Wisconsin Trauma Registry Web Portal Quick Answer – Fact Sheet

Tri-Code

If I choose not to code using Injury Narrative, how can I enter my ICD-9 Codes?

Type the ICD-9 codes directly into the Injury Narrative.

Enter one ICD-9 code per line.

Select the Tri-Code button.

Injury Narrative, AIS, and ISS Info

Injury Narrative

AIS Version AIS 90 r98 ISS TRISS

Tri-Code

Injury Narrative, AIS, and ISS Info

Injury Narrative

AIS Version AIS 90 r98 ISS TRISS

Tri-Code

Anatomical Diagnoses			
ICD-9 Code	Product	AIS Severity	ISS Body Region
838.10 Dislocation of foot unspecified open	85D402, FOOT JOINT:DISLOCATION	1	5
840.1 Coracoclavicular ligament sprain/strain	750220, ACROMIOCLAVICULAR JOINT:SPRAIN	1	5



Wisconsin Trauma Registry Web Portal Quick Answer – Fact Sheet

Data Entry Shortcuts

How do I enter Unknown or N/A for a field?

To enter unknown or N/A for any field, type “?” for Unknown or “/” for N/A.

How do I enter today’s date?

Type a “t” into the date field then tab to the next field.

How do I enter the current time?

Type a “t” into the time field then tab to the next field.

Checks and Closed Records

What is the purpose of the Checks button?

Checks validate the trauma record after data entry is completed. The checks process updates the record from an Active Status to a Closed Status after all check issues are corrected. A Closed Status indicates that the record is validated and complete.

How do I send records to the state?

The state sees all records as they are entered. A Closed Status indicates that data entry on a record is complete. The state will use this Closed Status to identify completed records.

How can I get a list of my closed records for a month?

Select *Search* from the Trauma Record Manager.

Search by Record Status equal to 0, Closed.

Select *Export* from the Trauma Record Manager to export the records in a .csv format.



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