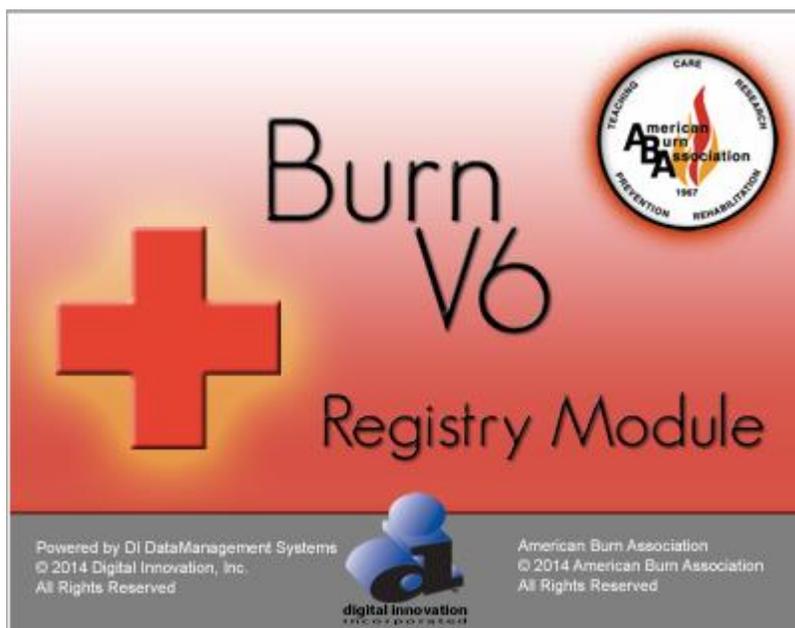


Digital Innovation, Inc.

Standard NBR Submission User Guide



Version 1.0



Revision 2014-2016
For All DI Burn v6 Registry Systems

Proprietary Rights Notice

The Digital Innovation, Inc. Burn v6 Registry Software and related materials, including but not limited to this document, and other written material provided by Digital Innovation, Inc. (collectively “Software Products”) constitute confidential and proprietary information of Digital Innovation, Inc. It is the responsibility of the user to comply with all applicable copyright laws. The Software Products are to be maintained in confidence and not to be disclosed, duplicated, or otherwise reproduced, directly or indirectly, whole or in part, or any materials relating thereto, except as specifically authorized by Digital Innovation, Inc. No portions of this manual may be reproduced, duplicated, or disclosed without the expressed written approval of Digital Innovation, Inc. Reasonable steps are to be taken to insure that no unauthorized persons have access to the Software Products and that all authorized persons having access to the Software Products refrain from any such disclosure, duplication, or reproduction except as authorized by Digital Innovation, Inc.

Copyright © 1998-2016. Digital Innovation, Inc. All Rights Reserved





Table of Contents

Introduction	4
Overview	4
Support Services.....	4
NBDS	5
NBDS Module	5
NBR Export	7

Introduction

Overview

“Burn v6” is a Burn registry system that helps users meet changing requirements for collection and evaluation of Burn data for quality assurance, accreditation, management, prevention, and research. The system is a complete data management and report generating package which includes a user-friendly data entry and verification system, powerful querying capabilities, and support of outcomes scores and analysis. The v6 offers unrivaled database and analysis capabilities.

Digital Innovation, Inc. is committed to providing quality software products to our clients and our staff is focused on the continuous improvement of its products and services.

The *Burn v6 Registry* is also a full-featured database management system for supporting Burn registry data collection, management, analysis, and reporting at both the hospital and system level. The system provides comprehensive data validity checks, user-friendly and efficient data entry screens, flexible and extensive report writing and querying (without the need for programming or database skills), support for central-site and “system” databases, powerful auto-calculations and scores, tremendous flexibility for supporting local configurations and end-user network environments, and a host of other features.

Support Services

Digital Innovation’s full-time, experienced Technical Support team is available to answer your burn registry software related questions. If you need assistance using the software, you can contact the Digital Innovation, Inc. Technical Support staff by:

Calling: 800-344-3668, ext. 4

Emailing: support@dicorp.com

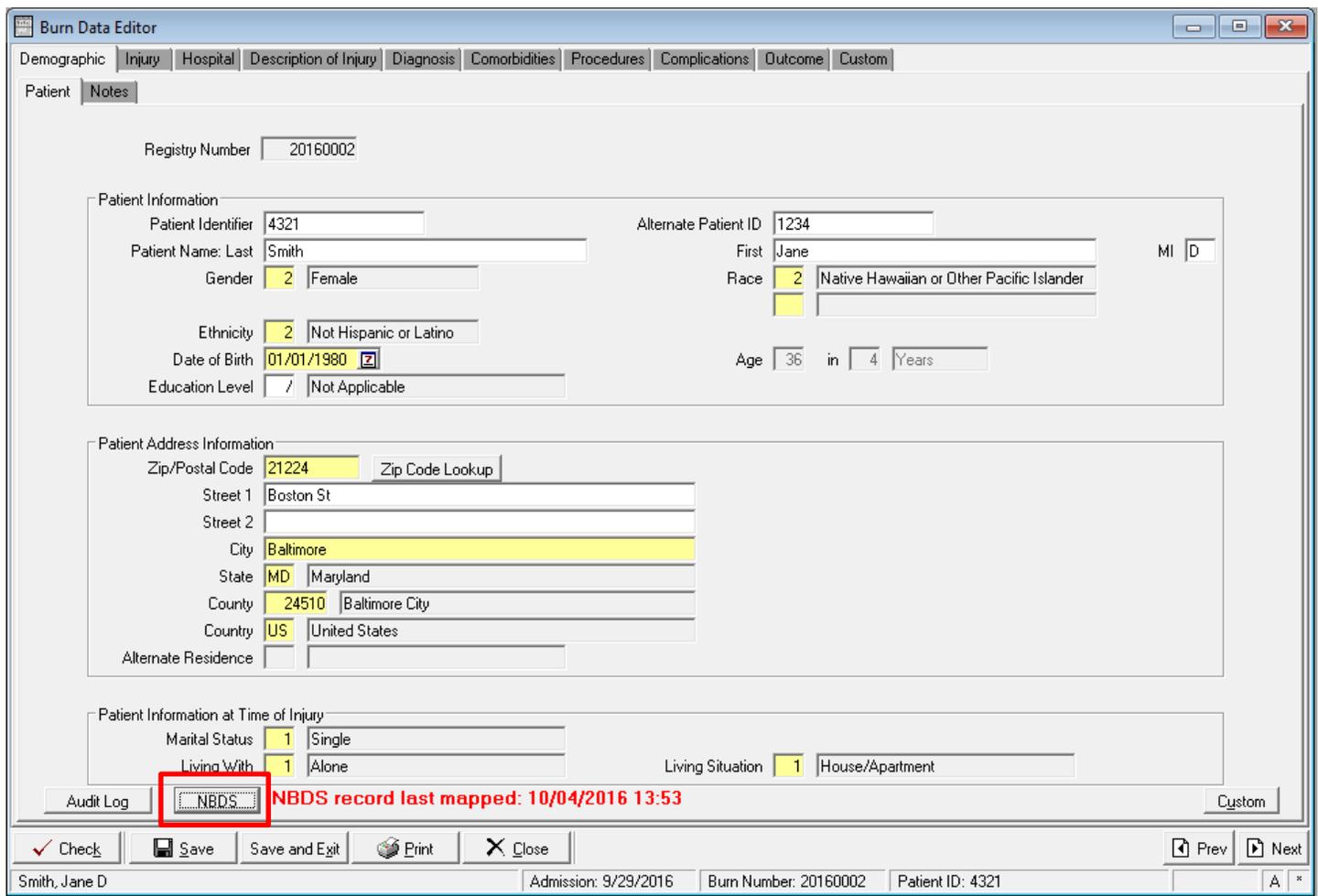
Going Online: <http://www.dicorp.com/contact-us/request-technical-support/>

NBDS

NBDS Module

The **NBDS Module** is a registry module that is located within each Burn v6 record. The purpose of the **NBDS Module** is to map and view your NBDS required data elements prior to their submission to the ABA during the yearly NBR Call for Data. **Users should map each Burn v6 Record that they want included in their NBR Call for Data Submission. If not mapped, the record will not be included in the submission file.**

The **NBDS Module** is located within each record on the bottom left corner of the 'Demographic' screen

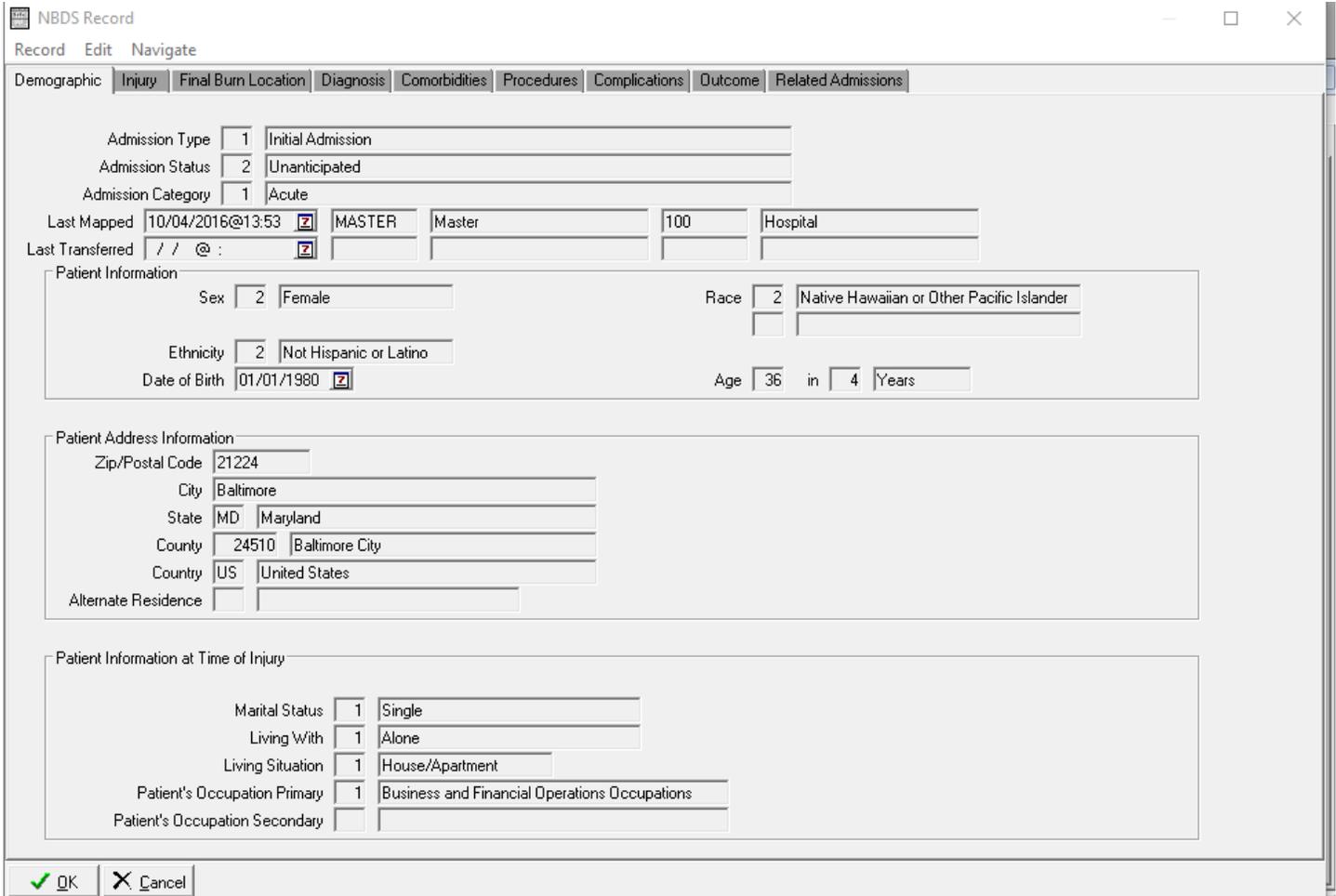


The screenshot shows the 'Burn Data Editor' application window with the 'Demographic' tab selected. The interface includes several data entry sections:

- Registry Number:** 20160002
- Patient Information:**
 - Patient Identifier: 4321
 - Alternate Patient ID: 1234
 - Patient Name: Last: Smith, First: Jane, MI: D
 - Gender: 2 Female
 - Race: 2 Native Hawaiian or Other Pacific Islander
 - Ethnicity: 2 Not Hispanic or Latino
 - Date of Birth: 01/01/1980
 - Age: 36 in 4 Years
 - Education Level: / Not Applicable
- Patient Address Information:**
 - Zip/Postal Code: 21224 (with Zip Code Lookup button)
 - Street 1: Boston St
 - Street 2: (empty)
 - City: Baltimore
 - State: MD Maryland
 - County: 24510 Baltimore City
 - Country: US United States
 - Alternate Residence: (empty)
- Patient Information at Time of Injury:**
 - Marital Status: 1 Single
 - Living With: 1 Alone
 - Living Situation: 1 House/Apartment

At the bottom left, the 'NBDS' button is highlighted with a red box. A red text overlay reads: **NBDS record last mapped: 10/04/2016 13:53**. The bottom status bar shows: Smith, Jane D | Admission: 9/29/2016 | Burn Number: 20160002 | Patient ID: 4321 | A *

When the **NBDS Module** is selected, a view only screen will open



The screenshot shows a software window titled "NBDS Record" with a menu bar containing "Record", "Edit", and "Navigate". Below the menu bar is a tabbed interface with the following tabs: "Demographic", "Injury", "Final Burn Location", "Diagnosis", "Comorbidities", "Procedures", "Complications", "Outcome", and "Related Admissions". The "Demographic" tab is active, displaying the following fields:

- Admission Type: 1 Initial Admission
- Admission Status: 2 Unanticipated
- Admission Category: 1 Acute
- Last Mapped: 10/04/2016@13:53 [?] MASTER Master 100 Hospital
- Last Transferred: / / @ : [?]
- Patient Information:
 - Sex: 2 Female
 - Race: 2 Native Hawaiian or Other Pacific Islander
 - Ethnicity: 2 Not Hispanic or Latino
 - Date of Birth: 01/01/1980 [?]
 - Age: 36 in 4 Years
- Patient Address Information:
 - Zip/Postal Code: 21224
 - City: Baltimore
 - State: MD Maryland
 - County: 24510 Baltimore City
 - Country: US United States
 - Alternate Residence: []
- Patient Information at Time of Injury:
 - Marital Status: 1 Single
 - Living With: 1 Alone
 - Living Situation: 1 House/Apartment
 - Patient's Occupation Primary: 1 Business and Financial Operations Occupations
 - Patient's Occupation Secondary: []

At the bottom of the form are two buttons: "OK" (with a green checkmark icon) and "Cancel" (with a red X icon).

What is viewed are the NBDS Data Elements that are part of the **Burn v6 Registry** data model, and defined in the NBDS Data Dictionary. Note, any fields within Burn v6 that are highlighted **yellow**, are NBDS Data Elements. The **NBDS Module** is categorized by tabs that follow the structure of the Burn v6 Registry data entry screens.

The **NBDS Module** maps over the NBDS Data Elements from the Burn v6 record once they are valued and saved. In order to save the data in the **NBDS Module**, users will need to complete the following steps:

1. Once the record is entered in full, validation checks have been satisfied, and the record is ready to be closed select the **NBDS Module** button on the Demographic screen.
2. Review your data in the **NBDS Module**.
3. Select OK in the **NBDS Module**. If prompted with the window "Save Changes to NBDS Data" select Yes.
4. The NBDS record last mapped date and time stamp will update to reflect the last date and time the NBDS Module was mapped.

5. Rerun your validation checks, and set your record to 'closed'.

6. If you add/change any data in your Burn v6 Record, you will need to remap your data to the NBDS module by following steps 1-5 to ensure the data is accurately reflected in the NBDS Module.

Within the **NBDS Module**, the following fields will update when data is mapped into the module:

NBDS Last Mapped Date/Time, By User, At Facility- This is when the record was last mapped to the **NBDS Module**. This will also display in **red font** next to the **NBDS Module** on the Demographic screen in the Burn v6 Record.

NBDS Last Transferred Date/Time, By User, At Facility- This is when the NBDS record was last sent to the ABA.

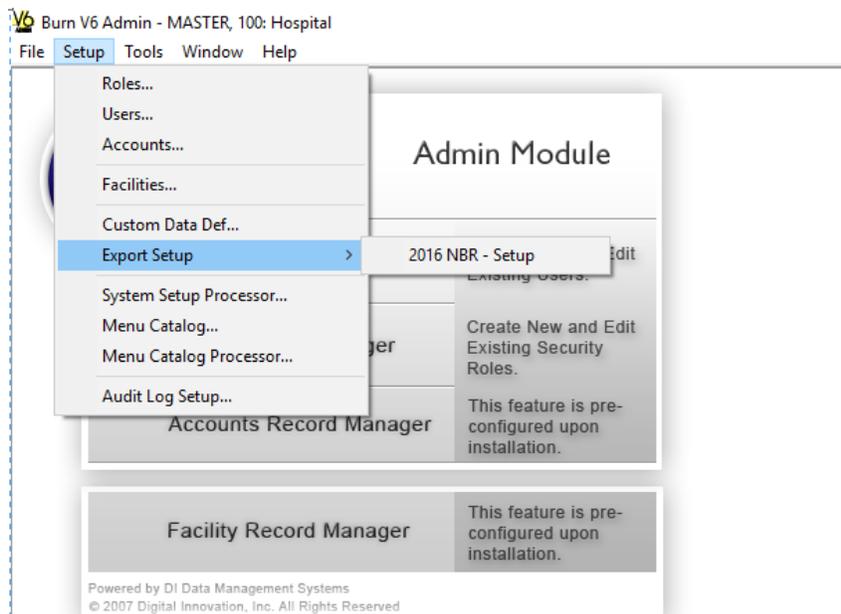
NBR Export

The **NBR Export** is a registry feature that allows users the ability to securely generate their NBR Submission file for the yearly NBR Call for Data. The NBR Submission file contains records that meet the following criteria:

- Record Status is Closed
- Have been mapped into the **NBDS Module**

Setup

In the Burn v6 Admin Module, select **Setup...** then **Export Setup...** then **2016 NBR Setup**.



Select 2016 NBR Setup. The following window will open:



Enter the following information:

Burn v6 Server Directory – browse to the SERVER Directory within the Burn v6 directory (e.g. ...\\CV6BURN\\SERVER)

Burn v6 Facility ID – enter your ABA Facility ID. If you do not know your ABA Facility ID, please contact DI Support:

Calling: 800-344-3668, ext. 4

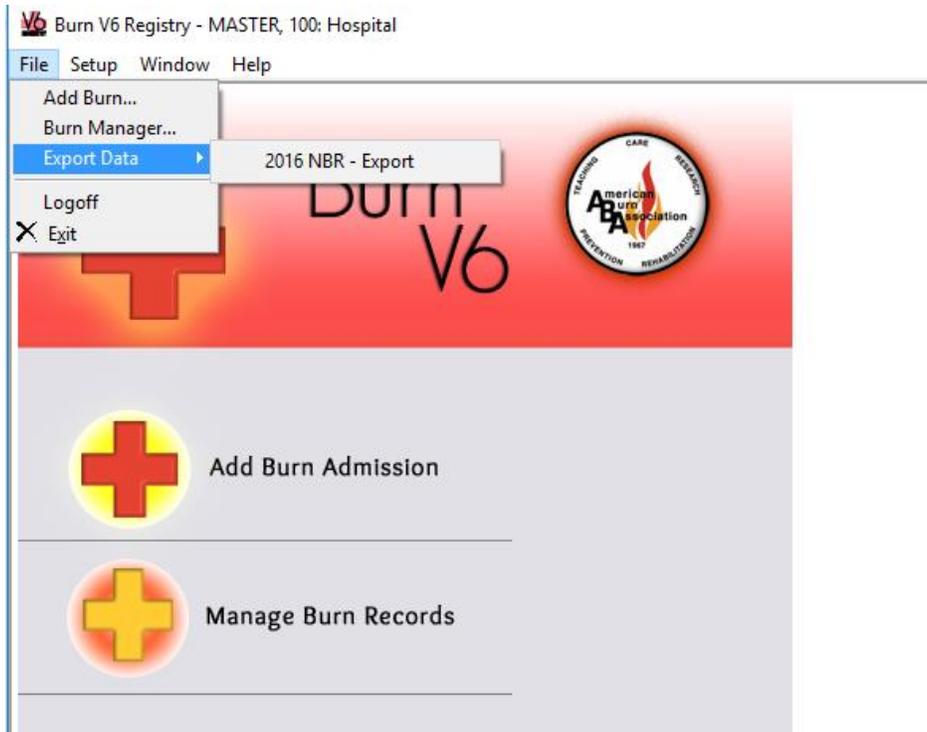
Emailing: support@dicorp.com

Going Online: <http://www.dicorp.com/contact-us/request-technical-support/>

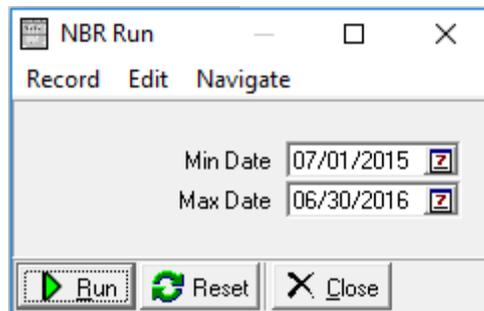
Once fields are valued, select Save and Exit. This information will preserve and will not need to be reentered for each submission.

Generate File

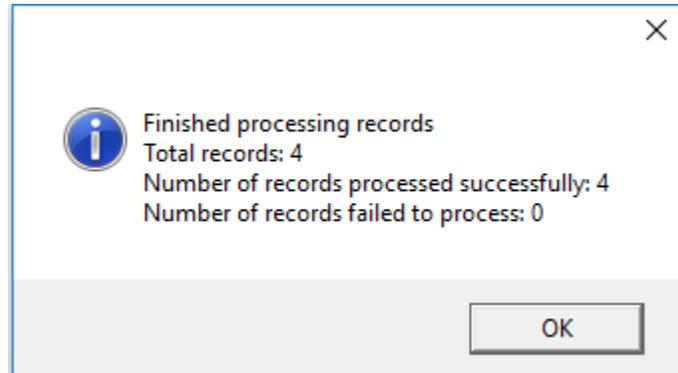
In the Burn v6 Registry, select **File... Export Data... 2016 NBR Export**



Enter in the Arrival date range into the NBR Run Screen for the records you would like to submit. Select Run.



The following screen will appear:



Select OK and the following screen will appear with the location of your NBR Submission File. You will submit this file to the ABA for the NBR Call for Data. **Please follow the ABA's email on where to send your NBR file.**

