

User's Manual for National Obstetrics Registry (NOR) Web Application

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1 NOR WEB APPLICATION MODULES

1.1 Online data access and Remote data capture

Each SDP is given right to access its own data and is able to enter data remotely at its site via the NOR Web Application.

1.2 Real time report

Reports are generated on a real time basis based on data entered via the online data access and Remote data capture module.

1.3 Data Standard

These documents contain definition of all variables collected in all the NOR registries

1.4 Maintenance

This module allows user to change their password. Users are responsible to change their passwords every time they expire.

1.5 Access Control

Only authorized users can gain access to a system. Depending on the role of user, different users have different access rights to the application, i.e. some may view data only but not edit data, some may view and edit data, etc. If the application is left idle for more than 45 minutes, the application will be logged off automatically.

2 SECURITY

Each authorised user is required to read through, understand and sign The Security Policy for NOR Web Application before being authorised to access the application. This is to ensure that users play an active role in ensuring security of data at their level.

2.1 Policies and Practices as follows

As a good security practice, you are strongly advised to:

Keep your password confidential!

- **Avoid** sharing or divulging your Password to anyone. This includes any person who may appear to represent or work for the Registry. Our administrator do not request for your password at any time.
- **Avoid** using the same Web Application Password for any other web-based services such as for e-mail or for Internet Service Provider login.
- **Avoid** choosing a Password that is easily anticipated by a third party, like your NRIC number, telephone number, date of birth, etc. You should select a unique Password to make it difficult for anyone to anticipate.
- **Avoid** writing down or "saving" your Password on your browser or any other software. Memorizes your Password.
- If you suspect your Password may have been compromised, change your Password immediately.

Tips: Your password is what tells the system that you are who you say you are. Because your password is like a key to your account, you need to safeguard it. Anyone who has your password can pose as you. Therefore, you may be held responsible for someone else's actions, if they are able to get your password. Do not record your passwords down, memorise them!

Ensure you are accessing the correct website!

Never access the website via a hyperlink from an e-mail. Always enter the correct website address yourself, which is https://www.macr.org.my/eNOR/.

Only access Web Application using a secure and trusted computer!

- Never access your Web Application on computers / devices which you have doubts with regard to security, such as those located in public places. If you have to use such computers (for example, when you are outside the office), change your password once you have access to a secure computer.
- Keep your operating system (eg. Microsoft Windows) and Internet-related software updated with the latest security patches.
- Protect your computer from viruses and malicious programs with anti-virus software and firewalls where possible. Always <u>update</u> your anti-virus software with the latest virus signatures.
- Always log out your Internet session by clicking on the "logout" button whenever you leave your computer, even for a short while. Do not simply close the browser window when you wish to end the Web Application session.

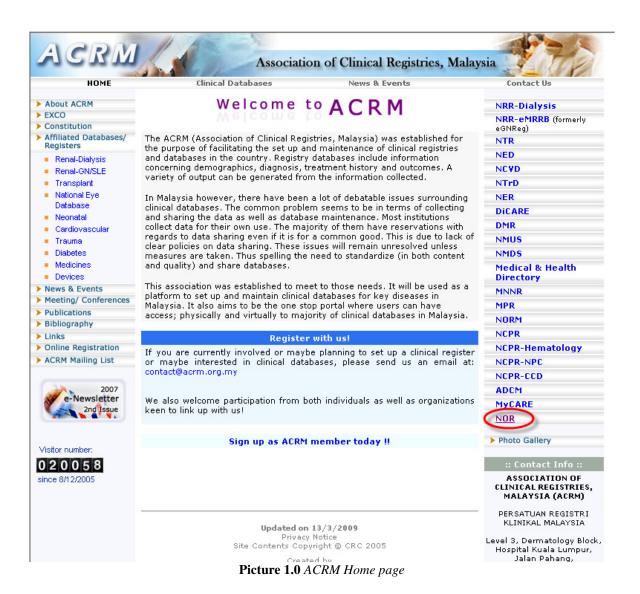
2.2 Access group and Access Right for NOR users

	Access Right for NOR, MM (Mother), PNM (Baby)												
Submit		Request			Data								
Task PDF Add Update	e View	Delete	Report	Query	Dowload								
Site Doctor													
NOR (Own Center) Y Y	Y	Υ	N	Υ	N								
MM1 (Own Center) N N	N	N	N	N	N								
Y- Y- Y-													
PNM(Own Centre) PNM1 PNM2 PNM3		N	N	N	N								
Site Nurse													
NOR (Own Center) Y Y	Y	Υ	N	Υ	N								
MM1 (Own Center) N N	N	N	N	N	N								
Y- Y- Y-		N.	N.	N.	N.I.								
PNM(Own Centre) PNM1 PNM2 PNM3		N	N	N	N								
	oordinator												
NOR (Own Center) Y Y	Y	Y	Y	Y	Y								
MM1 (Own Center) N N	N	N	N	N	N								
PNM(Own Centre) PNM1 PNM2 PNM3	Y	N	N	N	N								
	Consultant	IN	I IN	IN	IN								
NOR (Own State) Y Y	Y	Υ	Υ	Υ	Y								
11011(01111010)	Y	N	N	N	N								
MM(Own State)	Ť	IN	IN	IN	IN								
PNM(Own Centre) PNM1 PNM2 PNM2	2 Y	N	N	N	N								
	rict Nurse	•	l.										
NOR (Own District) N N	N	N	N	N	N								
MM(Own District) Y Y	Y	Υ	Υ	Υ	N								
PNM(Own District) N Y Y	Υ	Υ	Υ	Υ	N								
Family Health Physic	ian FHP (St	ate person	nel)										
NOR (Own State) N N	Υ	N	Υ	N	N								
MM(Own State) N N	Y	N	Υ	Υ	N								
PNM(Own State) N N	Y	N	Υ	Υ	N								
	/U (KKM Sta	aff)	l .										
NOR (All) N N	Y	N	Υ	N	N								
MM(All) Y Y	Υ	N	Υ	Υ	Υ								
PMM(All) N Y Y	Υ	N	Υ	Υ	Υ								
Paediatrician from Hospitals Not Participating in NNR and NOR													
PNM(Own Centre) N Y Y	Υ	Y	N	N	N								

Table 1.1

3 HOW TO ACCESS NOR WEB APPLICATION

- Register the centre as Source Data Provider with NOR Management, contact NOR Manager via email: nor@acrm.org.my
- 2. Fill in the authorization list form for the purpose of access control and sign the security policy form to receive a username and password.
- 3. Access to ACRM Website at http://www.acrm.org.my



4. Click on the NOR link and the NOR welcome page will be displayed as show in Picture 1.1

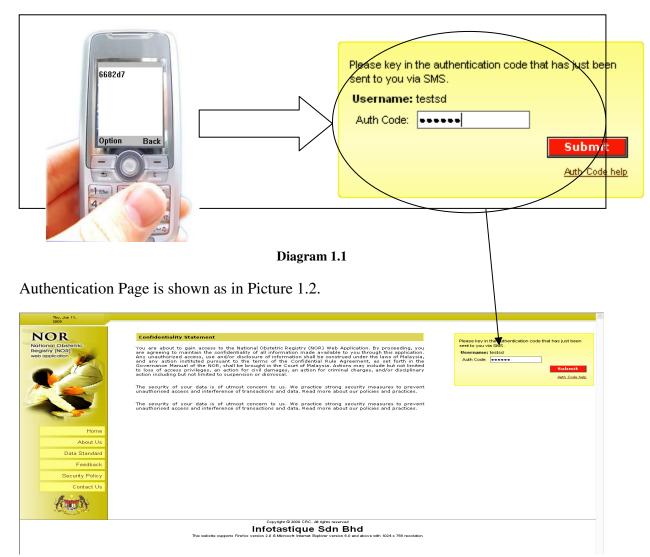
5. Key in the 'username' and 'password' in the appropriate column and then, click on the 'Sign in' button.



Picture 1.1 NOR Welcome page

User authentication – There are two levels of user authentication. After user logs in using 'Username' and 'password', an SMS containing 'Auth Code' will be sent to user's mobile phone. User then types in the 'Auth Code' before gaining access to the system.

6. Key in the authentication code received via SMS.



Picture 1.2 Authentication page

4 STEP BY STEP USING NOR WEB APPLICATION - SITE STAFF (SITE DOCTOR, SITE NURSE, SITE COORDINATOR)

4.1 NOR / Maternal Mortality Patient List

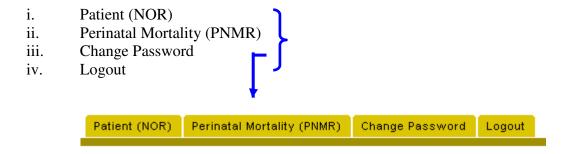
After Login, the Patient List will appear first.



Picture 1.3 NOR / Maternal Mortality Patient List

Navigation Toolbars

On top of the page there are 4 menu navigation toolbars which include:

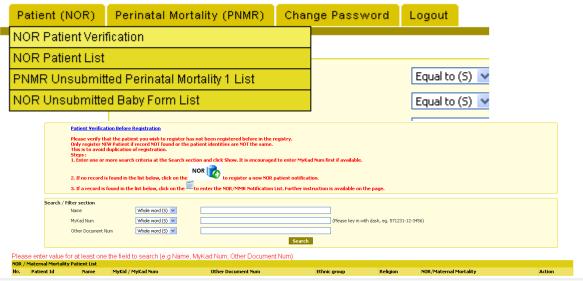


Picture 1.4 Navigation Toolbars

4.2 Patient (NOR)

4.2.1 NOR Patient Verification

Before registering a patient, please verify that patient has not been registered in the system before by clicking on Patient (NOR) \rightarrow NOR Patient Verification



Picture 1.5 Patient List / Search Page

In the 'Verification' section, search the patient by typing in either the Name, or MyKad Num or Other Document Num of the patient.

If the <u>patient exists</u> in the database (i.e. Patient is shown in the patient list), click on NOR button of the patient to view the list of notification for that patient.

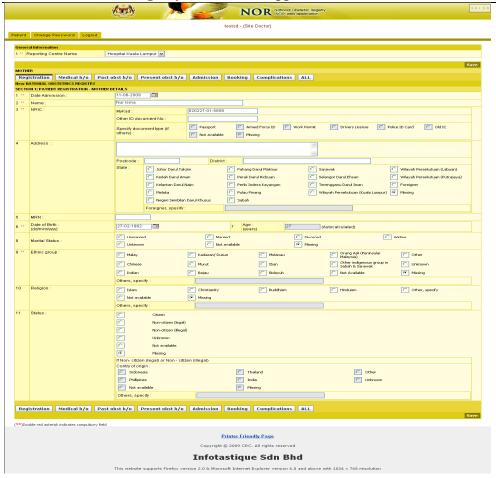


If patient doesn't exist (i.e. Patient is NOT shown in the patient list), click on the blue icon



in Picture 1.5 to register a new patient.

After clicking on the blue icon, the Mother National Obstetrics Registry Form will be shown as in Picture 1.6.



Picture 1.6 Mother National Obstetrics Registry Form

The Mother National Obstetrics Registry Form consists of 7 different sections that need to be filled in.

Note: *Please be informed that the field with* ** symbols are mandatory field.

After completing the form, click on the button to save the data into the database

After saving Mother National Obstetrics Registry Form the page will automatically go to Baby Form as shown in Picture 1.7. The number of Baby pages to enter depends on the number of fetuses in Mother National Obstetrics Registry Form, Section 5: Patient (Mother) Admission Details No .2

The Baby Form consists of 5 different sections that need to be filled in.

National Obstetrics Registry (NOR) Web Application - Version 1.01 Action ! NOR National Obstetric Registry (NOR) web application testsd - (Site Doctor) 1 Reporting Centre Name Hospital Kuala Lumpur 2 Mother Name 52/88 MyKad / Mykid 820227-01-5656 Other ID document No Specify document type Notification List NOR Form Baby 1 Mother Discharge Details ECV Delivery Complications Others Audit Information ALL SECTION 1: BABY DETAILS Baby number BBA (born before arrival) C Yes C No C Not available Missing 3 " Date of delivery : Unknown Unknown 4 Time of delivery 5 ** Outcome a) ICD 10 at diagnosis b) Alive Dead Unknown Not available • Missing If Alive i) Apgar scoring at 1 min (1-10) ii) Apgar scoring at 5 min (1-10) :iii) Apgar scoring at 5 min (1-10) If Dead: 0 FSB Early neonatal death (age:0-6days) O O MSB Late neonatal death (age:7-27days) C O Other Abortion \circ Ectopic C Not available @ Missing Date of death : Unknown Г Time of death Unknown 6 ** Sex Unknown C Male C Female C Ambiguous/Indeterminate O Not available (Missing C Mother C Admitted to NICU Nursery Not available Missing Details ECV Delivery Complications Others Audit Information ALL (**)Double red asterisk indicates compulsory field

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Picture 1.7 Baby National Obstetrics Registry Form

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After saving Baby National Obstetrics Registry Form the page will automatically go to Mother Discharge Summary Form as shown in Picture 1.8.



Picture 1.8 *Mother Discharge Summary*

After saving Mother Discharge Summary Form; and if any of the patient's baby fulfils the criteria below, the page will automatically go to List of Baby for Perinatal Mortality Registry (PNMR) reporting as shown in Picture 1.8a.

Criteria to be eligible to submit to Perinatal Mortality Registry (PNMR I):

- 1. Baby's outcome: Dead
- 2. Baby's Type of Death: Macerated / Fresh stillbirth
- 3. Baby's weight: > 500 gm



Picture 1.8a List of Baby for Perinatal Mortality Registry (PNMR) reporting

Click on the PDF icon to generate PDF version of the Perinatal Mortality Form for verification purposes. A pdf icon will appear. Click on the pdf icon to open the form and check if the data is ok and accurate. If data is ok, close the pdf file and click on 'Submit PDF' button to submit the PNMR data to the MNCM-PNMR registry. If the data is not ok, close the pdf file and return to update the NOR form. Once completed, click on the 'Submit to PNMR' to submit the record to Perinatal Mortality Registry.

To return to the patient's notification list, click on the Notification List tab and the patient's notification list will appear as shown in Picture 1.9.



Picture 1.9 NOR Notification Form List

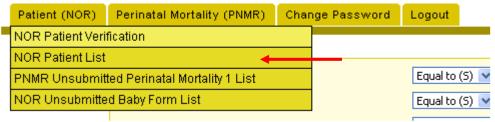
To view patient's information entered in NOR Notification form, click on the blue View icon NOR Notification List.

To update the patient's information in NOR Notification form, click on the blue Update icon on NOR Notification List.

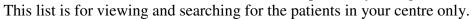
To delete a patient's NOR record, click on the blue request delete icon on NOR Notification List.

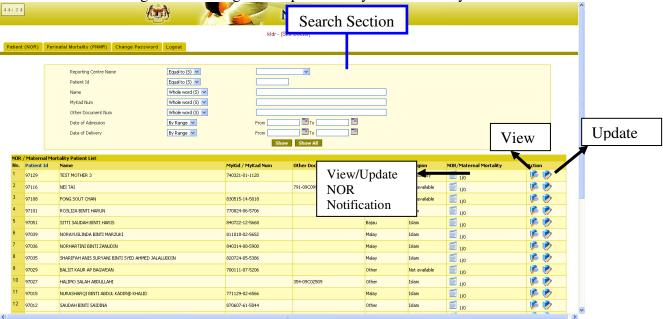
4.2.2 NOR Patient List

To search for a patient, select 'Patient (NOR)' → 'NOR Patient List'.



In the 'Search' section (Picture 1.10) search the patient by filling in the selection criteria.



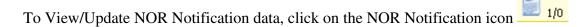


Picture 1.10 NOR / Maternal Mortality List

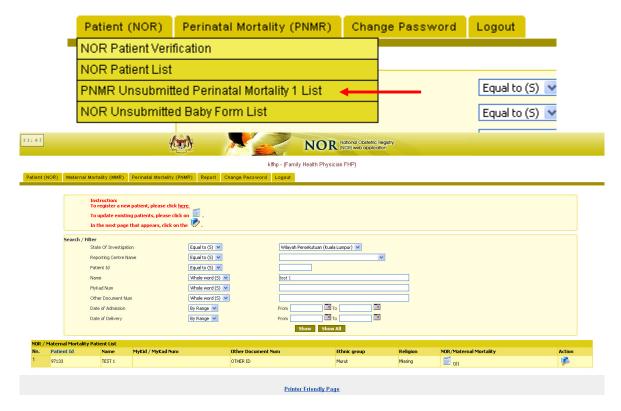
To View Patient Particulars, click on the blue View icon



To update the patient's form, click on the blue Update icon .



4.2.3 PNMR Unsubmitted Perinatal Mortality 1 List

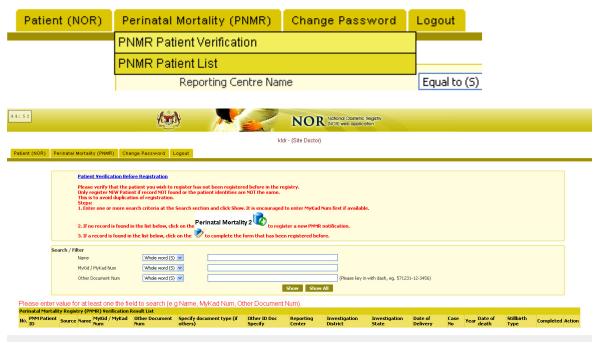


This list shows the list of patients who have NOR form completed and patient's baby status is 'died' but no Perinatal Mortality 1 form entered.

4.3 Perinatal Mortality (PNMR)

4.3.1 PNMR Patient Verification

Before registering a perinatal mortality patient, please verify that perinatal mortality patient has not been registered in the system before by clicking on Perinatal Mortality (PNMR) > PNMR Patient Verification



Picture 1.11 Patient List / Search Page

In the 'Verification' section, search the patient by type in either the Name, or MyKad Num or Other Document Num of the patient.

If the <u>perinatal mortality patient exists</u> in the database (i.e. Patient is shown in the perinatal mortality patient list), check if the record is referring to the same baby that you wish to register. If it is the same, click on Update button of the perinatal mortality patient to update the patient's perinatal mortality form. If it is not the same, click on the Add Perinatal Mortality 2 button



If <u>perinatal mortality patient doesn't exist</u> (i.e. Perinatal mortality patient is NOT shown in the list), click on the blue 'Perinatal Mortality 2' icon in Picture 1.11 to register a new perinatal mortality patient.



After clicking on the blue icon, user will be brought to Perinatal Mortality Form as shown in Picture 1.12.

The Perinatal Mortality Form consists of 6 different sections that need to be filled in. Note: Please be informed that field with ** symbols are mandatory field, whereas field marked with # symbols are auto-populated from NOR form.

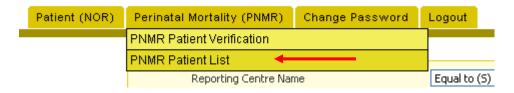


Picture 1.12 Perinatal Mortality Form

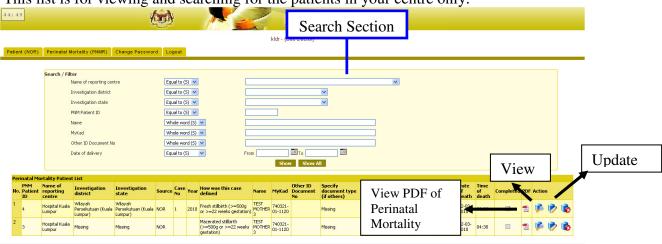
After completing the form, click on the **Save** button to save the data.

4.3.2 PNMR Patient List

To search for a perinatal mortality patient, select 'PNMR Patient List' under the 'Perinatal Mortality (PNMR)' toolbar.



In the 'Search' section (Picture 1.13) search the patient by filling in the selection criteria. This list is for viewing and searching for the patients in your centre only.



Picture 1.13 Perinatal mortality List / Search page

To View Perinatal Mortality details, click on the blue View icon



To update the perinatal mortality form, click on the blue Update icon .



4.4 Change Password

To change the password, click on the 'Change Password' menu toolbar, fill in the details as below and click the Submit button.



Picture 1.15 Result page for Change Password

4.5 Logout

To logout from NOR, click on 'Logout' menu bar.



Picture 1.16 Logout Menu Bar

5 STEP BY STEP USING NOR WEB APPLICATION – DISTRICT NURSE AND BPKK/MMU (KKM STAFF)

5.1 NOR / Maternal Mortality Patient List

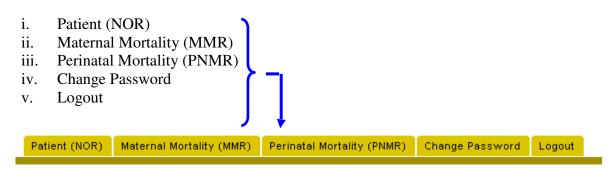
After Login, NOR / Maternal Mortality Patient List will appear.



Picture 1.17 NOR / Maternal Mortality Patient List

Navigation Toolbars

On top of each page there are 5 menu navigation toolbars which include:



Picture 1.18 Navigation Toolbars

5.2 Patient (NOR)

5.2.1 PNMR Unsubmitted Perinatal Mortality 1 List

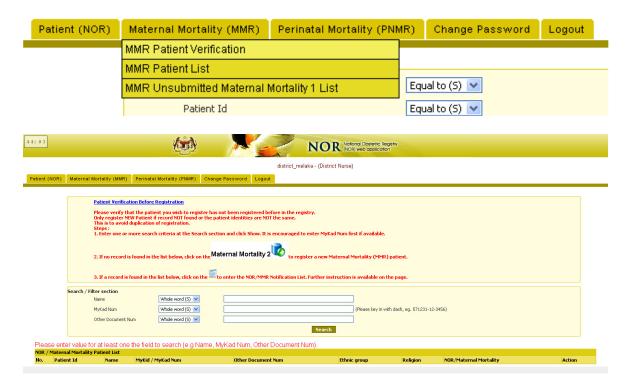


This list shows the list of patients who have NOR form completed and patient's baby status is 'died' but Perinatal Mortality 1 form is not submitted yet by the Site User.

5.3 Maternal Mortality (MMR)

5.3.1 MMR Patient Verification

Before registering a maternal mortality, please verify that patient has not been registered in the system before by clicking on Maternal Mortality $(MMR) \rightarrow MMR$ Patient Verification.



Picture 1.19 Patient List / Search Page

In the 'Verification' section, search the patient by typing in either the Name, or MyKad Num or Other Document Num of the patient.

The Mortality form is divided into Mortality 1 and Mortality 2 form.

Mortality 1 is for patients who died in the hospitals participating in NOR during antenatal and immediate post natal period and have existing NOR form. Mortality 1 form will have data that is prefilled from NOR form. Mortality 1 form can only be filled up AFTER NOR form is filled.

Mortality 2 is for patients who did not die in the hospitals participating in NOR during antenatal period and immediate post natal period.

5.3.1.1 MMR2 - Register Patient Without NOR Notification Information

If the patient does not exist in the database (i.e. patient is not shown in Patient List), click



After click on blue icon, user will be brought to NOR Patient Mortality Details Form as shown in Picture 1.20



Picture 1.20 NOR Patient Mortality Details Form

The NOR Patient Mortality Details form consists of 8 different sections that need to be filled in.

After completing the form, click on the button to save the data into the database and the page will automatically go to Patient Mortality Anaesthetic Form as shown in Picture 1.21.

National Obstetrics Registry (NOR) Web Application - Version 1.01 Variable March NOR National Obstetric Registry (NOR) web application testsmch - (State MCH) Hospital Kuala Lumpur 1 Reporting Centre Name 2 Mother Name NUR HAYATI 53/89 MvKad / Mvkid 840505-05-0506 Other ID document No Specify document type Notification List Mortality Details Perioperative h/o Anaesthetic GA Regional anaes Intraoperative h/o Recovery/Postoperative h/o Transfer ICU h/o ALL PART I: BACKGROUND INFORMATION _-_-__ Unknown Q3 Status of hospital С С Government hospital with specialist Private hospital with specialist 0 С Government hospital without specialist Other Private hospital without specialist Not available С Missina Others, specify C Q4 Status of anaesthetist: Consultant Clinical specialist Registrar/ Medical officer in training Medical officer with <1 year anaesthesia experience С Medical officer with <6 months anaesthesia experience Medical assistant Not available If Registrar/ Medical officer in training or Medical officer with > 1 year anaesthesia experience or Medical officer with < 1 year anaesthesia experience or Medical officer with < 6 months anaesthesia experience or Medical assistant Did you consult your specialist about the case : Yes O \circ Unknown О 6 Details Perioperative h/o Anaesthetic GA Regional anaes Intraoperative h/o Recovery/Postoperative h/o Transfer ICU h/o ALL (***)Double red asterisk indicates compulsory field

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Picture 1.21 Patient Mortality Anaesthetic Form

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The Patient Mortality Anaesthetic form consists of 9 different sections that need to be filled in.

After completing the form, click on the button and the patient would appear in the NOR / Maternal Mortality Patient List as shown in Picture 1.22.



Picture 1.22 NOR / Mortality Notification List

To view the patient's mortality information entered in NOR Mortality form, click on the blue View icon on NOR / Mortality Notification List.

To update the patient's mortality information entered in NOR Mortality form, click on the blue Update icon on NOR / Mortality Notification List.

To request delete a patient's mortality record, click on the blue request delete icon NOR / Mortality Notification List.

5.3.1.2 MMR1 - Register Patient With NOR Notification Information

If the patient exist in the database (i.e. Patient is shown in Patient List), click Mortality icon in Picture 1.23 of the patient to view the list of Mortality notification for the patient.



Picture 1.23 Patient List / Search page

After clicking the icon, user will be brought to Mortality Notification List as shown in Picture 1.24.



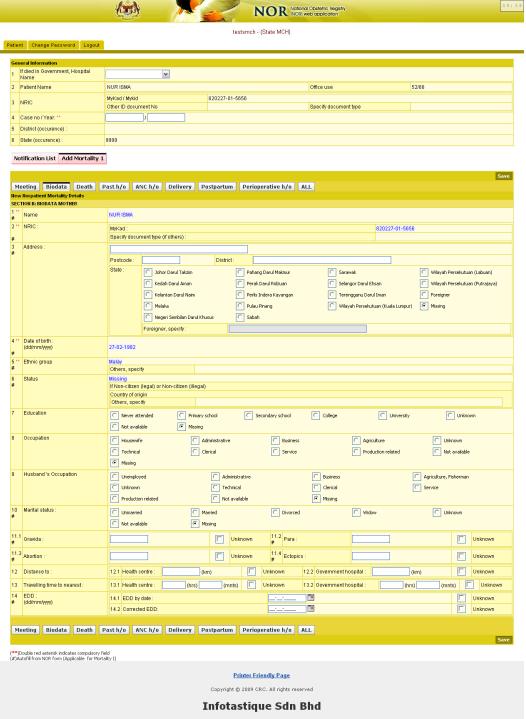
Picture 1.24 NOR/Mortality Notification List page

To add Mortality 1 form click icon in NOR / Mortality Notification List. User will be brought to NOR Patient Mortality Details form as show in Picture 1.25.



Picture 1.25 NOR Patient Mortality Details form

The NOR Patient Mortality Details form consists of 8 different sections that need to be filled in.



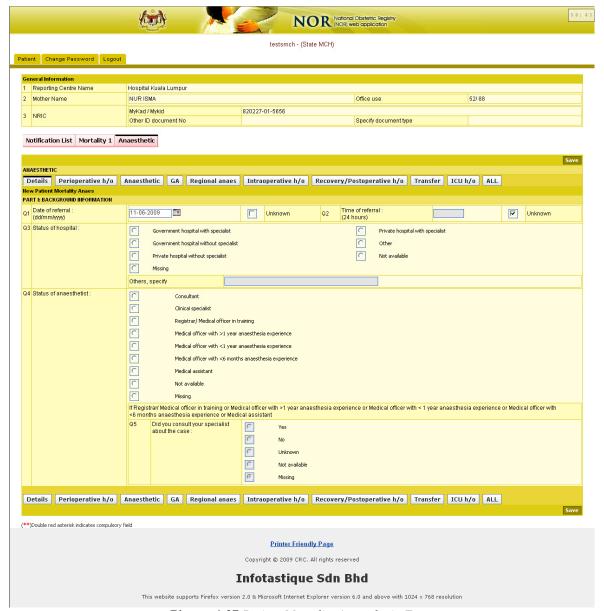
Picture 1.26 NOR Patient Mortality Details form

Please be informed that field with ** symbols are mandatory field and # symbols is for autofill from NOR form (Applicable for Mortality I) as show in Picture 1.26.

After completed the form, click on the button to save the data into the database.

The page will automatically go to Patient Mortality Anaesthetic Form as shown in Picture 1.27.

The Patient Mortality Anaesthetic form consists of 9 different sections that need to be filled in.



Picture 1.27 Patient Mortality Anaesthetic Form

After completed the form, click on the button and the patient would appear in the NOR / Mortality Notification List as shown in Picture 1.28.



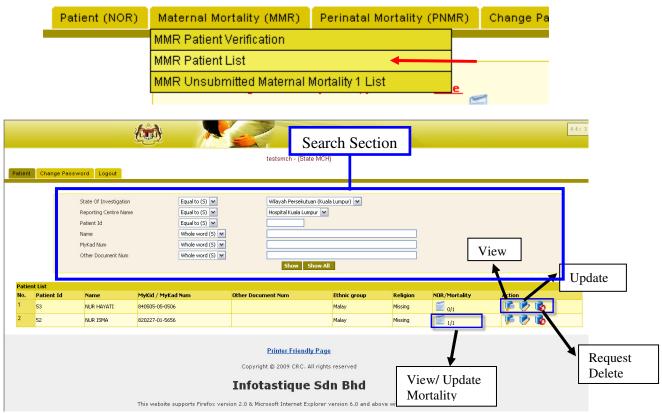
Picture 1.28 NOR / Mortality Notification List

To view patient's Mortality 1information entered in NOR Mortality form, click on the blue View icon on NOR/Mortality Notification List.

To update the patient's Mortality 1information in NOR Mortality form, click on the blue Update icon on NOR/Mortality Notification List.

To request delete a patient's Mortality 1 record, click on the blue request delete icon on NOR/Mortality Notification List.

5.3.2 MMR Patient List



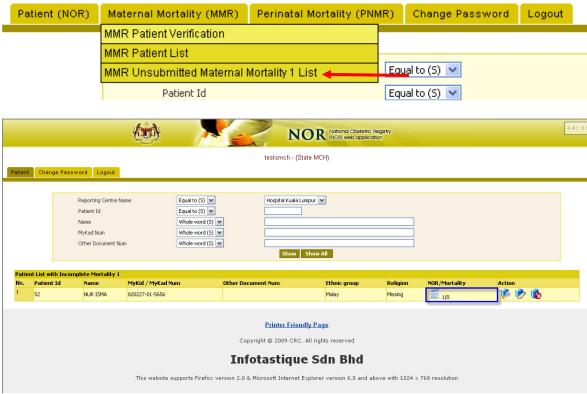
Picture 1.29 Patient List / Search page

To View Patient Particulars, click on the blue View icon

To update the patient's form, click on the blue Update icon

To request delete the patient's form, click on the blue Request Delete icon .

5.3.3 MMR Unsubmitted Maternal Mortality 1 List



Picture 1.30 Patient List with Incomplete Notification

This list shows the list of patients who have NOR form completed and patient status is 'died' but no Maternal Mortality 1 form entered.

To update the Maternal Mortality 1 form, click on the icon. After clicking the icon, user will be brought to Mortality Notification List.



Picture 1.31 NOR/Mortality Notification List page

To add Mortality 1 form click icon in NOR / Mortality Notification List. User will be brought to NOR Patient Mortality Details form as show in Picture 1.31



Picture 1.32 NOR Patient Mortality Details form

The NOR Patient Mortality Details form consists of 8 different sections that need to be filled in.

National Obstetrics Registry (NOR) Web Application - Version 1.01 Acres 4 NOR National Obstetric Registry (NOR) web application testsmch - (State MCH) 1 If died in Government, Hospital Name 2 Patient Name 52/88 MyKad / Mykid 820227-01-5656 3 NRIC Other ID document No Specify document type 4 Case no / Year: * 5 District (occurence) 6 State (occurence) Notification List Add Mortality 1 Meeting Biodata Death Past h/o ANC h/o Delivery Postpartum Perioperative h/o ALL 1 ** Name NUR ISMA 2 ** NRIC 820227-01-5656 Specify document type (if others) Address O Johor Darul Takzim Pahang Darul Makmu C Wilayah Persekutuan (Labuan) C Kedah Darul Aman C Perak Darul Ridzuan C Selangor Darul Ehsan Wilayah Persekutuan (Putrajaya) C Kelantan Darul Naim C Foreigner C Melaka Wilayah Persekutuan (Kuala Lumpur) Missing C Pulau Pinang Negeri Sembilan Darul Khusus C Sabah Foreigner, specify Date of birth (dd/mm/yyyy) 27-02-1982 Ethnic group Malay Others, specify Missing If Non-citizen (legal) or Non-citizen (illegal) Status Country of origin Others, specify Education Never attended C Primary school C Secondary school College C University C Unknown Not available Missing Occupation C Housewife C Administrative C Business C Agriculture C Unknown C Technical C Service Production related Clerical Not available Missing Husband 's Occupation C Unemployed Administrative Business C Agriculture, Fisherman Clerical C Unknown C Technical C Service C Not available C Production related Missing 10 Marital status C Unmarried C Divorced C Widow C Unknown Not available Missing 11.1 Gravida : 11.2 Para : Unknown Unknown 11.3 Abortion 11.4 Ectopics Unknown Unknown Unknown 12 Distance to 12.1 Health centre Unknown 13 Travelling time to nearest 13.1 Health centre (mnts) Unknown Unknown (hrs) 14 EDD: # (dd/mm/yyyy) . 14.1 EDD by date Unknown 14.2 Corrected EDD Unknown Meeting Biodata Death Past h/o ANC h/o Delivery Postpartum Perioperative h/o ALL (**)Double red asterisk indicates compulsory field (#)Autofill from NOR form (Applicable for Mortality I) Printer Friendly Page Copyright © 2009 CRC. All rights reserved

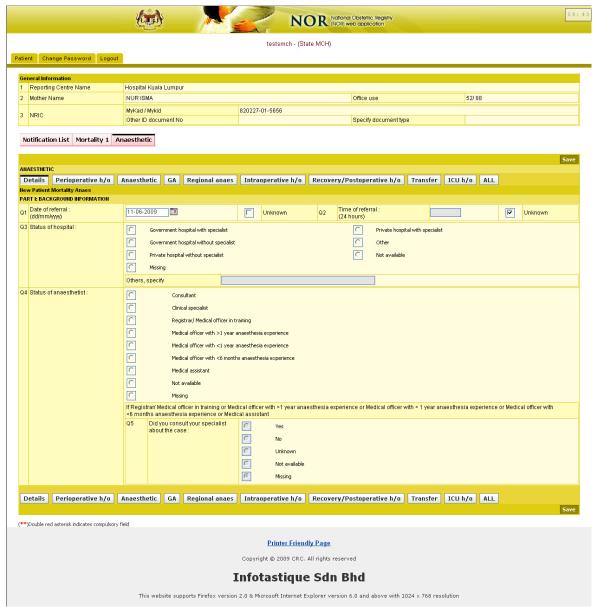
This website supports Firefox version 2.0 & Microsoft Internet Explorer version 6.0 and above with 1024 x 768 resolution

Picture 1.33 NOR Patient Mortality Details form

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Please be informed that field with ** symbols are mandatory field and # symbols is for autofill from NOR form (Applicable for Mortality I) as show in Picture 1.33.

After completed the form, click on the button to save the data into the database and the page will automatically go to Patient Mortality Anaesthetic Form as shown in Picture 1.34.



Picture 1.34 Patient Mortality Anaesthetic Form

The Patient Mortality Anaesthetic form consists of 9 different sections that need to be filled in.

After completed the form, click on the button and the patient would appear in the NOR/Mortality Notification List as shown in Picture 1.35.



Picture 1.35 NOR / Mortality Notification List

To view patient's Mortality 1information entered in NOR Mortality form, click on the blue View icon on NOR/Mortality Notification List.

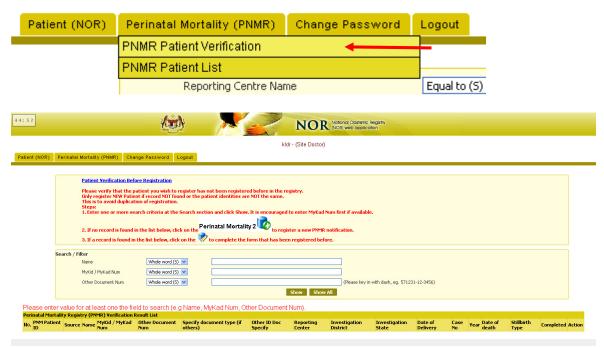
To update the patient's Mortality 1information in NOR Mortality form, click on the blue Update icon on NOR/Mortality Notification List.

To request delete a patient's Mortality 1 record, click on the blue request delete icon on NOR/Mortality Notification List.

5.4 Perinatal Mortality (PNMR)

5.4.1 PNMR Patient Verification

Before registering a perinatal mortality patient, please verify that perinatal mortality patient has not been registered in the system before by clicking on Perinatal Mortality (PNMR) > PNMR Patient Verification



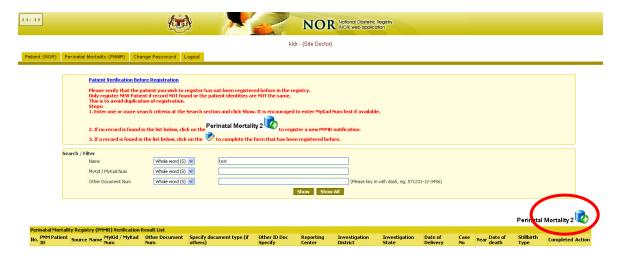
Picture 1.36 NOR / Maternal Mortality List

In the 'Verification' section, search the patient by type in either the Name, or MyKad Num or Other Document Num of the patient.

If the <u>perinatal mortality patient exists</u> in the database (i.e. Patient is shown in the perinatal mortality patient list), check if the record is referring to the same baby that you wish to register. If it is the same, click on Update button of the perinatal mortality patient to update the patient's perinatal mortality form. If it is not the same, click on the Add Perinatal Mortality 2 button



If <u>perinatal mortality patient doesn't exist</u> (i.e. Perinatal mortality patient is NOT shown in the list), click on the blue 'Perinatal Mortality 2' icon in Picture 1.11 to register a new perinatal mortality patient.



After clicking on the blue icon, user will be brought to Perinatal Mortality Form as shown in Picture 1.37.

The Perinatal Mortality Form consists of 6 different sections that need to be filled in. Note: Please be informed that field with ** symbols are mandatory field, whereas field marked with # symbols are auto-populated from NOR form.



Picture 1.37 Perinatal Mortality Form

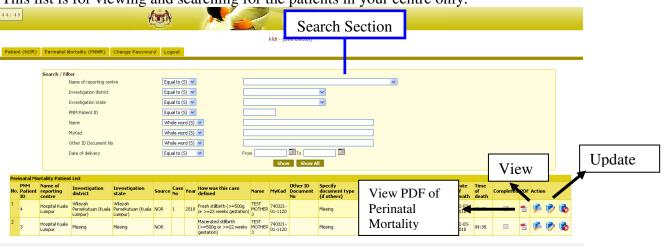
After completing the form, click on the **Save** button to save the data.

5.4.2 PNMR Patient List

To search for a perinatal mortality patient, select 'PNMR Patient List' under the 'Perinatal Mortality (PNMR)' toolbar.



In the 'Search' section (Picture 1.38) search the patient by filling in the selection criteria. This list is for viewing and searching for the patients in your centre only.



Picture 1.38 Perinatal mortality List / Search page

To View Perinatal Mortality details, click on the blue View icon



To update the perinatal mortality form, click on the blue Update icon .



6 STEP BY STEP USING NOR WEB APPLICATION – STATE CONSULTANT

6.1 NOR / Maternal Mortality Patient List

After Login, the NOR / Maternal Mortality Patient List will appear first.



Picture 1.39 NOR / Maternal Mortality Patient List

Navigation Toolbars

On top of each page there are 4 menu navigation toolbars which include:

i. Patient (NOR)
ii. Perinatal Mortality (PNMR)
iii. Change Password
iv. Logout

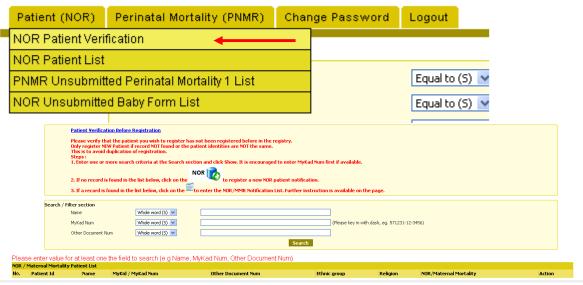
Patient (NOR) Perinatal Mortality (PNMR) Change Password Logout

Picture 1.40 Navigation Toolbars

6.2 Patient (NOR)

6.2.1 NOR Patient Verification

Before registering a patient, please verify that patient has not been registered in the system before by clicking on Patient (NOR) \rightarrow NOR Patient Verification



Picture 1.41 NOR / Maternal Mortality Patient List

In the 'Verification' section, search the patient by type in either the Name, or MyKad Num or Other Document Num of the patient.

If the <u>patient exists</u> in the database (i.e. Patient is shown in the patient list), click on NOR button of the patient to view the list of notification for that patient.



If patient doesn't exist (i.e. Patient is NOT shown in the patient list), click on the blue icon

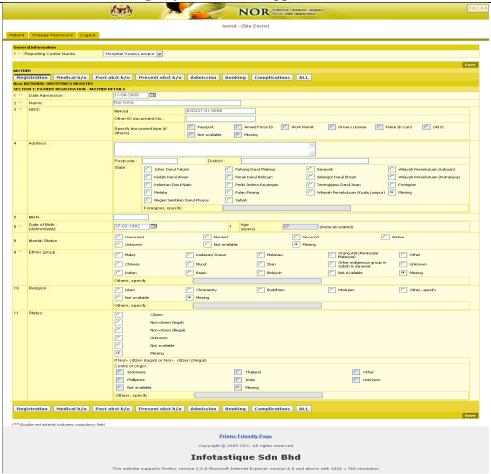


in Picture 1.41 to register a new patient.

After click on blue icon, user will be brought to Mother National Obstetrics Registry Form as shown in Picture 1.42.

The Mother National Obstetrics Registry Form consists of 7 different sections that need to be filled in.

Note: Please be informed that field with ** symbols are mandatory field.



Picture 1.42 Mother National Obstetrics Registry Form

After completing the form, click on the save the data into the database

After saving Mother National Obstetrics Registry Form the page will automatically go to Baby Form as shown in Picture 1.43. The number of Baby pages to enter depends on the number of fetuses in Mother National Obstetrics Registry Form, Section 5: Patient (Mother) Admission Details No .2

The Baby Form consists of 5 different sections that need to be filled in.

National Obstetrics Registry (NOR) Web Application - Version 1.01 Variable March NOR National Obstetric Registry (NOR) web application testsd - (Site Doctor) 1 Reporting Centre Name Hospital Kuala Lumpur 2 Mother Name Office use 52/88 MyKad / Mykid 820227-01-5656 Other ID document No Specify document type Notification List NOR Form Baby 1 Mother Discharge Details ECV Delivery Complications Others Audit Information ALL SECTION 1: BABY DETAILS Baby number BBA (born before arrival) C Yes C No C Not available Missing 3 " Date of delivery : Unknown Unknown 4 Time of delivery 5 ** Outcome a) ICD 10 at diagnosis b) Alive Dead Unknown Not available • Missing If Alive i) Apgar scoring at 1 min (1-10) ii) Apgar scoring at 5 min (1-10) :iii) Apgar scoring at 5 min (1-10) If Dead: 0 FSB Early neonatal death (age:0-6days) O O MSB Late neonatal death (age:7-27days) C O Other Abortion \circ Ectopic C Not available @ Missing Date of death : Unknown Г Time of death Unknown 6 ** Sex Unknown C Male C Female Ambiguous/Indeterminate O Not available (Missing C Mother C Admitted to NICU Nursery O Not available Missing Details ECV Delivery Complications Others Audit Information ALL (**)Double red asterisk indicates compulsory field Printer Friendly Page

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Picture 1.43 Baby National Obstetrics Registry Form

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After saving Baby National Obstetrics Registry Form the page will automatically go to Mother Discharge Summary Form as shown in Picture 1.44.

National Obstetrics Registry (NOR) Web Application - Version 1.01 And the NOR National Obstetric Registry (NOR) web application testsd - (Site Doctor) 1 Reporting Centre Name Hospital Kuala Lumpur 2 Patient Name NUR ISMA 52/88 MvKad / Mvkid 820227-01-5656 Other ID document No Specify document type Notification List NOR Form Baby 1 Mother Discharge Discharge h/o Audit Information ALL SECTION 1: MOTHER DISCHARGE SUMMARY ICD 10, specify Alive C Not available C If Dead i) Date of death 11-06-2009 Unknown 12:00 Unknown ii) Dead time : iii) Provisional cause of death Postpartum hemorrhage

HPT disorder of pregnancy Heart disease in pregnancy Sepsis Others, specify
Test Obstetric embolism iv) Post-mortem C Limited C No (Missing v) Place of death : Labour room C ICU Other C HDU C Obstetric ward O Not available Missing Others, specify vi) State of death : Wilayah Persekutuan (Labuan) O Johor Darul Takzim Pahang Darul Makmur C Sarawak Wilayah Persekutuan (Putrajaya) C Kedah Darul Aman Perak Darul Ridzuan Selangor Darul Ehsan C Kelantan Darul Naim Perlis Indera Kayangan C Terengganu Darul Iman C Foreigner Wilayah Persekutuan (Kuala Lumpur) Missing C Melaka C Pulau Pinang Negeri Sembilan Darul Khusus C Sabah Discharge h/o Audit Information ALL (***)Double red asterisk indicates compulsory field

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Picture 1.44 Mother Discharge Summary

Printer Friendly Page

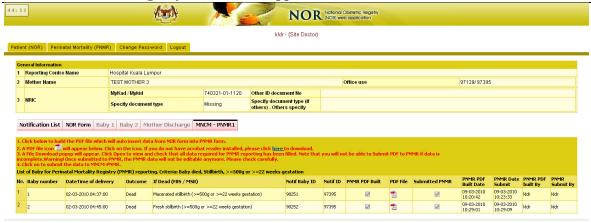
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After saving Mother Discharge Summary Form; and if any of the patient's baby fulfils the criteria below, the page will automatically go to List of Baby for Perinatal Mortality Registry (PNMR) reporting as shown in Picture 1.44a.

Criteria to be eligible to submit to Perinatal Mortality Registry (PNMR I):

- 4. Baby's outcome: Dead
- 5. Baby's Type of Death: Macerated / Fresh stillbirth
- 6. Baby's weight: > 500 gm



Picture 1.44a List of Baby for Perinatal Mortality Registry (PNMR) reporting

Click on the PDF icon to generate PDF version of the Perinatal Mortality Form for verification purposes. A pdf icon will appear. Click on the pdf icon to open the form and check if the data is ok and accurate. If data is ok, close the pdf file and click on 'Submit PDF' button to submit the PNMR data to the MNCM-PNMR registry. If the data is not ok, close the pdf file and return to update the NOR form. Once completed, click on the 'Submit to PNMR' to submit the record to Perinatal Mortality Registry.

To return to the patient's notification list, click on the Notification List tab and the patient's notification list will appear as shown in Picture 1.45.



Picture 1.45 NOR Notification Form List

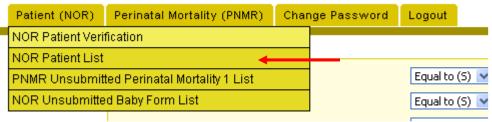
To view patient's information entered in NOR Notification form, click on the blue View icon on NOR Notification List.

To update the patient's information in NOR Notification form, click on the blue Update icon on NOR Notification List.

To delete a patient's NOR record, click on the blue request delete icon on NOR Notification List.

6.2.2 NOR Patient List

To search for your centre's patient, select 'Patient List' under the 'Patient' toolbar.



In the 'Search' section (Picture 1.46) search the patient by filling in the selection criteria. This list is for viewing and searching for the patients in your centre only.



Picture 1.46 NOR / Maternal Mortality Patient List

To View Patient Particulars, click on the blue View icon



To update the patient's form, click on the blue Update icon

To View/Update NOR Notification data, click on the NOR Notification icon 1/10

6.2.3 PNMR Unsubmitted Perinatal Mortality 1 List





This list shows the list of patients who have NOR form completed and patient's baby status is 'died' but no Perinatal Mortality 1 form entered.

6.3 Maternal Mortality (MMR)

6.3.1 MMR Patient List



Picture 1.47 MMR Patient List

To View Patient Particulars, click on the blue View icon

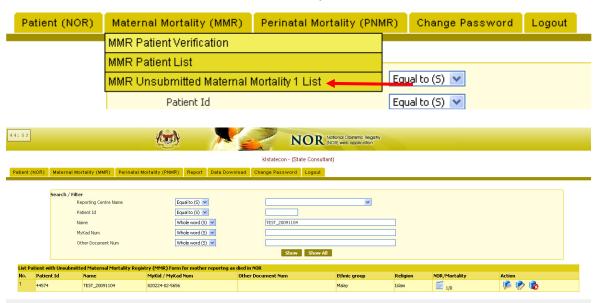


To Update Patient Particulars, click on the blue Update icon



To View Mortality data, click on the NOR / Maternal Mortality icon

6.3.2 MMR Unsubmitted Maternal Mortality 1 List



Picture 1.48Patient List with Incomplete Notification

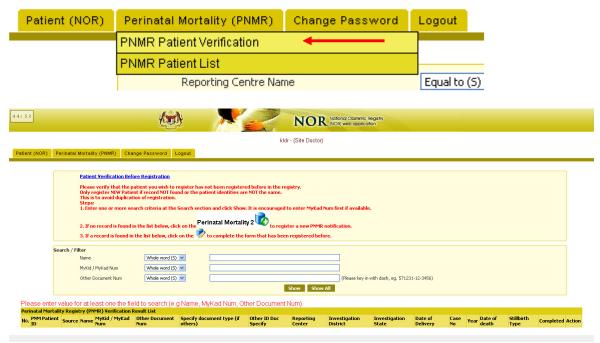
This list shows the list of patients who have NOR form completed and patient status is 'died' but no Mortality 1 form entered.

To view patient's Mortality 1information entered in NOR Mortality form, click on the blue View icon on NOR/Mortality Notification List.

6.4 Perinatal Mortality (PNMR)

6.4.1 PNMR Patient Verification

Before registering a perinatal mortality patient, please verify that perinatal mortality patient has not been registered in the system before by clicking on Perinatal Mortality (PNMR) > PNMR Patient Verification



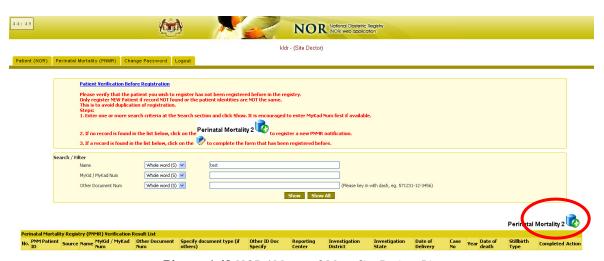
Picture 1.48 NOR / Maternal Mortality Patient List

In the 'Verification' section, search the patient by typing in either the Name, or MyKad Num or Other Document Num of the patient.

If the <u>perinatal mortality patient exists</u> in the database (i.e. Patient is shown in the perinatal mortality patient list), check if the record is referring to the same baby that you wish to register. If it is the same, click on Update button of the perinatal mortality patient to update the patient's perinatal mortality form. If it is not the same, click on the Add Perinatal Mortality 2 button



If <u>perinatal mortality patient doesn't exist</u> (i.e. Perinatal mortality patient is NOT shown in the list), click on the blue 'Perinatal Mortality 2' icon in Picture 1.48 to register a new perinatal mortality patient.



Picture 1.49 NOR / Maternal Mortality Patient List

After clicking on the blue icon, user will be brought to Perinatal Mortality Form as shown in Picture 1.49.

The Perinatal Mortality Form consists of 6 different sections that need to be filled in. Note: Please be informed that field with ** symbols are mandatory field, whereas field marked with # symbols are auto-populated from NOR form.

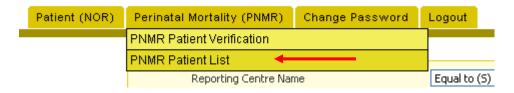


Picture 1.50 Perinatal Mortality Form

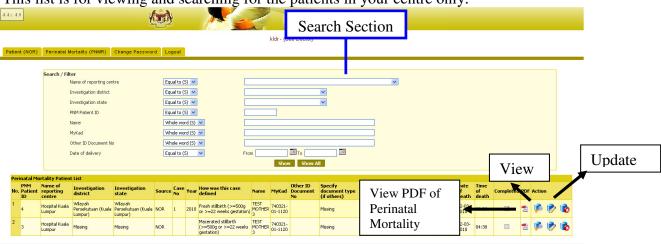
After completing the form, click on the 5ave button to save the data.

6.4.2 PNMR Patient List

To search for a perinatal mortality patient, select 'PNMR Patient List' under the 'Perinatal Mortality (PNMR)' toolbar.



In the 'Search' section (Picture 1.13) search the patient by filling in the selection criteria. This list is for viewing and searching for the patients in your centre only.



Picture 1.51 Perinatal mortality List / Search page

To View Perinatal Mortality details, click on the blue View icon

To update the perinatal mortality form, click on the blue Update icon .



6.5 Change Password

To change the password, click on the 'Change Password' menu toolbar, fill in the details as below and click the Submit button.



Picture 1.52 Result page for Change Password

6.6 Logout

To logout from NOR, click on 'Logout' menu bar.



Picture 1.53 Logout Menu Bar

7 STEP BY STEP USING NOR WEB APPLICATION – FAMILY HEALTH PHYSICIAN (FHP)

7.1 NOR / Maternal Mortality Patient List

After Login, the NOR / Maternal Mortality Patient List will appear first.



Picture 1.54 NOR / Maternal Mortality Patient List

Navigation Toolbars

On top of each page there are 4 menu navigation toolbars which include:

i. Patient (NOR)
ii. Maternal Mortality (MMR)
iii. Perinatal Mortality (PNMR)
iv. Report
v. Change Password
vi. Logout



Picture 1.55 Navigation Toolbars

7.2 Patient (NOR)

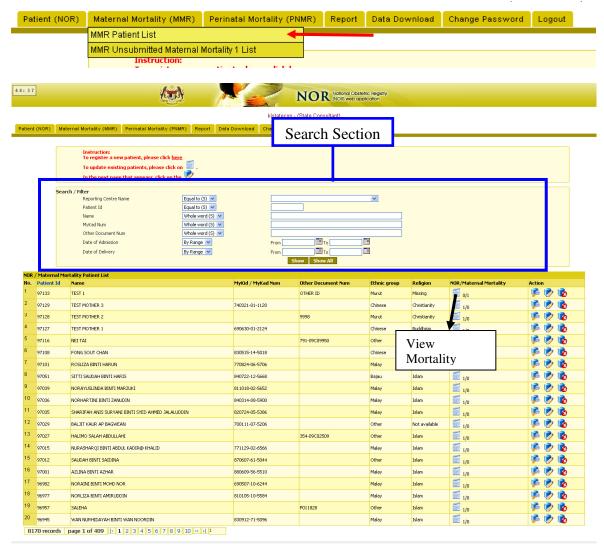
7.2.1 PNMR Unsubmitted Perinatal Mortality 1 List



This list shows the list of patients who have NOR form completed and patient's baby status is 'died' but no Perinatal Mortality 1 form entered.

7.3 Maternal Mortality (MMR)

7.3.1 MMR Patient List



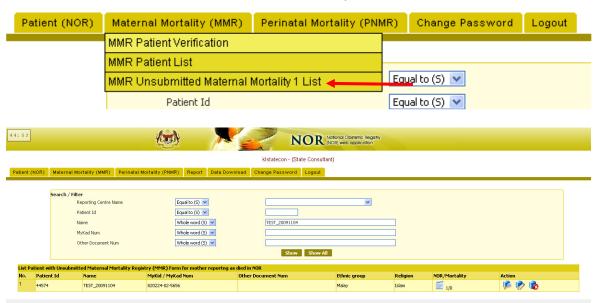
Picture 1.56 MMR Patient List

To View Patient Particulars, click on the blue View icon



To View Mortality data, click on the NOR / Maternal Mortality icon 1/0

7.3.2 MMR Unsubmitted Maternal Mortality 1 List



Picture 1.57Patient List with Incomplete Notification

This list shows the list of patients who have NOR form completed and patient status is 'died' but no Maternal Mortality 1 form entered.

To view patient's Maternal Mortality 1information entered in NOR Mortality form, click on the blue View icon on NOR/Mortality Notification List.

7.4 Perinatal Mortality (PNMR)

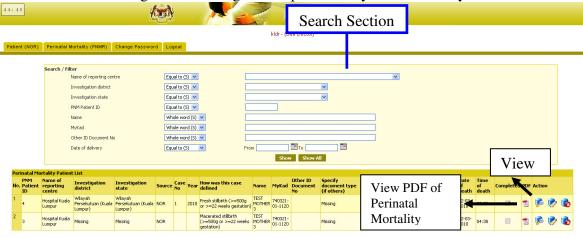
7.4.1 PNMR Patient List

To search for a perinatal mortality patient, select 'PNMR Patient List' under the 'Perinatal Mortality (PNMR)' toolbar.



In the 'Search' section (Picture 1.58) search the patient by filling in the selection criteria.

This list is for viewing and searching for the patients in your centre only.



Picture 1.58 Perinatal mortality List / Search page



To View Perinatal Mortality details, click on the blue View icon

7.5 Change Password

To change the password, click on the 'Change Password' menu toolbar, fill in the details as below and click the Submit button.



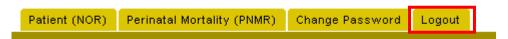
Picture 1.59 Change Password page



Picture 1.60 Result page for Change Password

7.6 Logout

To logout from NOR, click on 'Logout' menu bar.

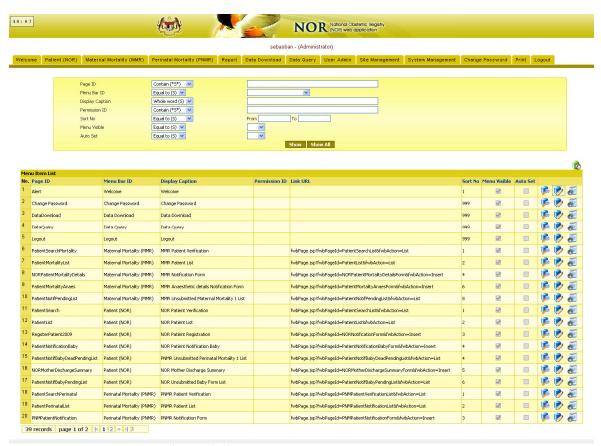


Picture 1.61 Logout Menu Bar

8 STEP BY STEP USING NOR WEB APPLICATION – PAEDIATRICIAN FROM HOSPITALS NOT PARTICIPATING IN NNR AND NOR

8.1 NOR / Maternal Mortality Patient List

After Login, the Patient List will appear first.



Picture 1.62 NOR / Maternal Mortality Patient List

Navigation Toolbars

On top of each page there are 4 menu navigation toolbars which include:

i. Patient (NOR)
ii. Perinatal Mortality (PNMR)
iii. Change Password
iv. Logout

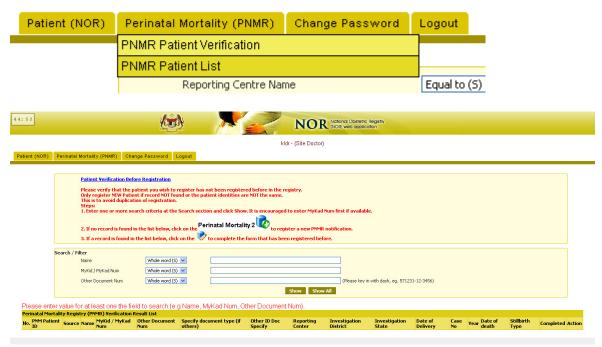
Patient (NOR) Perinatal Mortality (PNMR) Change Password Logout

Picture 1.63 Navigation Toolbars

8.2 Perinatal Mortality (PNMR)

8.2.1 PNMR Patient Verification

Before registering a perinatal mortality patient, please verify that perinatal mortality patient has not been registered in the system before by clicking on Perinatal Mortality (PNMR) > PNMR Patient Verification



Picture 1.64 NOR / Maternal Mortality Patient List

In the 'Verification' section, search the patient by type in either the Name, or MyKad Num or Other Document Num of the patient.

If the <u>perinatal mortality patient exists</u> in the database (i.e. Patient is shown in the perinatal mortality patient list), check if the record is referring to the same baby that you wish to register. If it is the same, click on Update button of the perinatal mortality patient to update the patient's perinatal mortality form. If it is not the same, click on the Add Perinatal Mortality 2 button



If <u>perinatal mortality patient doesn't exist</u> (i.e. Perinatal mortality patient is NOT shown in the list), click on the blue 'Perinatal Mortality 2' icon in Picture 1.65 to register a new perinatal mortality patient.



After clicking on the blue icon, user will be brought to Perinatal Mortality Form as shown in Picture 1.66.

The Perinatal Mortality Form consists of 6 different sections that need to be filled in.



Picture 1.66 Perinatal Mortality Form

After completing the form, click on the button to save the data.

8.2.2 PNMR Patient List

To search for a perinatal mortality patient, select 'PNMR Patient List' under the 'Perinatal Mortality (PNMR)' toolbar.



In the 'Search' section (Picture 1.67) search the patient by filling in the selection criteria. This list is for viewing and searching for the patients in your centre only.



Picture 1.67 *Perinatal mortality List / Search page*

To View Perinatal Mortality details, click on the blue View icon



To update the perinatal mortality form, click on the blue Update icon .



8.3 Change Password

To change the password, click on the 'Change Password' menu toolbar, fill in the details as below and click the Submit button.



Picture 1.69 Result page for Change Password

8.4 Logout

To logout from NOR, click on 'Logout' menu bar.



Picture 1.70 Logout Menu Bar

9 Help Desk Support

Note: The NOR User's Manual is subjected for amendment in future for better quality of NOR.

For assistance in completing your application or if you experience technical difficulties using this site, including problems related to data entry, please contact:

1) The Registry Manager: Phone: 603-2692 4249

Fax: 603-2691 1682

Email: nor@acrm.org.my

Address: Manager,

National Obstetrics Registry (NOR),

Clinical Research Centre,

Level 3, Dermatology Block,

Kuala Lumpur Hospital,

Jalan Pahang

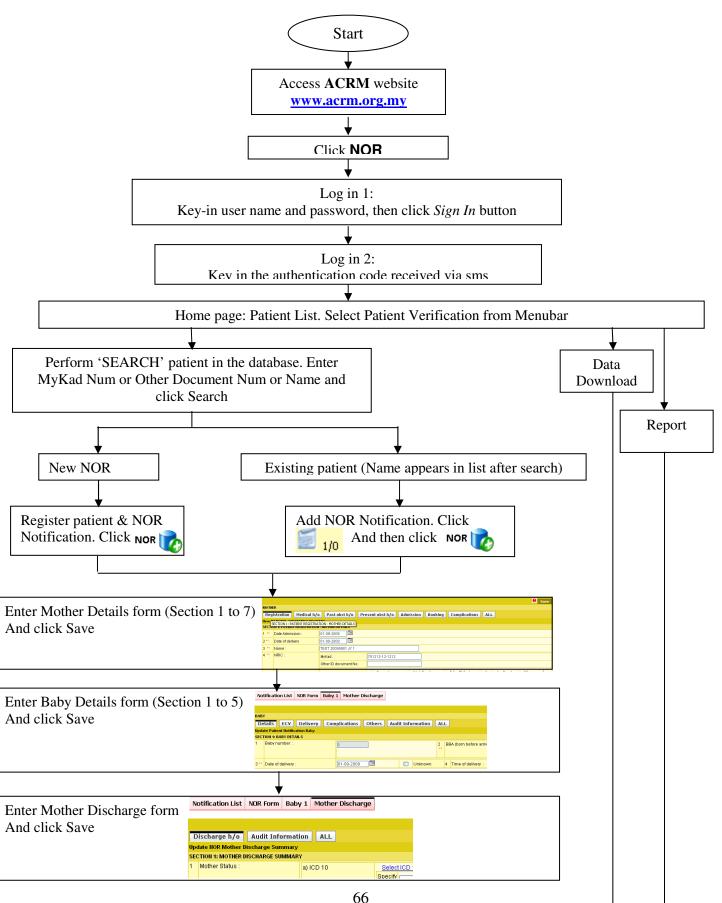
50586, Kuala Lumpur,

Malaysia

OR

2) The IT Administrator at: Tel: 603-4044 8615 / 2615

10 NATIONAL OBSTETRICS REGISTRY DATA ENTRY PROCESS



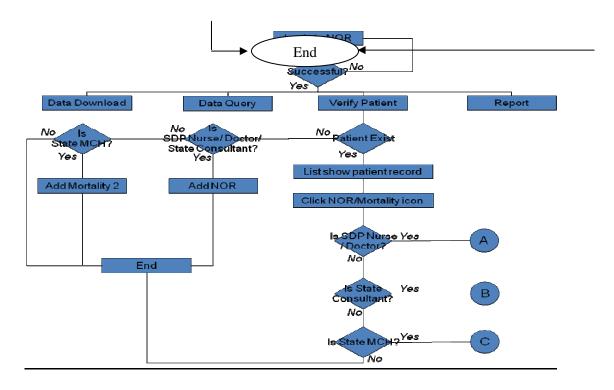


Figure 1: Flow chart of NOR data collection on site

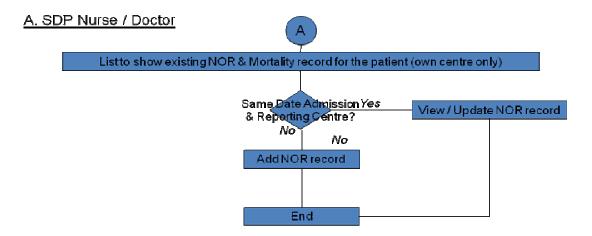


Figure 2: Flow chart for SDP Nurse / Doctor Data collection on sit

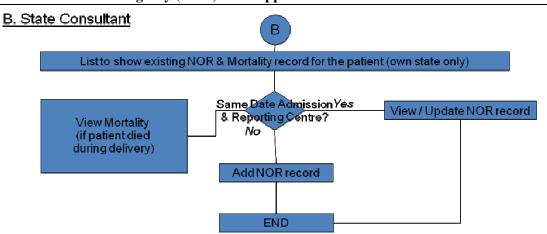


Figure 3: Flow chart for State Consultant Data collection on site