HOW TO GET STARTED

Help documents for the British Spine Registry

If you need help, advice or guidance, please contact customer.support@amplitude-clinical.com or 0333 014 6363

www.bsrcentre.org

User Dashboard

The first screen you will see when you login is the User Dashboard:

WORKLIST - a list of the patients either admitted, in clinic or theatre that day. The screenshot above shows that if a worklist had been created for that day it would be shown there.

TASKS – outstanding patient or clinical tasks

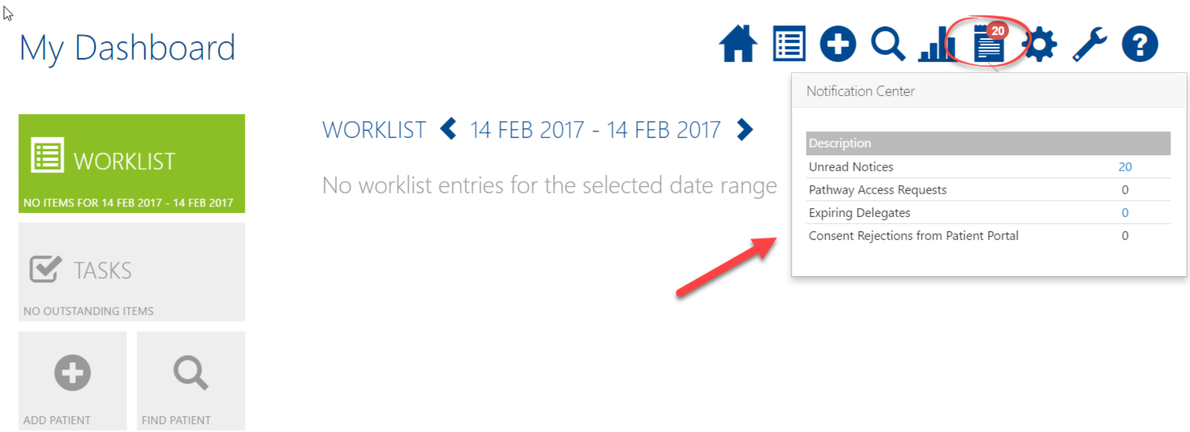
ADD PATIENT - click here to add a patient record

FIND PATIENT - click here to search for a patient record

You can return to the User Dashboard at any time by clicking the **Home button**

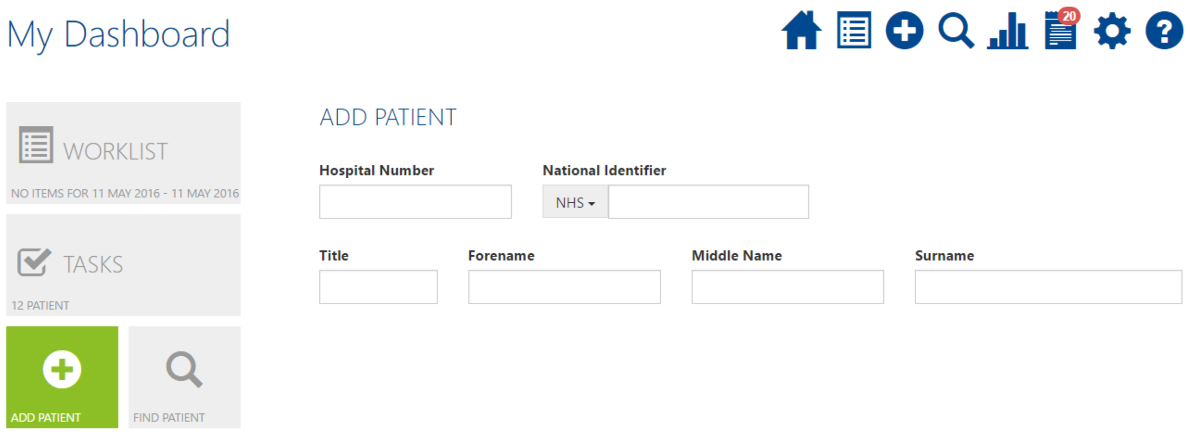
Notifications:

The notifications icon on the top right of the main screen, pulses 6 times when any notification is unread/outstanding. By clicking on the icon, notifications and information will be displayed.



Adding a patient

You can create a new patient by pressing the **ADD PATIENT** link button on the Dashboard:



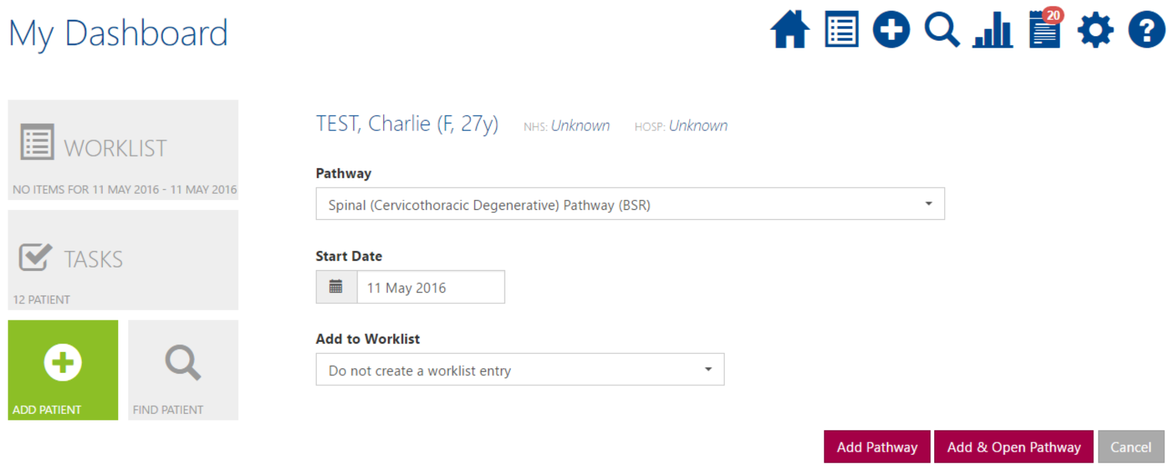
Fill in the basic relevant details and then select **Add Patient**

To reduce potential duplicate records the registry will automatically search to see if a patient with identical criteria already exists, if so you will be notified and will be able to add another pathway for this patient.

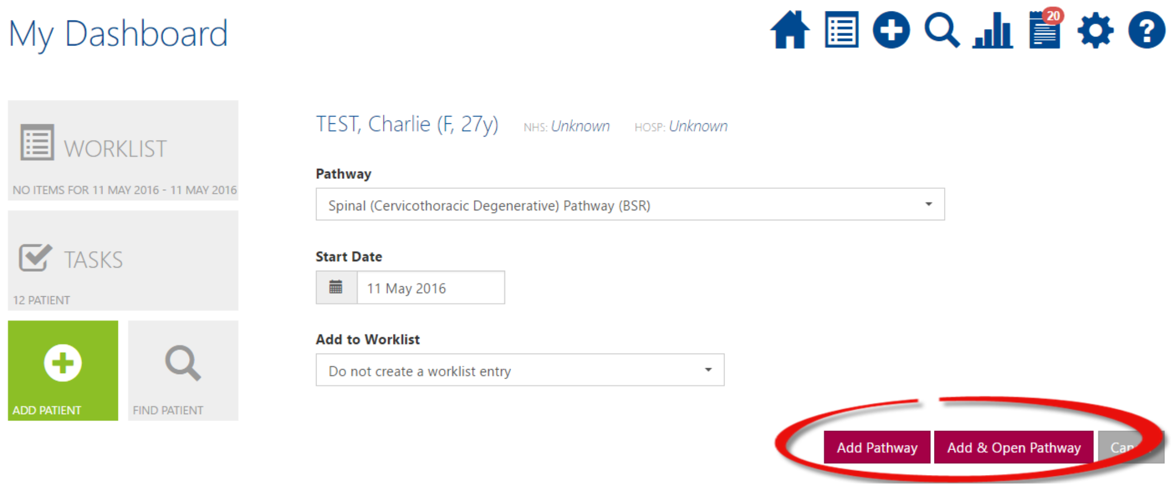
N.B. Please note we cannot automate the collection of outcome data without an email address.

Adding a patient to a Pathway and Worklist

When the patient record is saved, you will see a screen prompting you to add the patient onto a pathway. Select the appropriate pathway and add the patient onto a worklist, you will then be able to see the patient on the User Dashboard.

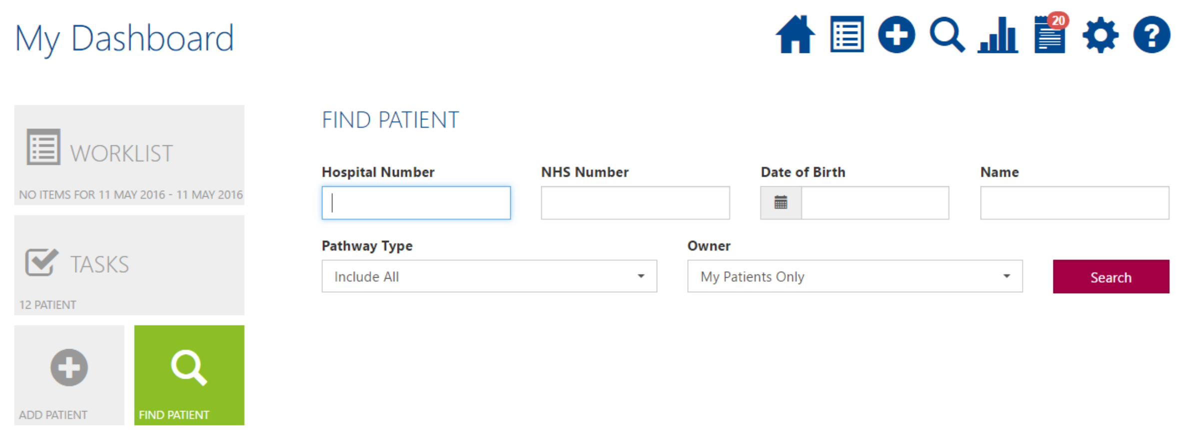


Select **Add Pathway** to add the pathway or **Add & Open Pathway** to open the Pathway Dashboard.



How to find a patient

You can find a patient by pressing the **FIND PATIENT** link button on the Dashboard:

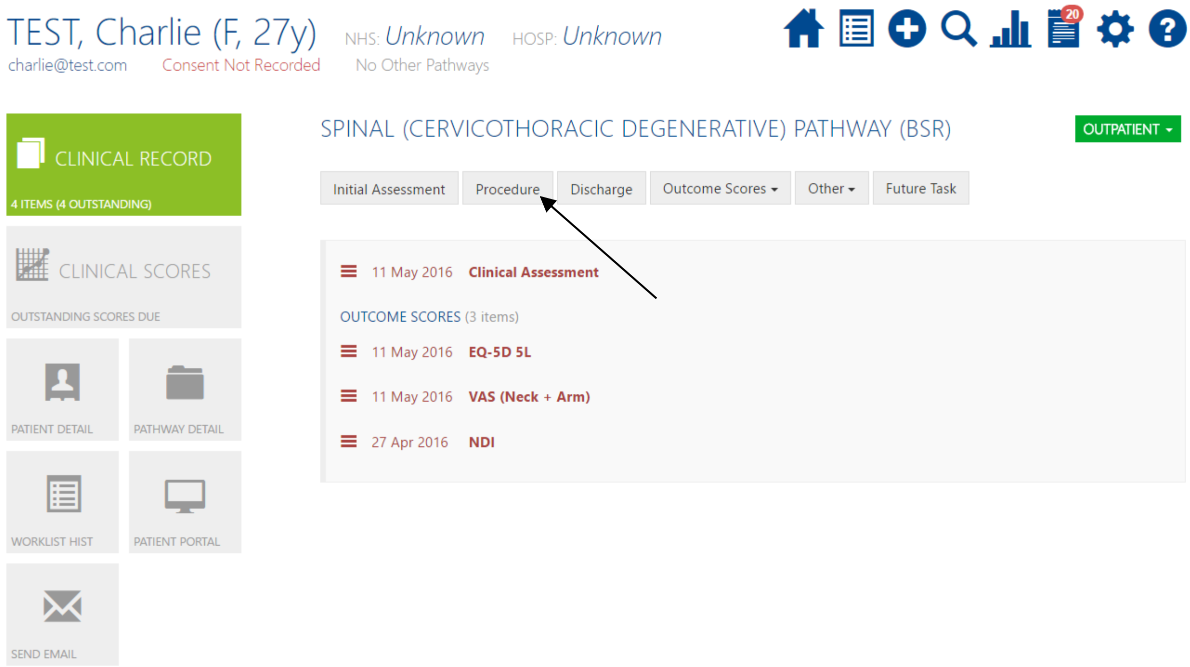


Fill in the basic details and then select **Search**

Recording Procedures and Clinical Data

After the patients' operation is complete the operative data needs to be input into the system. Select the patient from your worklist and this will open their Clinical Record.

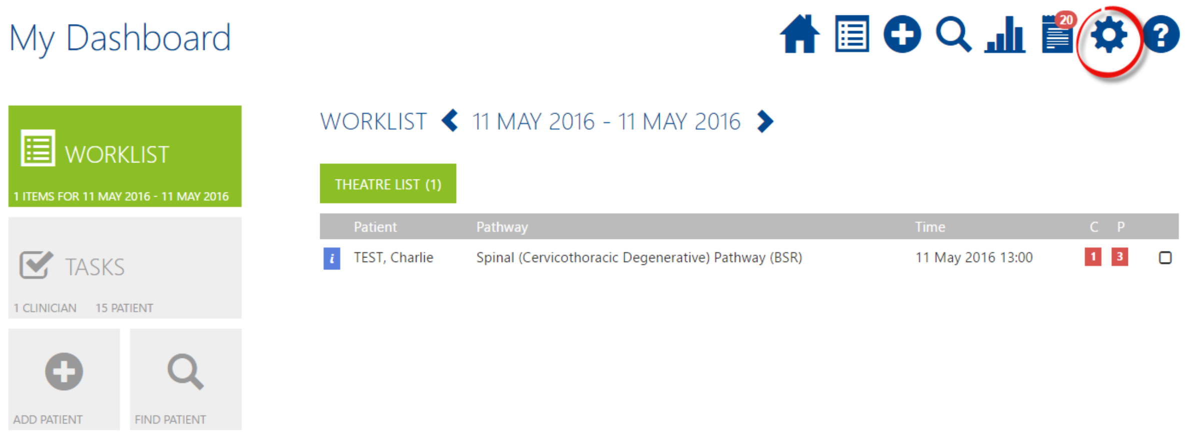
Select the procedure as shown on the screenshot below and you will be able to enter operative data:



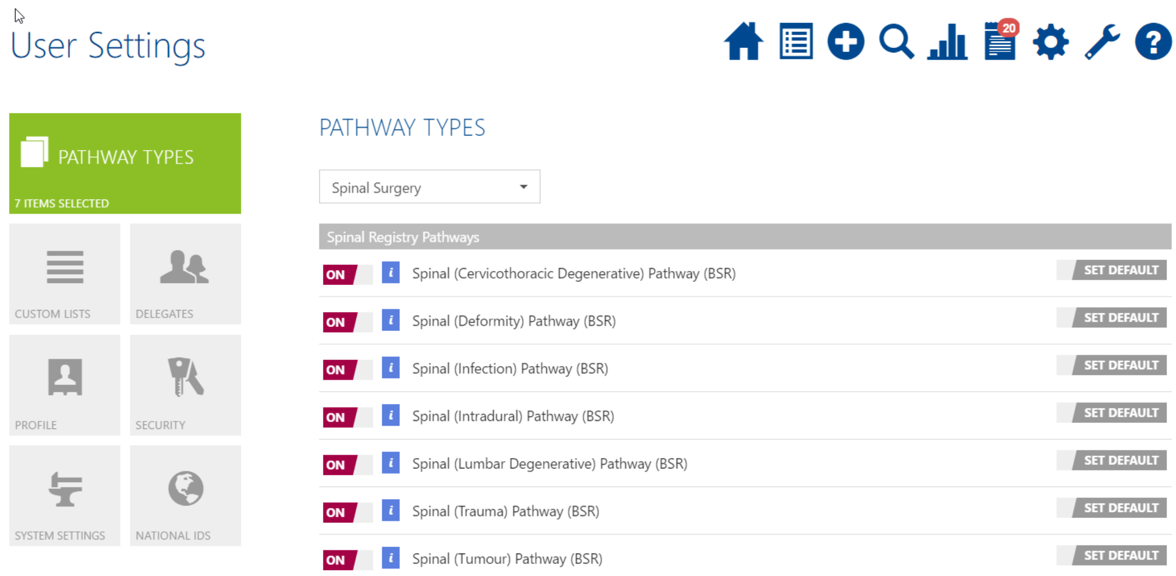
Once the procedure form has been added and completed, the system will then load post-op scores to be sent at different time intervals.

How to setup an Operation Note default:

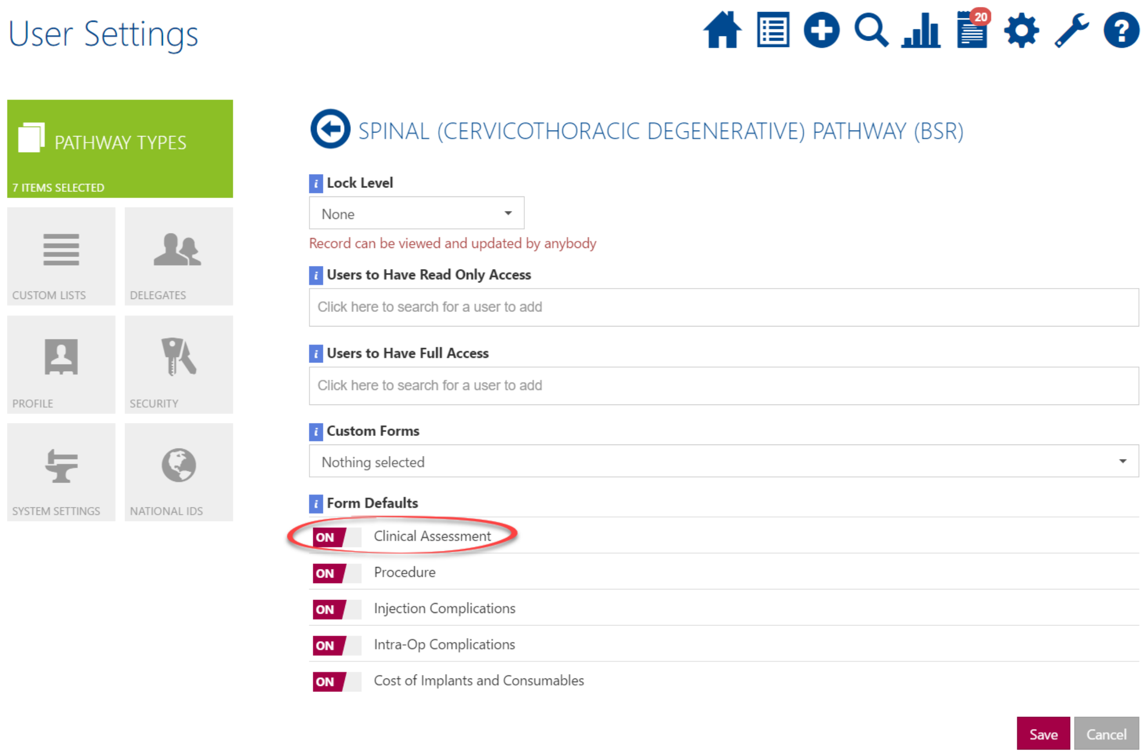
Select the **User Settings** button from the top right hand corner:



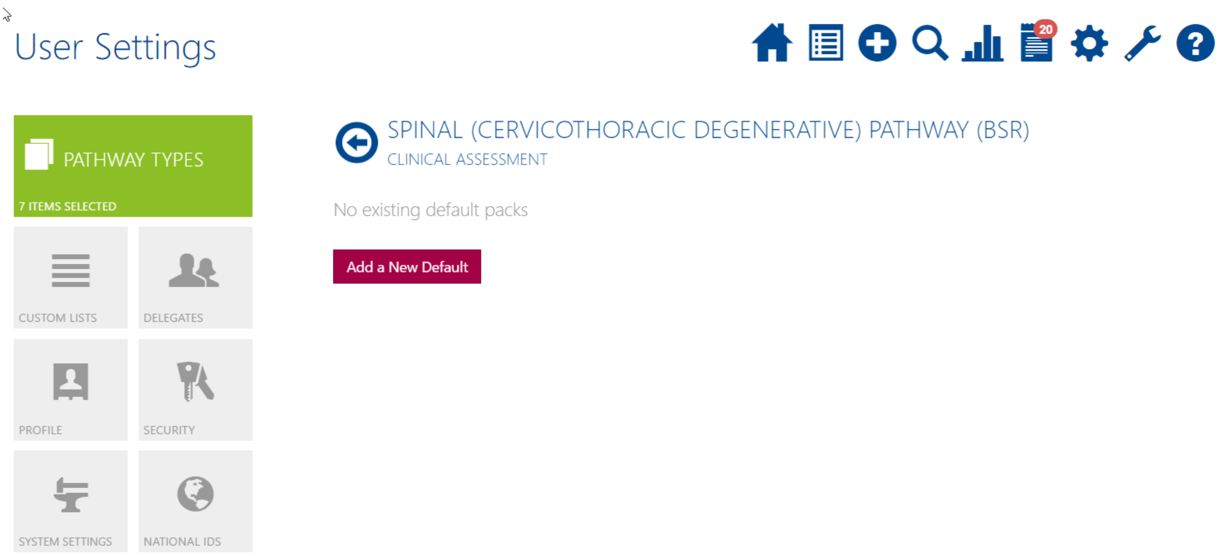
Select the **Pathway** you would like to create a default for:



Then select the **Form** you would like to create a default for:

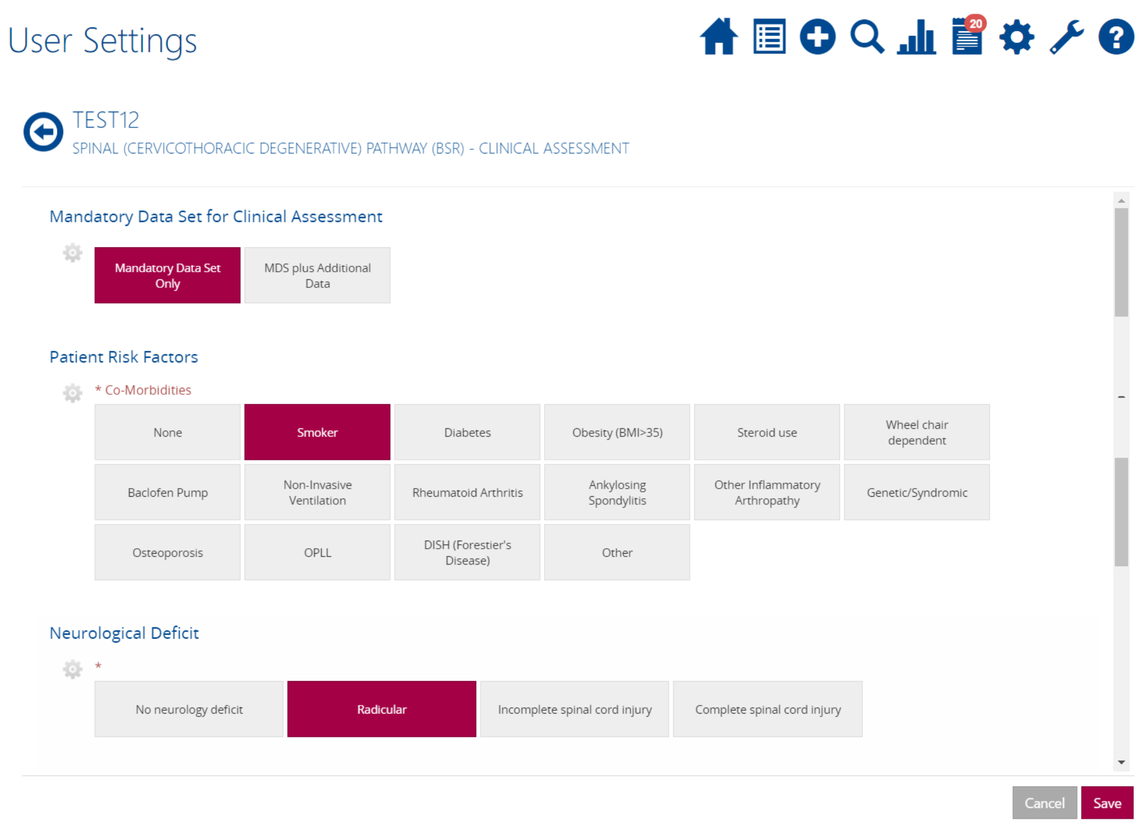


Select **Add a New Default:**



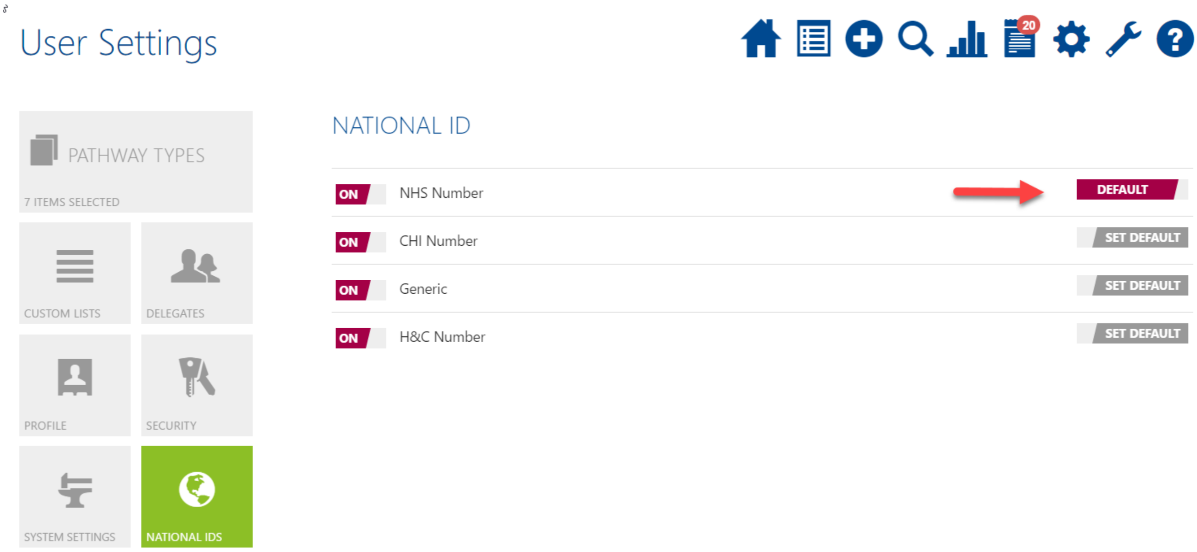
Name the default:

Run through the form and pre-answer options that are your set defaults for the procedure.



When you have finished going through the form, select **Save**:

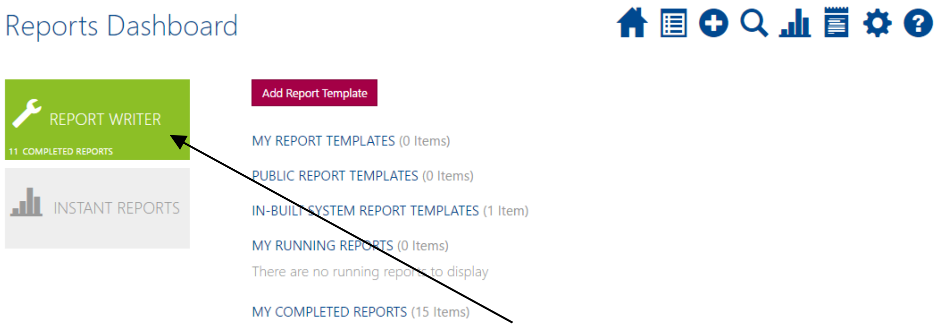
Setting a National ID default:



Reporting:

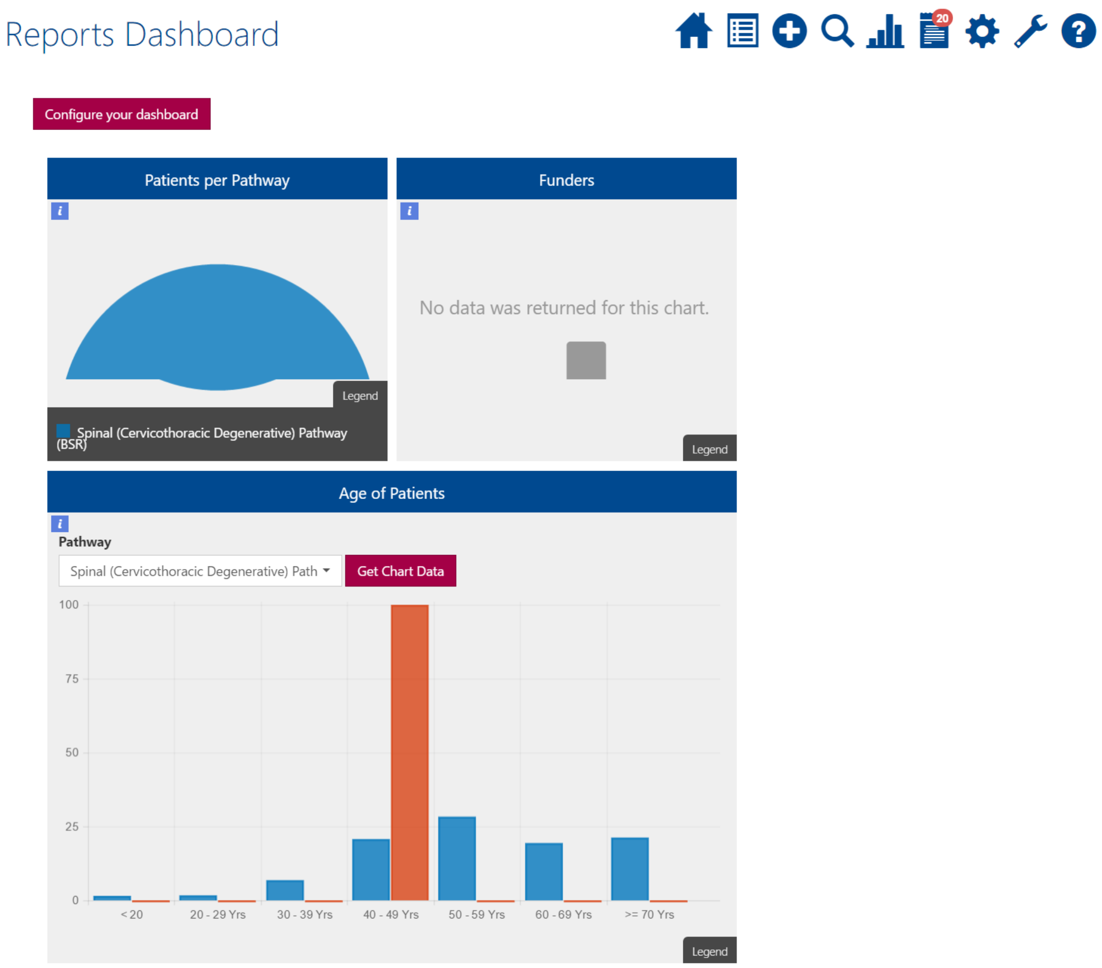
There are two options when it comes to reporting on your data.

Firstly, you can write your own report, as seen below:



This enables you to choose what you are reporting on, e.g. patient demographics, op notes, procedure etc.

The second option you have is your instant reports:



With the instant reports, you are given a number of different graphs and charts that represent necessary reports from your data. The Legend display on the graphs, will match the colours on what is being displayed.

Data Exchange

This gives users the ability to push data to the relevant registries from *pro one™* or *pro enterprise*™ systems.

Consent Process

If data is being captured in a *pro one™* or *pro enterprise™* system and then being uploaded via the data exchange process, the patient will be presented with a consent message for the registry as well as the system in which the data is being captured i.e. *pro one™* or *pro enterprise*™ system consent. Full audit trails are available on all consents.

Collecting Outcome Scores

The system will automatically trigger the collection of specific outcome scores at pre-defined time periods after the operative data has been entered into the system.

The patient will receive their scores via email and be able to complete them on iPads and PCs in clinic. If a patient does not respond to a score, the system will send reminder emails for each patient **three times**.

You can view any patients who do not fill in their outcomes scores on your task list. From here you can send manual email reminders or call the patient according to your own process.

To talk about the patient process in more detail, please contact the British Spine Registry Account Manager, Louise Claridge, on louise.claridge@amplitude-clinical.com***.***