



Module Three: Identifying your Patient in SIS



Introduction:

Search for 1st T Specimen

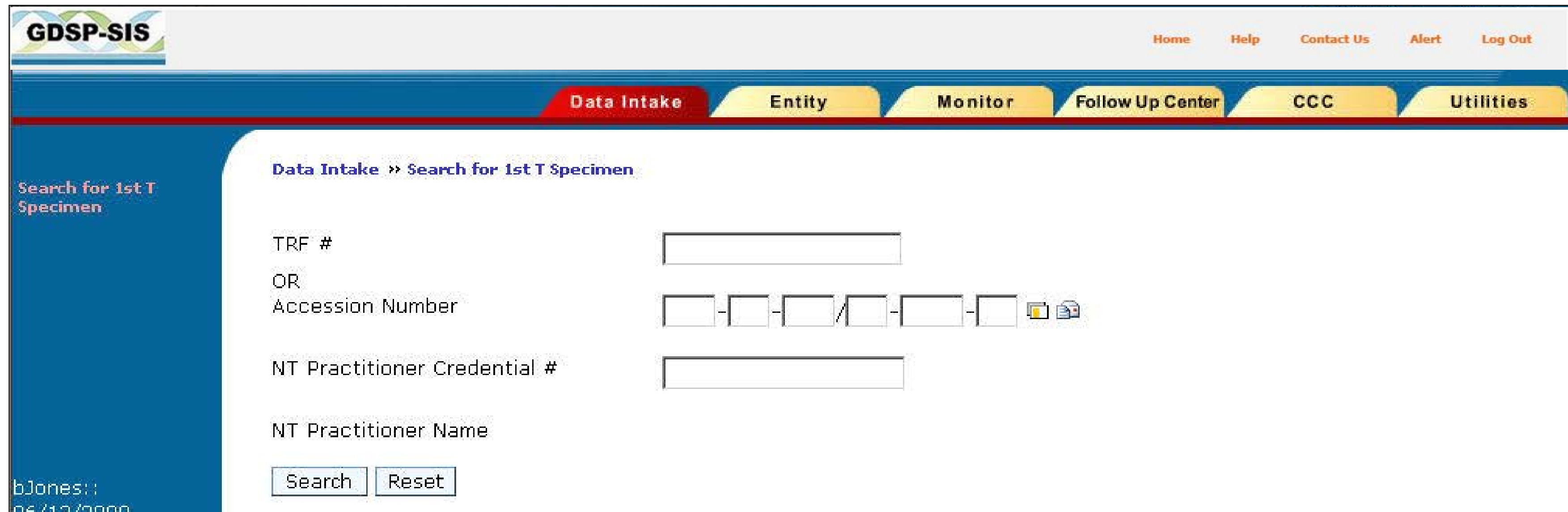
The *Search for 1st T Specimen* screen is used to access your patients' records in SIS. This module will:

- Familiarize you with the two methods of identifying a patient in SIS.
- Identify the messages you may encounter when searching for a patient.
- Provide next steps if you are unable to proceed in SIS.

Please note that the terms “client” and “case” are used in SIS. “Client” refers to the patient, while “case” refers to a single pregnancy for a patient.



Search for 1st T Specimen



The screenshot displays the GDSP-SIS web application interface. At the top, there is a navigation bar with links for Home, Help, Contact Us, Alert, and Log Out. Below this is a secondary navigation bar with tabs for Data Intake (highlighted in red), Entity, Monitor, Follow Up Center, CCC, and Utilities. The main content area is titled "Data Intake >> Search for 1st T Specimen". On the left side, there is a blue sidebar with the text "Search for 1st T Specimen" and a user login area showing "bJones:" and "06/12/2000". The search form contains the following fields and controls:

- TRF #: A single-line text input field.
- OR: A label indicating an alternative search criterion.
- Accession Number: A multi-part input field with five boxes separated by hyphens and a slash, followed by two small icons.
- NT Practitioner Credential #: A single-line text input field.
- NT Practitioner Name: A label for a text input field.
- Search and Reset: Two buttons located at the bottom of the form.

The search for a patient's record requires a unique identifier such as a Test Request Form (TRF) or Accession # (refer to next slide).

You must also enter a valid, registered NT Practitioner Credential ID. The NT Practitioner Credential ID is either a 5-digit number if provided to you by FMF or a 'P' followed by a 5-digit number if provided by NTQR (i.e. P99999).



TRF # and Accession

The TRF # is printed on the patient's Test Request Form (which is submitted with the blood specimens). Patients may have the actual TRF (image below), but more commonly, the TRF # will be provided to your staff by the referring clinician. TRF #s follow the format: F 00 000 427 1A.

FIRST TRIMESTER SCREENING
10 WEEKS 0 DAYS TO 13 WEEKS 6 DAYS
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
CALIFORNIA PRENATAL SCREENING PROGRAM
(866) 718-7915 Toll Free

198-20-001/A-2008-62

F 00 000 427 1 A

PART A: PLEASE WRITE CLEARLY. USE CAPITAL LETTERS.

1. PATIENT INFORMATION

LAST NAME	<input type="text"/>	FIRST NAME	<input type="text"/>	MAIDEN NAME	<input type="text"/>
ADDRESS	<input type="text"/>				

An Accession # is a unique identifying number given to a blood specimen at the State Laboratory. Matching stickers will be fastened to the specimen and the TRF to associate the two. Accession #s follow the format: 198-20-001/A-2008-62.



NT Practitioner Credential ID

If you log in as an NT Practitioner, the NT Practitioner Credential ID field will be prefilled with your FMF ID or NTQR ID.

If you log in as NT Data Entry staff, the NT Practitioner Credential ID will be blank and must be filled in with a valid registered NT Practitioner ID in order to search for a case.

In either case, the field can be edited so that NT Practitioners and NT Data Entry staff can enter NT data for multiple NT Practitioners.

If an NT Practitioner is credentialed by both FMF and NTQR, data entered under either credential number will be associated with the correct NT Practitioner.



NT Practitioner Credential ID

The credential ID reported must be from the NT provider who performed the ultrasound and took measurements. Use of the correct NT practitioner credential ID *is critical* for quality assurance monitoring.

Our program, in addition to FMF and NTQR, monitors the quality of NT practitioner data to help ensure accurate and consistent measurements. When an NT practitioner's data shows medians and slopes outside of program acceptable ranges, this is reported to their respective credentialing agency for remediation.

What happens when incorrect credential IDs are reported?

- NT exam data for calculating individual practitioner medians and slopes may be incomplete or inaccurate.

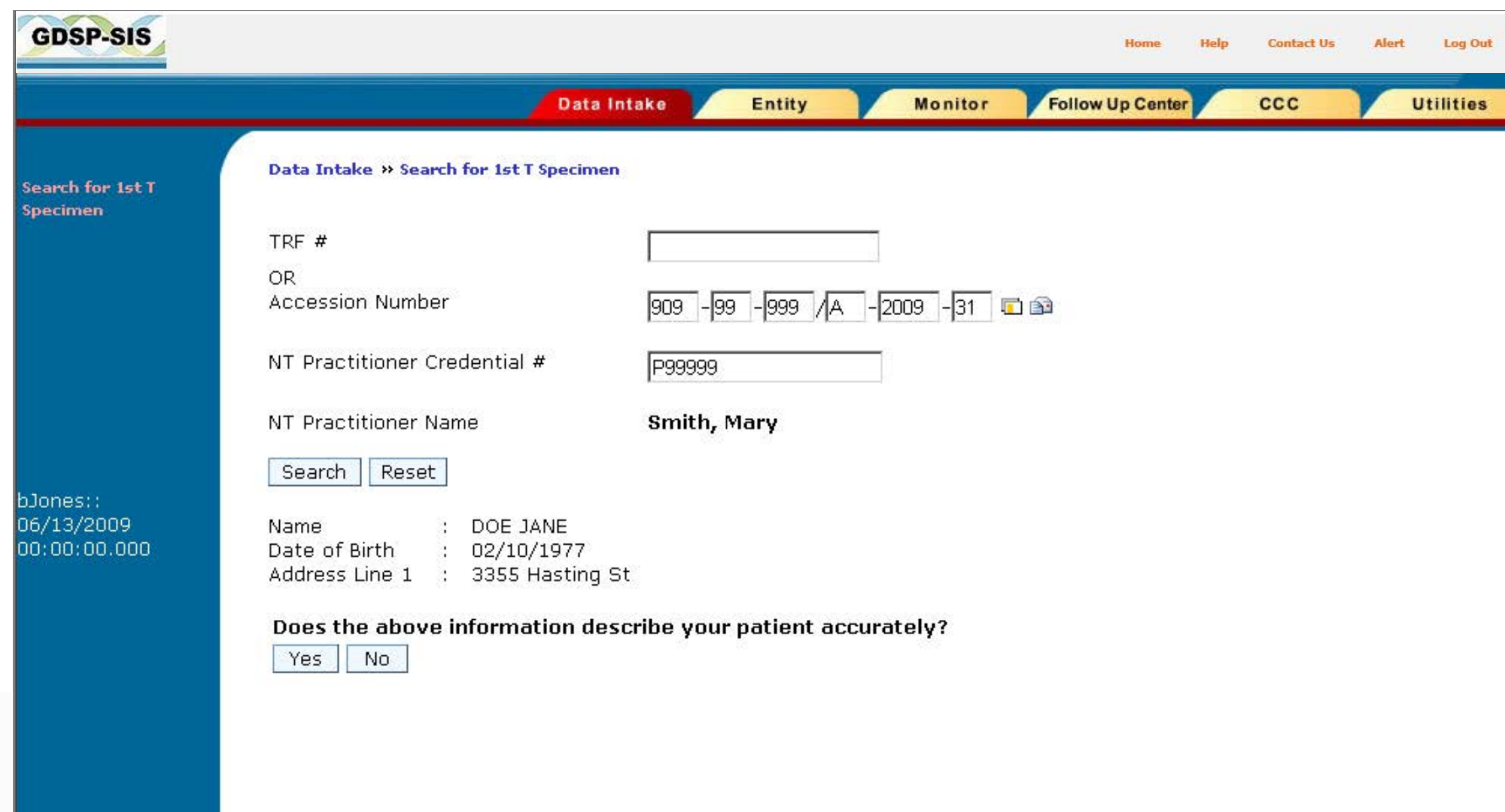


Patient Verification

Enter the TRF # or Accession # *and* a valid NT Practitioner Credential ID and click **Search**.

If the TRF # or Accession # you have entered matches a record in SIS, a name, a date of birth, and the first line of an address will appear on the screen. Verify that this information correctly describes your patient.

SIS will automatically fill in the name of the NT Practitioner.



The screenshot shows the GDSP-SIS web application interface. The top navigation bar includes links for Home, Help, Contact Us, Alert, and Log Out. Below this is a secondary navigation bar with tabs for Data Intake, Entity, Monitor, Follow Up Center, CCC, and Utilities. The main content area is titled "Data Intake >> Search for 1st T Specimen". It contains a search form with the following fields and values:

- TRF #: [Empty text box]
- OR Accession Number: 909 -99 -999 /A -2009 -31
- NT Practitioner Credential #: P99999
- NT Practitioner Name: Smith, Mary

Below the form are "Search" and "Reset" buttons. To the left of the form, there is a sidebar with the text "Search for 1st T Specimen" and a user session indicator: "bJones:: 06/13/2009 00:00:00.000". Below the form, there is a confirmation question: "Does the above information describe your patient accurately?" with "Yes" and "No" buttons.



Patient Verification

If your patient matches the description **and** the name of the NT Practitioner is correct, click **Yes** to continue to the *NT Data Entry* screen.

GDSP-SIS Home Help Contact Us Alert Log Out

Data Intake Entity Monitor Follow Up Center CCC Utilities

Data Intake » Search for 1st T Specimen

Search for 1st T Specimen

TRF #

OR

Accession Number - - / - -

NT Practitioner Credential #

NT Practitioner Name **Smith, Mary**

Name : DOE JANE
Date of Birth : 02/10/1977
Address Line 1 : 3355 Hasting St

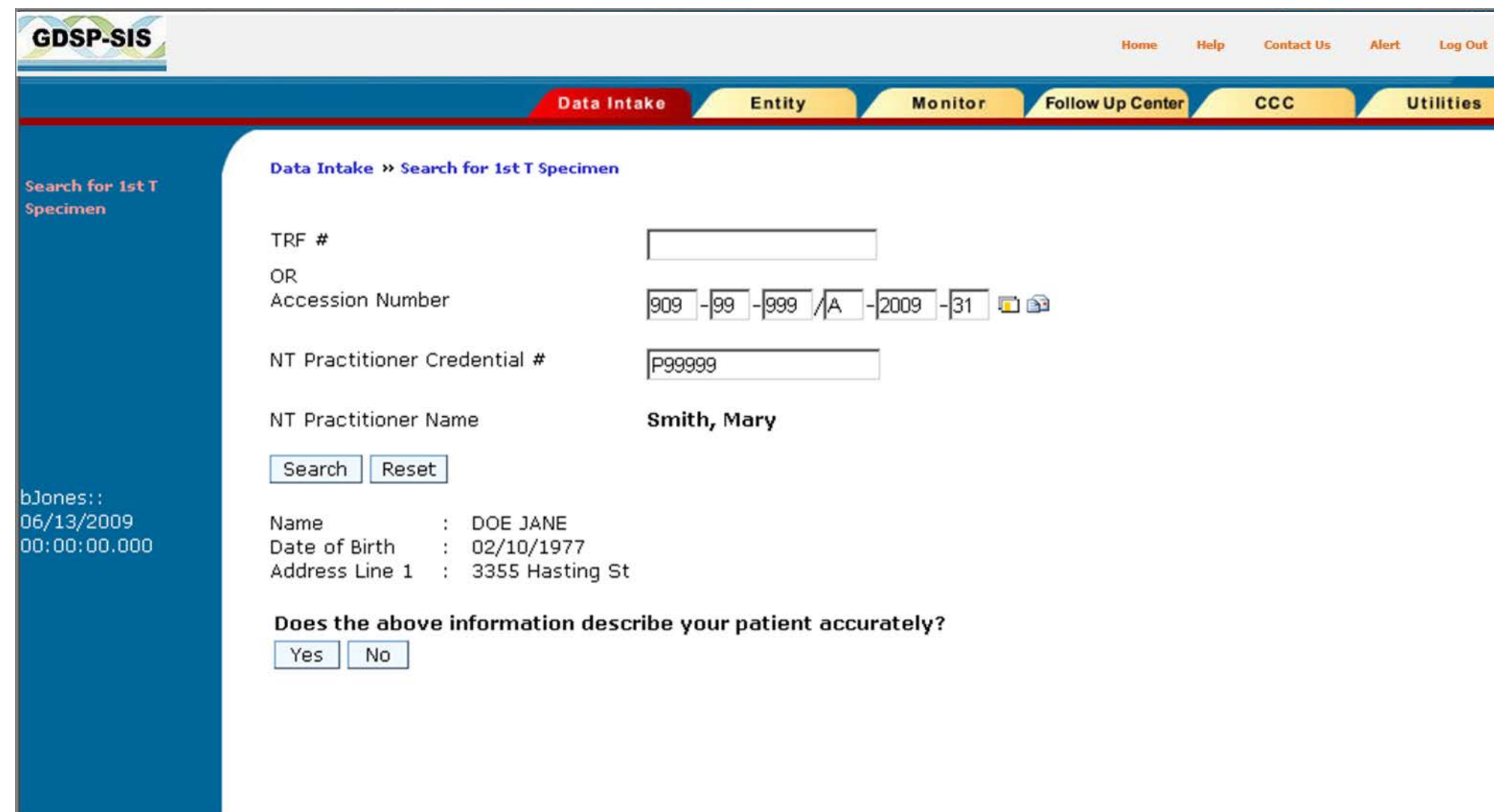
Does the above information describe your patient accurately?

bJones::
06/13/2009
00:00:00.000



Patient Verification

If the patient information does not describe your patient or if you are unsure if SIS has identified the correct patient, click **No**. Check the TRF # or Accession # to see if you have entered it correctly. If you are still unable to verify the identification of your patient, you must submit the NT exam data through an alternative method (i.e. submitting it to the referring clinician).



The screenshot shows the GDSP-SIS web application interface. The top navigation bar includes links for Home, Help, Contact Us, Alert, and Log Out. Below this is a secondary navigation bar with tabs for Data Intake, Entity, Monitor, Follow Up Center, CCC, and Utilities. The main content area is titled "Data Intake >> Search for 1st T Specimen". It contains a search form with the following fields: TRF # (empty), OR Accession Number (909-99-999 / A -2009-31), NT Practitioner Credential # (P99999), and NT Practitioner Name (Smith, Mary). There are Search and Reset buttons. Below the form, the system has returned results for "DOE JANE" with a Date of Birth of 02/10/1977 and Address Line 1 of 3355 Hasting St. At the bottom, there is a question: "Does the above information describe your patient accurately?" with Yes and No buttons.

Please note: Patient age is an important factor in risk assessment. If you believe that SIS has identified the correct patient, but the Date of Birth listed is incorrect, please contact the Case Coordinator so that the information can be corrected.



Patient Verification

GDSP-SIS

Home Help Contact Us Alert Log Out

Data Intake Entity Monitor Follow Up Center CCC Utilities

Data Intake » Search for 1st T Specimen

Search for 1st T Specimen

TRF #

OR
Accession Number - - / - -

NT Practitioner Credential #

NT Practitioner Name **Smith, Mary**

Name : DOE JANE
Date of Birth : 02/10/1977
Address Line 1 : 3355 Hasting St

Does the above information describe your patient accurately?

bJones::
06/13/2009
00:00:00.000

If the wrong NT Practitioner name appears, click **No**. If the NT Practitioner ID is not registered in SIS, you will see the message “NT Practitioner ID # is not valid.” Check the NT Practitioner Credential ID to see if you have entered it correctly. If you are not sure that you have the correct NT Practitioner Credential ID, please refer to the Registered Nuchal Translucency Practitioners list under [Patient Information](#) on the PNS Program’s website, or contact the Case Coordinator.

Please Note: the credential ID reported must be from the NT provider who performed the ultrasound and took measurements.



Error Messages

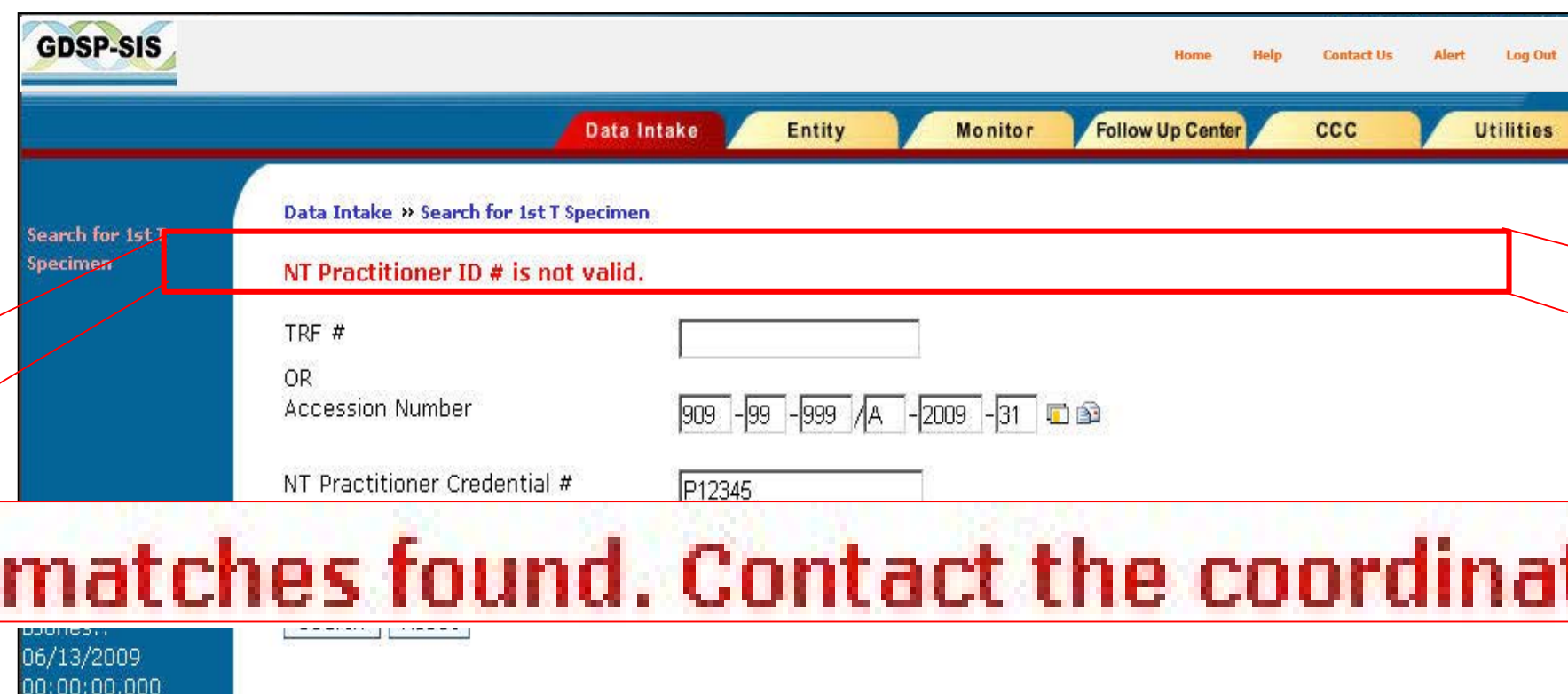
There are a number of situations in which you will not be able to access patient data. These scenarios are outlined below and described in greater detail on the following slides:

- SIS identifies more than one patient with the same TRF #.
- SIS does not find the patient.
- Data is already entered into this case.



Error Messages-Multiple Matches

You will receive an error message if SIS identifies two patients with the same TRF #. If this occurs, SIS will indicate “Multiple matches found” and display the phone number for the appropriate Case Coordinator.



The screenshot shows the GDSP-SIS web application interface. The top navigation bar includes links for Home, Help, Contact Us, Alert, and Log Out. Below this is a secondary navigation bar with tabs for Data Intake, Entity, Monitor, Follow Up Center, CCC, and Utilities. The main content area is titled "Data Intake >> Search for 1st T Specimen". A search form contains fields for TRF #, OR, Accession Number (with a date picker set to 909-99-9999/A-2009-31), and NT Practitioner Credential # (with the value P12345). A red box highlights the error message: "NT Practitioner ID # is not valid." Another red box highlights the text "Multiple matches found. Contact the coordinator at (800) 237-7466." which is overlaid on the bottom of the screenshot. The bottom left corner of the screenshot shows the date 06/13/2009 and time 00:00:00.000.

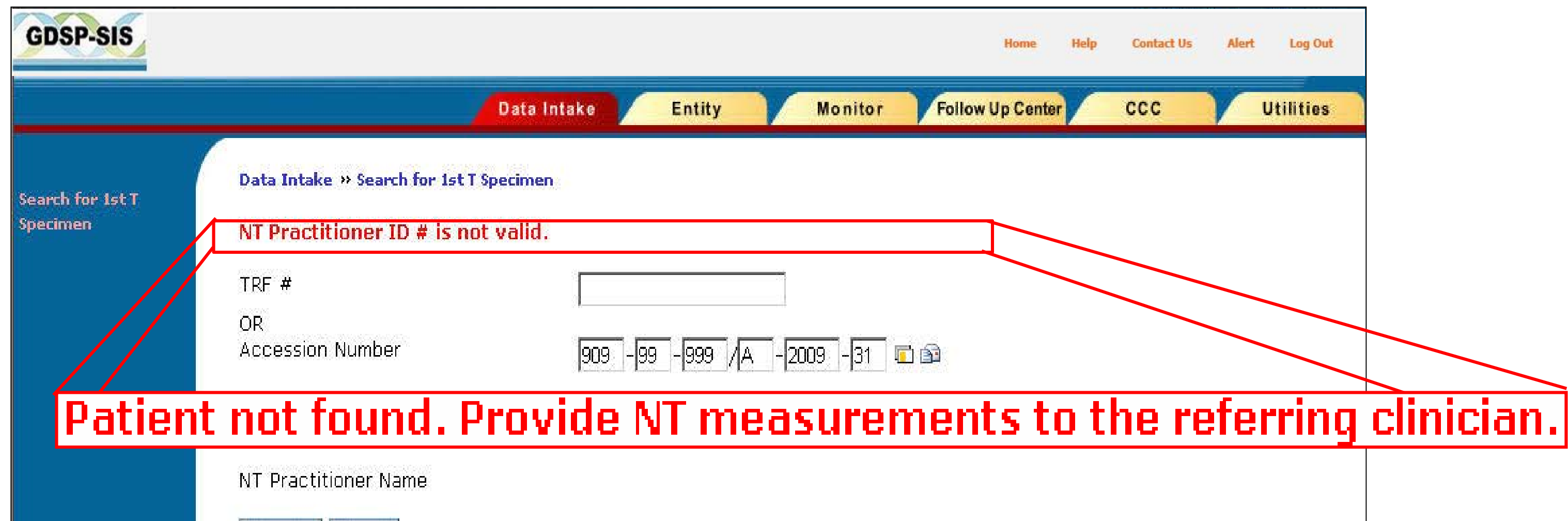
Multiple matches found. Contact the coordinator at (800) 237-7466.

The Case Coordinator will be able to view additional information that may determine which of the patients is the correct match. The Coordinator may give you a unique Accession # to use to access your patient's record. If the patient cannot be identified by the Case Coordinator, you will not be able to utilize SIS. You must submit the NT exam data to the referring clinician.



Error Messages-Patient Not Found

Periodically, SIS will not be able to identify a client based on the TRF # or the Accession #. In this scenario, SIS will display the error message “Patient not found. Provide NT measurements to the referring clinician.”



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- A red-bordered box containing the error message: "NT Practitioner ID # is not valid."
- A text input field for "TRF #".
- A radio button labeled "OR" followed by a date selection interface for "Accession Number" with values: 909 -99 -999 /A -2009 -31.
- A text input field for "NT Practitioner Name".

A large red-bordered box at the bottom of the form contains the error message: "Patient not found. Provide NT measurements to the referring clinician."

This situation may arise even when an NT exam is scheduled after a patient has her blood drawn. It may take 3-5 days from the time a blood specimen is drawn for patient data to be available in SIS. When this error message appears, provide NT exam data to the referring clinician. You may also try to locate the specimen in the database after waiting several days.



Error: Patient Not Found

Scheduling NT Exams to Optimize SIS Use



If you find that your patients' records are often not available in SIS, you may want to review how your office schedules NT exams. Work with your referring prenatal care providers to establish a system which works for you and your patients.

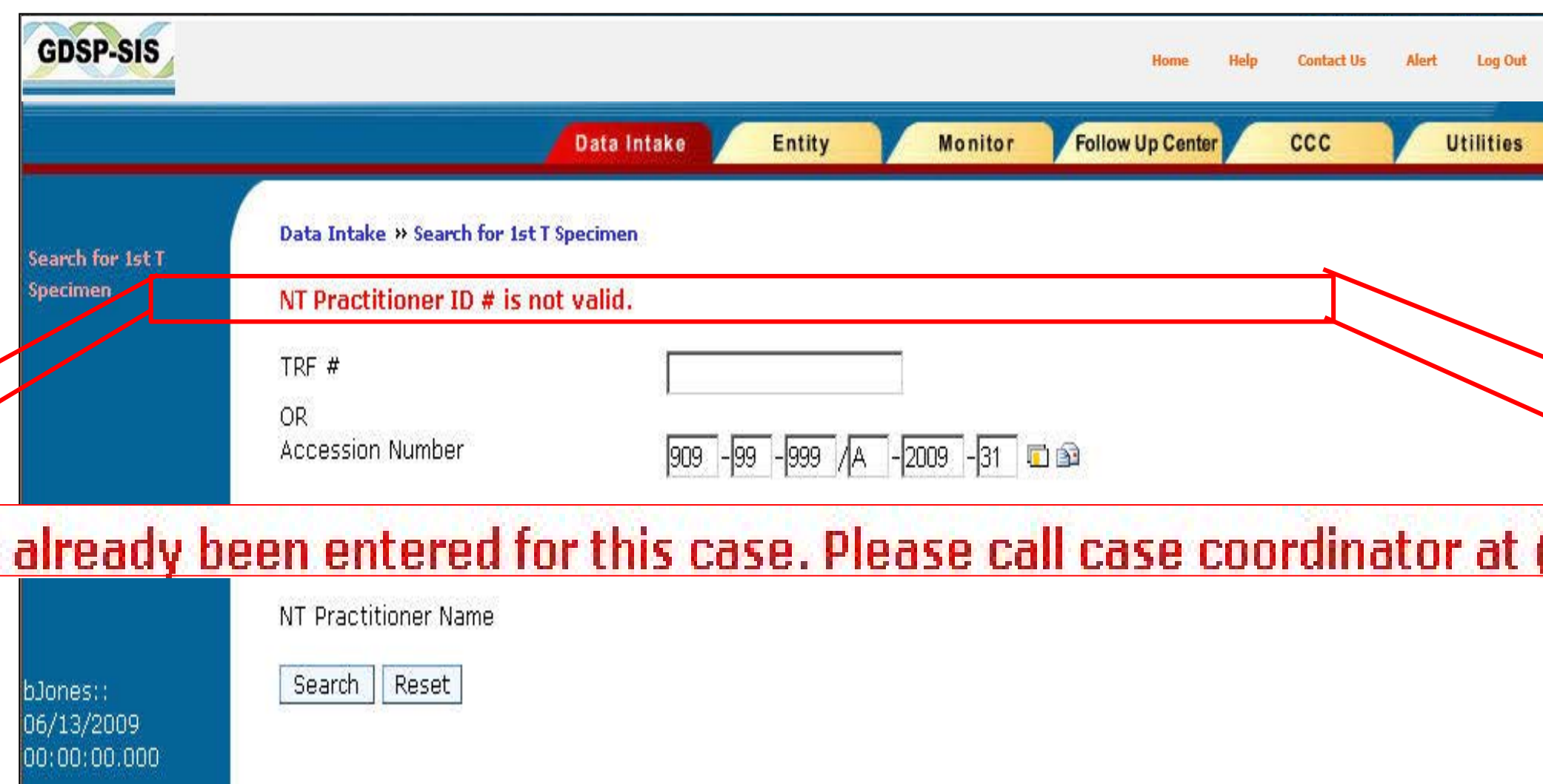
We recommend that the NT exam be scheduled approximately one week after the first trimester blood draw. Patient records and analytical values should be posted by this time, enabling you to enter NT data and view immediate case interpretation.

If patients schedule the NT exam before the first trimester blood draw, we recommend that the patient take the TRF form to the NT exam so that you can write exam results on the actual TRF form. Patients can then bring the form to the blood draw. The TRF will be sent to the lab with the specimen, and NT data will be entered into the case at the lab.



Error Message – Data Entered

You will receive an error message if NT exam data has previously been entered into SIS by a Case Coordinator or by another NT Practitioner. SIS will indicate “NT Data has already been entered for this case” and display the phone number for the appropriate Case Coordinator.



The screenshot shows the GDSP-SIS web application interface. The top navigation bar includes links for Home, Help, Contact Us, Alert, and Log Out. Below this is a menu with tabs for Data Intake, Entity, Monitor, Follow Up Center, CCC, and Utilities. The main content area is titled "Data Intake » Search for 1st T Specimen". A red error message is displayed: "NT Practitioner ID # is not valid." Below the error message are input fields for TRF #, OR, and Accession Number. The Accession Number field contains the value "909-99-999/A-2009-31". At the bottom of the form, there is a field for "NT Practitioner Name" with "Search" and "Reset" buttons. A red box highlights the error message and the phone number "(877) 871-6467" which is displayed in a separate box below the form.

NT Data has already been entered for this case. Please call case coordinator at (877) 871-6467



Viewing Previously Entered NT data

You may access a case to view or print previously entered NT data and case interpretation:

If you have a TRF # or Accession # ...

and you know the Credential ID of the NT Practitioner who conducted the NT exam ...

and if the data was entered into SIS from the TRF or from the NT Practitioner screen.

Refer to Module 5 for more information on Viewing Case Interpretation.



No Numbers Provided

If you do not have a TRF # or Accession # for your patient, or if SIS is unable to locate your patient's record (refer to previous pages), you will not be able to enter data into SIS or obtain a case interpretation.

If this situation occurs, send the NT exam data to the referring clinician. Your patient will be able to obtain case interpretation from the clinician's office.



Summary

The *Search for 1st T Specimen* screen allows the NT Practitioner or NT Data Entry Staff to search for any first trimester patient.

You can search SIS for a patient using either an TRF # or Accession # **and** a valid NT Practitioner Credential ID.

An error message will appear when the search for a patient is unsuccessful. Check and reenter the number. If the search is still unsuccessful, follow the instructions on screen.



Main Menu

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Module 3 – Client Searching

Module 4 – Entering NT Data

Module 5 – Viewing Interpretation Results

Module 6 – Wrap-up

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Module 3.
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