NECST REGISTRY

User guide

1 Introduction

This User Guide has been written in a procedural style and aims to explain system tasks with details using images taken directly from the application.

1.1 Intended Audience

This user guide is intended to be used by:

Trainers who train the Providers, who uses NECST Registry to record the care details of a person.

Administrators responsible for setting up the NECST Registry.

3.3 Entering a Clinical Pres Dx - Clinician Episode

1. Search for the patient using the patients' Name (basic search) or more details (advanced search). See Person Search on page 25 for more information.
   Or
   Search for the episode using the episode details. See Episode Search on page 26 for more information.
2. Double-click the patient record from the Results shown and click the Episodes tab.
3. Click **Add Episode**. An add episode screen is displayed to allow you to enter additional information.
4. Select the Episode type 3 BT 412 96 Tf 1 0595.W* nnQq0c0.00005 0 595n 0 1 136.94 337.97 Tm0 g0

10. Scroll further down the page and upload any Documents to the system that relate to this episode. See Uploading Document from Person Details/Episode/Provider/Place Details on page 31 for more information.
11. Scroll further down the page and enter any Notepads to the system that relate to this episode. Entering/Auditing using Notepad on page 32 for more information.

3.4 Entering a Medical Management Episode

1. Search for the patient using the patients' Name (basic search) or more details (advanced search). See Person Search on page 25 for more information.
   Or
   Search for the episode using the episode details. See Episode Search on page 26 for more information.
2. Double-click the patient record from the Results shown and click the Episodes tab.
3. Click Add Episode. An add episode screen is displayed to allow you to enter additional information.
4. Select the Episode type Medical Management.
5. Enter the episode date (that is, the date the Clinician treated the patient).
6. Click Add. The top section of each episode displays the episode type, provider, place, episode date and person name for easy reference.
7. Scroll to Episode Reports and click **Edit**.
8. Episodes that allow multiple answers to questions do not prevent you from selecting

8.

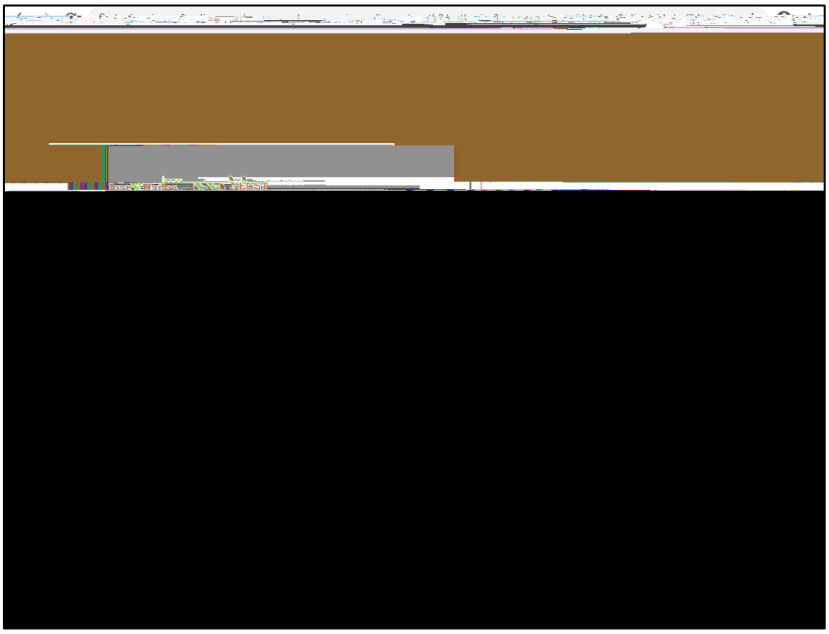
Survey	Description
	Clinical Pre Med Hx survey or has an existing Surgical Episode (with a diagnosis of endometriosis), then the patient will receive this survey. The details from a completed questionnaire are made available in the NECST Registry, under the Patient Record – PROMs or Episodes tabs.

4.3 General Navigation and Functions

4.3.1 Login

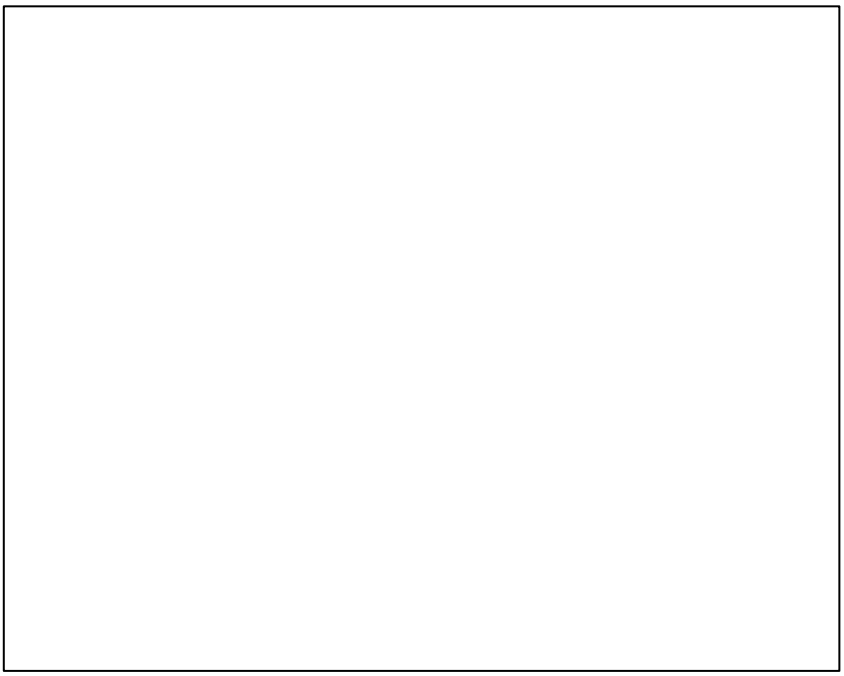
1. Open any web browser and go to https://register.necstregistry.org/.

Note: for supported brower types, see section 6.6 of Frequently Asked Questions page 62.

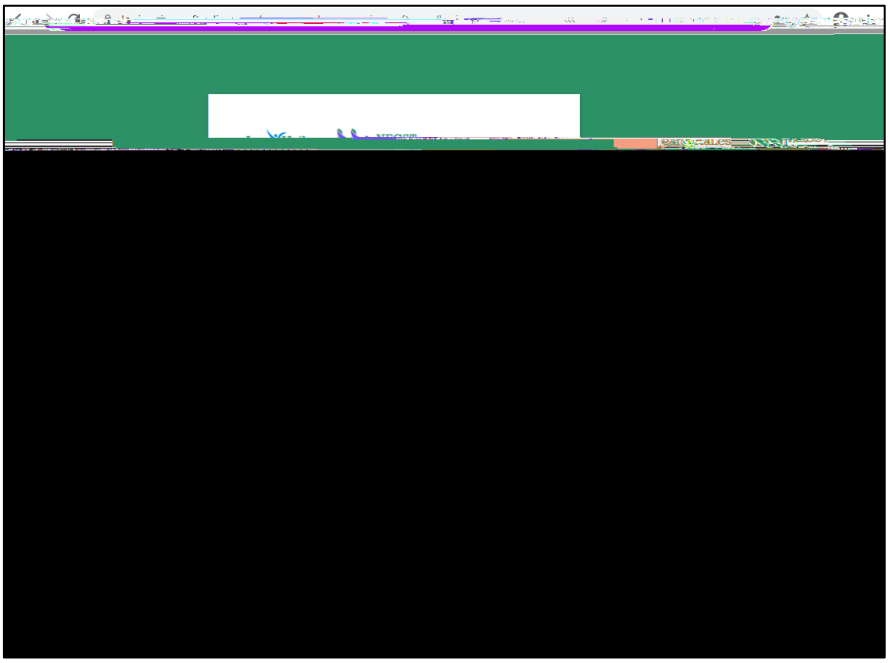


2. Enter your user name and password and **Sign in**.

   Note: Your unique user name and default password will be emailed to you, if you do not have these details or require a user name and password, please contact the NECST Registry Administrator at admin@necstregistry.org.



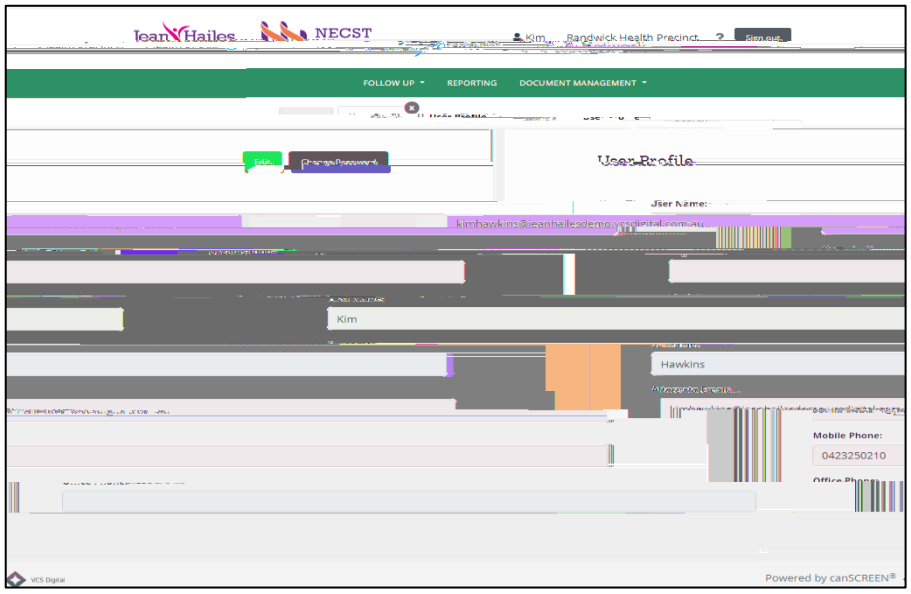
3. If you are logging in for the first time you will be prompted to enter a new password.
4. See Password Policy in Appendix A on page 62 for more information on the password policy.



5. If you are logging in for the first time or you are logging in after you password has been changed, you will be asked to accept the NECST Registry Terms of Use to proceed with the login.

   Note: The System will log you out, if you choose **Decline.**

2. Click on your name to access you profile details.



4.4 Search

Note: To search for data using the fields you must enter either

The full value in the field

Or

Enter %value% to perform a wildcare search.

For example, to search for a partial address, you would enter

4.4.1 Person Search

1. Enter criteria in the search fields and Click **Search**.
2. Double-click on the record required from the search result grid to view the record.
3. Click **Clear** to start a new search.
4. Clicking the Advanced button will display more fields for search criteria to be entered.
5. Click on **Add New Person** to add a new person.

4.4.4 Adding a New Provider

Providers are healthcare workers (can include Gynaecologists and Obstetricians, Radiologists, Radiographers/Sonographers, Nurses, Allied Health Professionals, etc.) involved in the care of the patient/person and may be granted access to the NECST Registry to access the patient details and record the patient's care details.

Note: Username .002A

6. Search for the place to add it.
   Note: To end date (i.e. remove)

4.4.6 Deleting a Provider Details

1. Search for the Provider from the Provider Search screen
2. Enter criteria in the search fields and Click **Search** and double click the record to edit.
3. Click **Edit**.
4. Enter an end date for the provider

4.4.8 Adding a New Place

1. Enter criteria in the search fields and Click **Search**.
2. Search for the Place from the Place Search screen.
3. If the record does not exist, then add the place by clicking **Add New Place**.

4. E

4.8 Patient Record

4.8.1 Adding a New Person

A new person can be added into the NECST Registry:

Using Survey (Patient Demographics and Consent Survey)
Directly from NECST Registry

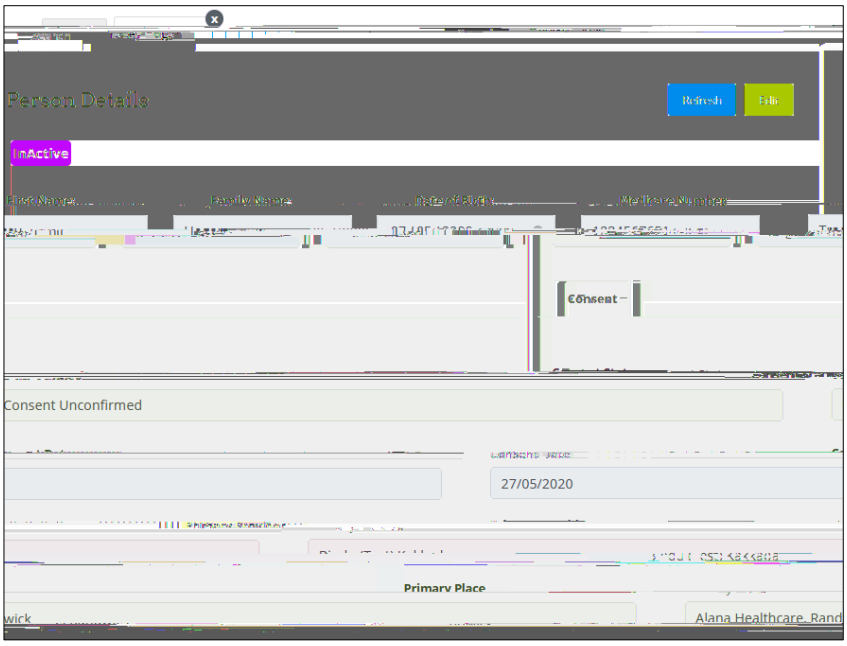
Note: Person will need to matched manually to their RedCap questionnaire results to ensure that scheduled follow up is activated and in place. See section Adding a New Person – from NECST Registry for more information.

4.8.1.1 Adding a New Person - using Questionnaire

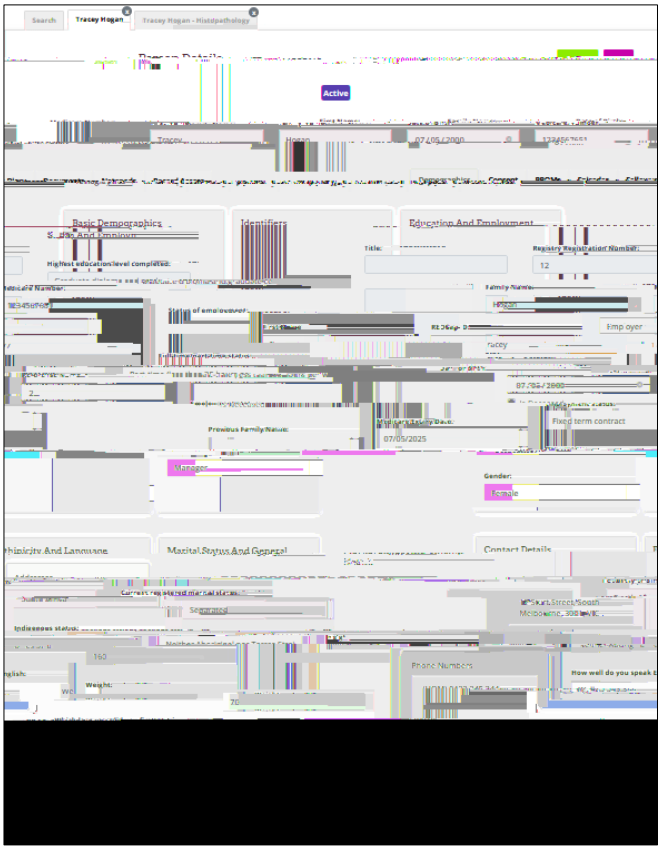
1. Complete a Patient Demographic and Consent Questionnaire using the link https://redcap.link/necstregistry-patientregistration.
2. Once the survey syncs with the NECST Registry, the Patient record is automatically added in the NECST Registry.

4.8.1.2 Adding a New Person – from NECST Registry

Adding a person using this method is not recommended as the system will not be able to send the Follow-Up surveys/questionnaires to the patient from NECST registry.



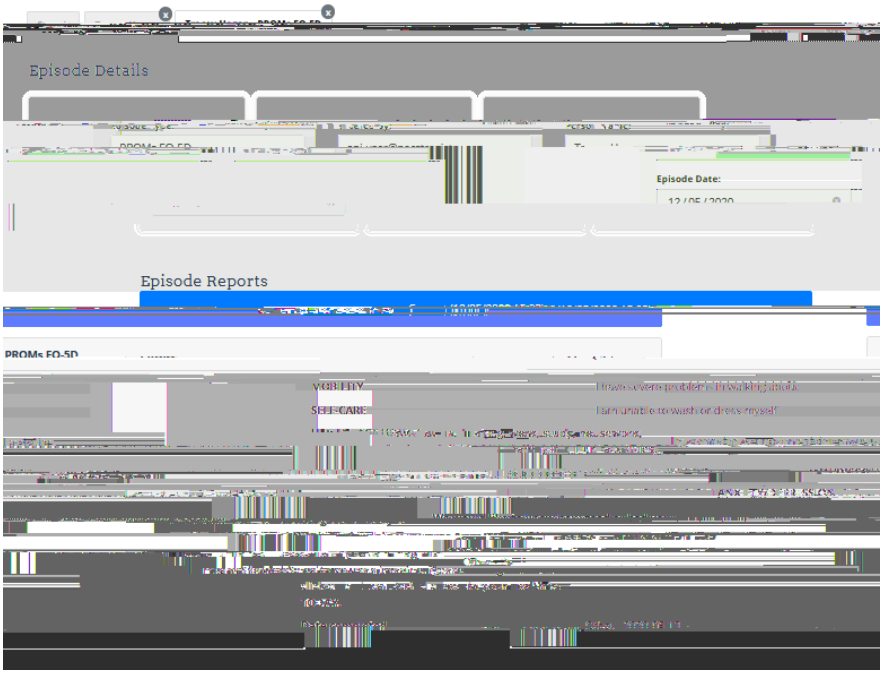
3. If the person record is in an ‘Active’ status, all the tabs are available to the users based on the Person Record Access rules. See Person Record Access Rules on page 67 for information.



4. Click **Edit**.
5. Edit details and **Save**.

Note: A PROMs Episode cannot be directly entered from the NECST Registry.

4.9.1 Viewing PROMs



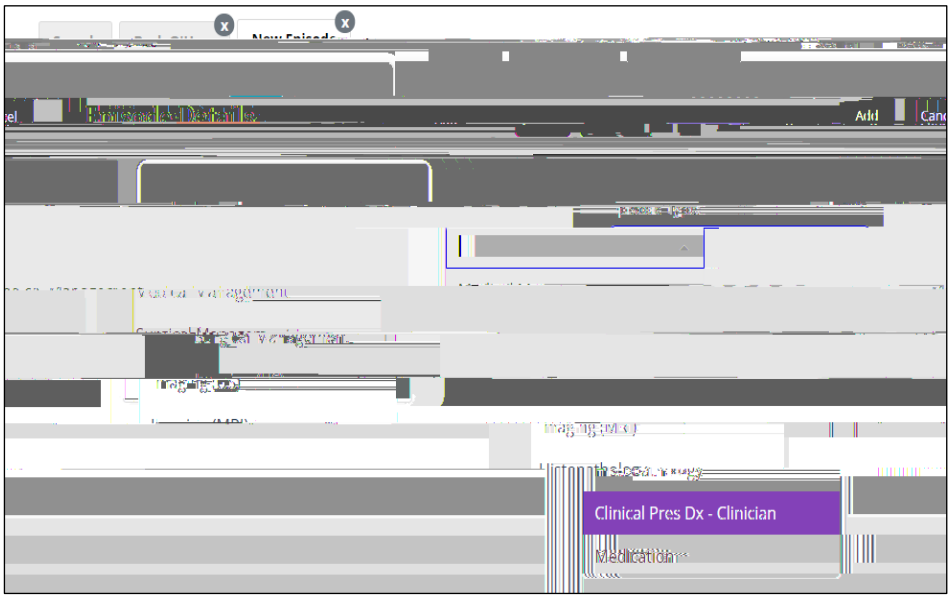
4.9.1.2 PROMs - EHP-30

See Viewing PROMs on page 42 for more information.

4.10 Clinical Pres Med HX - and Clinical Pres Med HX Follow-Up Episode

A Clinical Pres Med Hx – Follow-Up Episode is added automatically in the NECST Registry when a person completes their Follow-Up Clinical Presentation and Medical History questionnaire via Redcap, which is made available to be viewed from the person's Episode tab.

Note: A Clinical Pres Med Hx – Follow-Up Episode cannot be directly entered or edited from the NECST Registry.



6. Click **Edit** in the Episode Report section.
7. Edit the necessary details and click **Save**.
8. Select the Provider Type then search for the Provider and **Add New Provider** as needed.

Note: This is to associate a provider with a specific episode of the patient if they are involved in the patients' care.

9. Add Notepad text and click **OK**. See Entering/Auditing using Notepad on page 32 for more information.
10. Add/Upload Documents and click **OK**. See Uploading Document from Person Details/Episode/Provider/Place Details on page 31 for more information.

4.11 Episodes

An Episode represents an action or event that has been created against a patient relating to their care.

Note: The patient's Episode is available to a user if the record is in an 'Active' status and if the user belongs to the Primary/Secondary Place of the person.

Episodes that allow multiple answers to quer0 Gw.a/la

Follow-Up Reason	Description
Email Failed to send - Transmission Issue	A transmission issue occurred when sending emails. Relist to resolve. Return to queue and click the record and Resolve button.
Check Travelling Status	
Person does not have a mobile number recorded	Person is due for follow-up action and has no mobile number recorded to send SMS. Open person and enter mobile number to resolve. Return to queue and click the record and Resolve button.
Person has an Invalid mobile number recorded	Person is due for follow-up action and has an invalid mobile number recorded to send SMS. That is, not an Australian mobile number that conforms to the Australia format (10 numbers starting with 0). Open person and enter valid mobile number to resolve. Return to queue and click the record and Resolve button.
Person does not have an email address recorded	Person is due for follow-up action and has no email address recorded to send email. Open person and enter email address to resolve. Return to queue and click the record and Resolve button.
Person has an Invalid email address	Person is due for follow-up action and has no valid email address recorded to send email. That is, email address does not contain @ symbol. Open person and enter valid email address to resolve. Return to queue and click the record and Resolve button.

4.17 Notepad

Notepads are audit records maintained in the NECST Registry to identify the read, create, and edit and delete activities that occurs against a record.

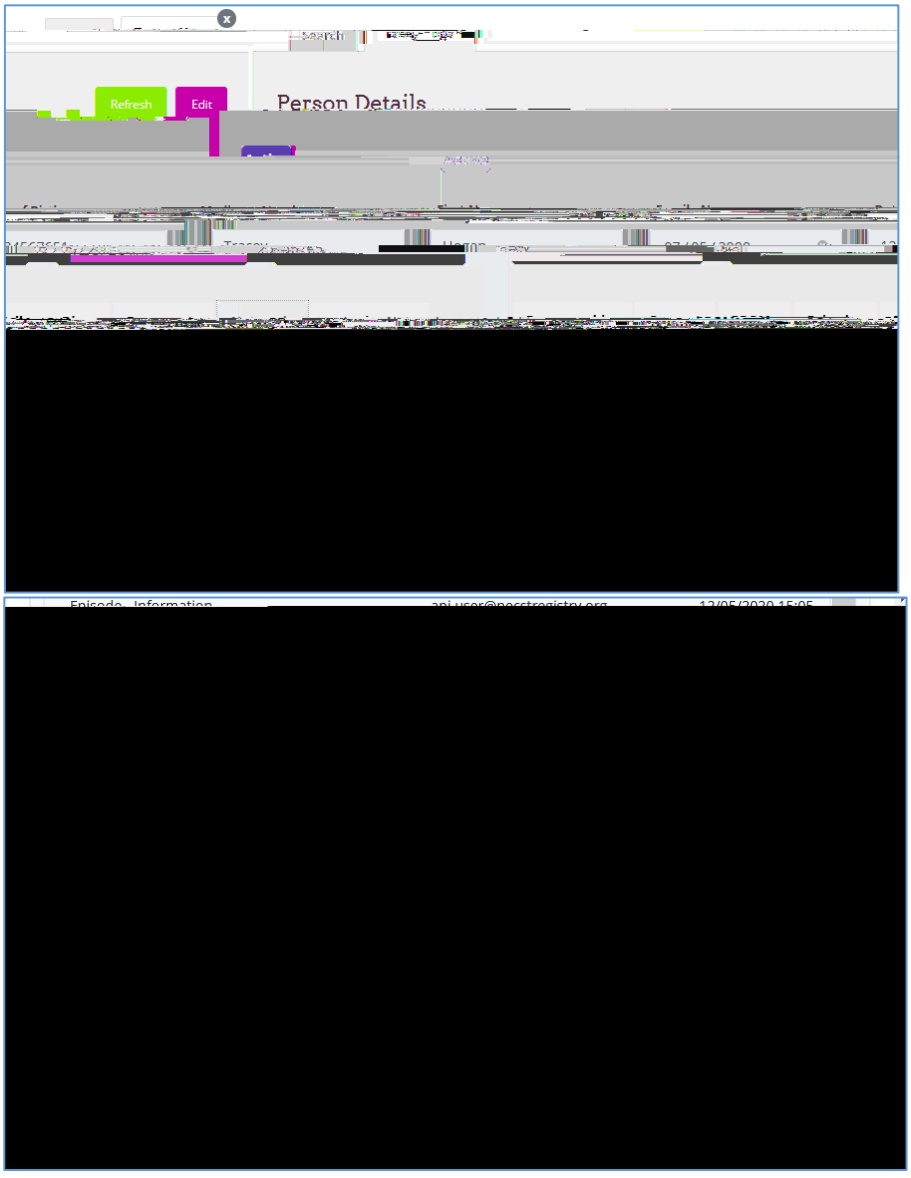
In a Person's record, the audit details can be viewed from the

Place
Follow-Up
Quality Assurance Check

4.18 Viewing Change History

The activities against a person's record related to create, update and deleted can be view form the Notepad as below.

1. Navigate to Person Search screen, search and open the Person's Record.
   See Person Search on page 25 for further details.
2. Navigate to person's Notepad tab.
3. Double-click on any record to open the details.
4. This opens the details in the Change History grid.



4.19 Viewing Read History

1. Navigate to Person Search screen, search and open the Person's Record.
   See Person Search on page 25 for further details.

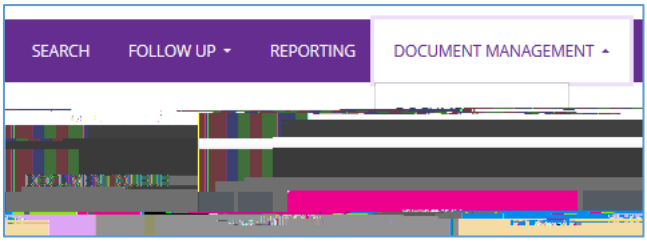
2. Navigate to person's Notepad tab.
3. Click Load Read History at the bottom of the screen to load all the read histories in the Read History grid.

4.20 Document Management

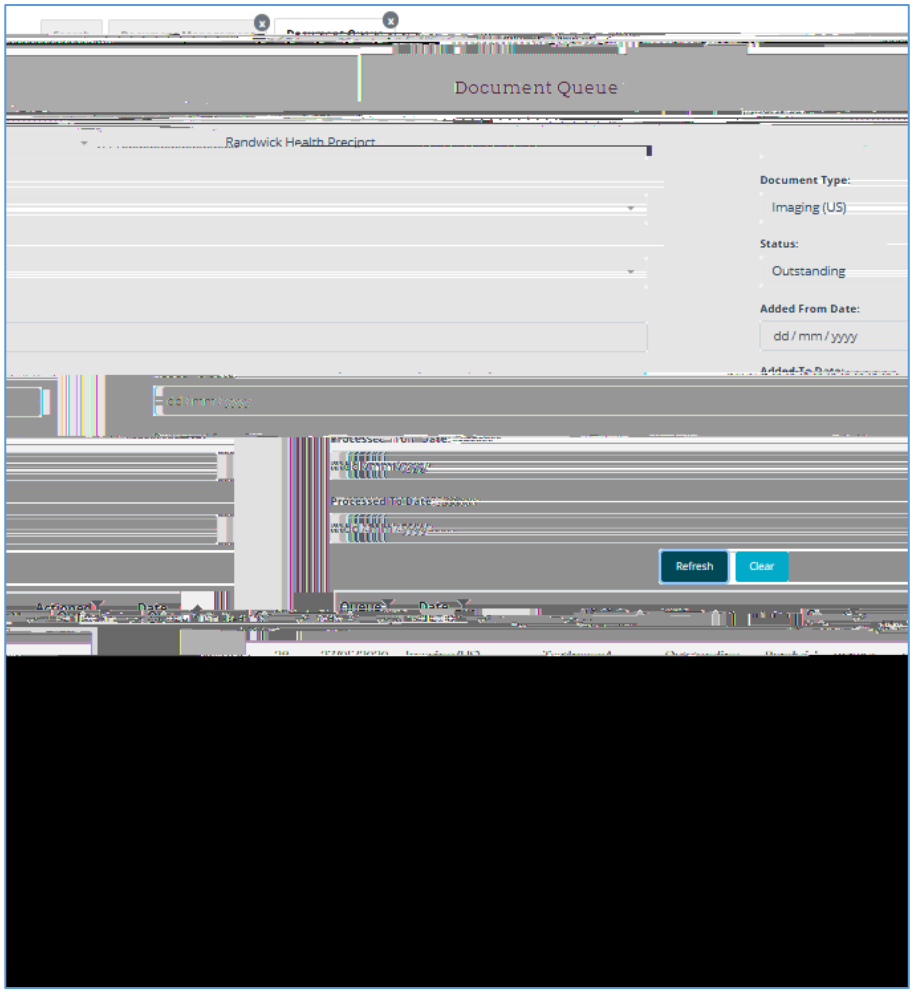
This feature allows upload of documents or images in bulk. Then individually open each document and assign it to a person's record.

4.20.1 Document Upload

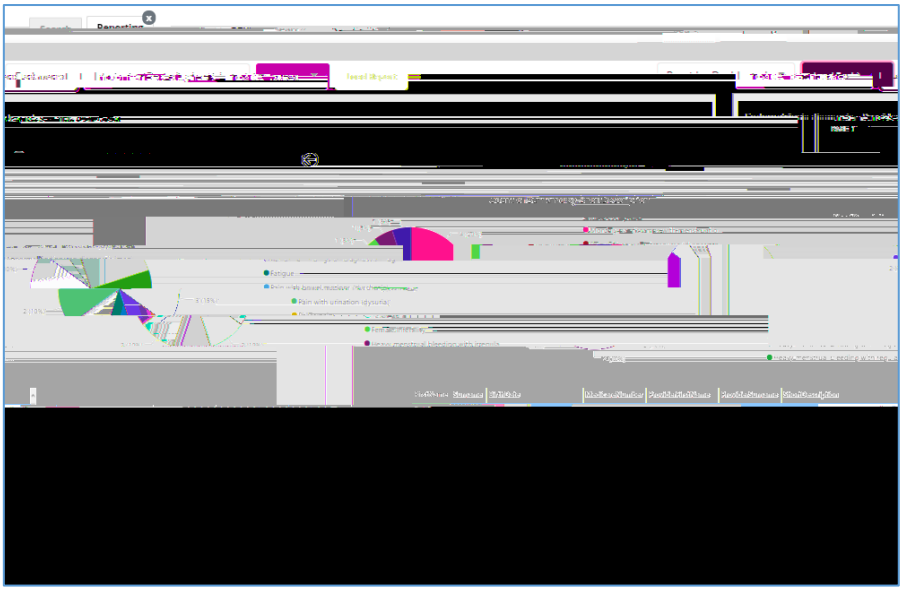
1. Navigate to the Document Management menu and choose Document Upload.



2. Select the drop-down and select Document Type.
3. Select the drop-down and select the Place.
4. Add Comments if required.
5. Drag and drop one or more files into the Drop Files Here… area or double click to navigatge to a folder to select files to upload.
6. Click **Upload**.



5. Double-click on the record in the grid to open it.
   The document opens on the bottom left of the screen.
6. Click **Person** and search for the person.
7. Choose the person from the Person search grid.
8. Click **Assign** to assign the document against the selected person.



4.23.3 Loading a Report

1. Navigate to the drop-down list against Load Report and choose the item.
2. Click Load Report.
3. Apply the Filters as needed from within the report screen's Filters section.

   Note: The available dashboards and reports are determined by the workspace in which they are created in, within the Jean Hailes Power BI platform. If the dashboards or reports are not visible in the drop down, the reports will need to be moved to the correct workspace in Power BI to resolve. One workspace exists per group.

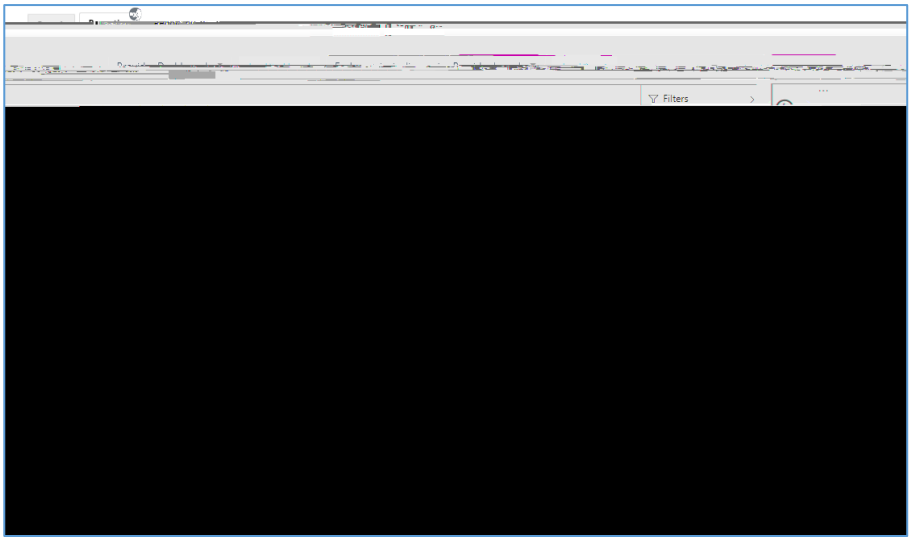
   Supported Groups are:

   Clinician

   Researcher

   Clinical Staff

   Clinical Admin



5 Frequently Asked Questions

5.1 How Do I Clear the Cache on Chrome

1. Open your web browser.
2. Click Ctrl+Shift+Delete on your keyboard.
3. Untick Cached Images and files and click Clear data.
4. Proceed to open the link to the registry (https://register.necstregistry.org/).

5.2 How Do I Clear the Cache on Firefox

1. Open your web browser.
2. Click Ctrl+Shift+Delete on your keyboard.
3. Untick Cache and click OK.
4. Proceed to open the link to the registry (https://register.necstregistry.org/).

5.3 How Do I Clear the Cache on Safari

1. Open your web browser.
2. Click on the Safari drop-down list and select Preferences.
3. Click the Advanced tab. Select the Show Develop menu in menu bar checkbox and close the Preferences window.
4. Select the Develop drop-down list. Click Empty Cache.
5. Proceed to open the link to the registry (https://register.necstregistry.org/).

5.4 How Do I Contact Support/Get Assistance

Contact the NECST Registry Support Officer/Administrator on email: admin@necstregistry.org and after triage issues will be raised with NECST Service Desk as required. Once resolved by the NECST Service Desk the information will be returned to NECST Registry Support Officer/Administrator to communicate to the originator of the incident.

5.5 What Are the Types of Episodes

6 Appendix A: Glossary of Terms

7 Appendix B:

When the person record is in an “Active” status, all the users at the person’s Primary Place and Secondary Places will have access to full details of the person.

If a user is added to the Exclusion List of a person’s record then this user will only have access to the person’s Episode and Documents tab with ability to only view the records they have created against the person.

Note: Group - JH Admin has full access to all the tabs of the person’s record and can view/edit full details of the person.

8 Appendix C: Reference Documents/Links

Topic	