Appendix A.

Orthopedic Trauma Association Case Log System
User Manual

Getting Started

System Requirements
When accessing the OTA Case Log site, you will need a computer with internet access along with one of the following web browsers:

- Internet Explorer (version 8.0 or higher)
- Google Chrome (version 26.0 or higher)

Establishing Your Account
To get your facility started using the OTA Case Log System, have your site administrator contact the OTA by phone at (847) 698-1631 or by e-mail at smoore@aaos.org. The site administrator will need to provide the following information:

- The name of your institution
- The first and last name of the person who will act as your site administrator
- A valid e-mail address

An OTA staff person will add the site administrator into the system at which point the new user will receive a confirmation e-mail containing their initial username and password.

The site administrator will also be responsible for adding other users from your facility into the system.

Adding New Users for Your Facility
Once a site account has been established, adding new users for the site is a very simple process. The site administrator will need to log in to the OTA site and click on “Profile”. Click the “Add” button and fill in the appropriate user information. The site administrator can add the following types of users:

- Site Admin - Add/Edit users, add/edit data, view reports
- Data Entry - Add/edit data, view reports
- View Data - View reports only

Again, once the site administrator has added a user, the new user should receive a confirmation e-mail which will provide the user with their initial username and password. Once you receive your confirmation e-mail you are ready to log in.

Creating List of Treating Physicians
The site administrator will also be responsible for creating a list of all of the treating physicians at his/her facility. From the Profile page, below the section where you can add users, you can click the Add button to add names to this list. When you are recording treatment information later on, you will be indicating who the treating physician was based on this list.

Logging In
To log in to the OTA site, open up your web browser and go to https://consulting.dataharborsolutions.com/ota.

You should see the following log in page:

Adding a New Patient
Under the Patient Search section of the site, click the “Add Patient” button.

Then complete the following patient information and click “Save”:
- Medical Record Number
- First and Last Name
- Birth Date

Adding Patient Encounter Information
You can simply follow the steps below to enter data for each patient encounter:

Add an Injury
Click the “Add Injury” button. Enter the type of injury (i.e. motor vehicle accident, power tool, etc.) along with the date of the injury. Click the Save button.
*Note: You can add one or more injuries per patient

Add a Fracture
Click the Add Fracture link which can be found to the right of the injury you entered. Indicate the body side, the AO/OTA code, and the wound. Click the Save button. Repeat this process if there were multiple fractures.
*Note: You can add one or more fractures per injury

Add Treatments and Complications
For each fracture you enter, you can enter data about the treatment of that fracture by clicking the “Add Treatment” link to the right. To add a treatment you are only adding the date of treatment and the physician. You will also indicate if this is the initial treatment or a subsequent treatment. Once again, when you are finished entering the data, click the Save button.

Adding a complication is very similar. Simply click the Add Complication link to add the date of complication and the complication type. Click the Save button.
*Note: You can add one or more treatments and one or more complication per fracture

Adding Procedures
Click the “Add Procedure” link to indicate the type of procedure which was performed. Once again, click Save.
*Note: You can add one or more procedures per treatment

Adding Implants
If an implant was used during the procedure you can enter the Implant Type, Manufacturer and size by clicking on the “Add Implant” link.
*Note: You can add one or more implants per procedure

Adding Systemic Complications (Unrelated to Fracture)
Sometimes there will be complications that cannot be directly attributed to an individual fracture. You can enter this type of complication by clicking on the Add Systemic Complication link to the right of the injury section.

Adding Outcome Information

If you want to add outcome forms for a patient simply click the "Add" link next to the form you would like to enter. Enter the date on which you collected this information from the patient, complete the form and click "Save" at the bottom. You will be returned to the case screen where you will see the standardized scores from the outcome form. You can complete as many outcome forms as you like and you can enter multiple instances of the same for the same patient, perhaps if you want to see the difference between a 30-day and 90-day follow-up.

Viewing Reports

In order to view reports on the data for your site click on the "Reports" link in the top navigation bar. Then select the report which you would like to see from the drop-down box. If you would like to filter the report to only include injuries which occurred between specific dates, then you can enter values in the "From Date" and "To Date" field.

Certain reports will require you to specify more parameters. In these cases, once you select the report which you would like to view, additional parameter fields will then appear on the page for you to enter.

Searching for Patients

To look up a patient that you believe was already entered in the database for your site, click on the "Patient Search" link in the main navigation bar. You can search by any of the following fields:

- Medical Record Number
- Patient First Name
- Patient Last Name
- Patient Birth Date

Simply enter a value in one or more of these fields and click the search button. You can also leave the fields empty and click "Search" to pull up a list of all patients. Click the pencil icon to access a case which you may wish to edit.

Data Export

If you would like to analyze your data further, site administrators have the ability to export their data into an Access format. Click on the "Data Export" link in the main menu. This will bring you to a page where you can not only download your data, but you can download a data dictionary along with a database diagram (which is simply a jpeg image). You will need these tools to fully understand the database structure.

Logging Out

To prevent other users from accessing the system under your account it is always a good idea to click the Log Out link when you are done using the site.

Getting Help

You can click on the help link to view updated version of this user manual. You can contact Web Data Solutions Technical Support 9:00 a.m. - 5 p.m. M-F CST by calling 312-944-0642 or by email at support@dataharborsolutions.com.