# AdjumedCollect

**User Manual** 

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AdjumedCollect is the instrument used for the collection of data.

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# Login

To log in for the data collection, please select the option [AdjumedCollect (data entry)] (4) on the login screen. Your login data is your **e-mail address** (1), your **clinic number** (2) and your **password** (3).

AdjumedCollect (da	ata entry) AdjumedAnalyze (evaluation)
E-mail	demo_en@adjumed.net
Cinic no.	20
Password	3
	Log in
Forgot password? Please enter your e your e-mail adress	-mail adress and clinic number. Your password will be sent to
E-mail:	
Cinic no.:	
l	request

Should you have forgotten your password, you can request a new one by using the [forgot password?] (5) button below.

#### **M-TAN**

M-TAN means "mobile transaction authentication number" and is required for a secure two-way authentication (as is the case in many banks). We will send a code to your registered mobile number, which then has to be entered. This way we can ensure that it is only you using the system.

If your access is secured by M-TAN and you log in from an unknown IP address (usually a third party computer), you have the following options:

Your idendity is not verified. In order to get access to patient information, a temporary access code can be sent via text message to the registred number.
• Yes, send access code by SMS.
○ No, go without access code
O Logout

#### continue >

- Yes, send access code by SMS: You will be asked to enter the M-TAN (type the six-digit number incl. hyphen) that is sent to your mobile phone. Afterwards, all functions are available.
- **No, go without access code:** You will only have restricted access to the system. Sensible areas such as the master data will not be available to you. However, cases can be entered as usual.
- Logout: Select if you want to quit this session.

Please enter the access code received by SMS:					
Access Code	380-708				
continue >					

Please enter the M-TAN (incl. hyphen) and confirm with [continue].



# **General Information**

**New hospital**: A new hospital registers by contacting Adjumed (info@adjumed.ch, +41 44 445 26 57), where the hospital and the corresponding person in charge ("hospital administrator") will be created.

**New user**: New users are created and managed by the hospital administrator. Users are generated in the master data. A separate user should be created for every person using the program.

**Data collection**: This requires an internal definition of responsibilities. A "faultless" statistics printout belongs to every case history when a patient is leaving.

**First steps**: It is best to try and enter a case. If you have questions, feel free to contact us any time by e-mail (info@adjumed.ch) or start TeamViewer (http://www.adjumed.ch/Home/Tutorials---Support.aspx) and subsequently call us at 044 445 26 67.

## **Menu Items**

Cases	<b>Cases:</b> Click here to enter, search for or edit a case.
Close cases	Close cases: Here you can examine the cases. If the examination
Import/Export	was successful, the case's status will be set to "closed". <b>Import/Export:</b> An Excel file containing the case data can be
Base data	extracted here. Base data: By clicking on this item you can edit users, patients,
Contact	doctors and further master data. Contact: Use this menu item to send us a message.
Login data	Login data: Change your login data here. Logout: Click here if you want to leave the system.
Logout	



# Cases

## **Current Case**

#### Open a new case / edit a case

Directly after logging in the data entry page appears. The main form (1) as well as the filter form (2) are set on the correct year by default. With a click on [create new case] (3) it will load the form with the chosen filter and you can start entering your data.

A case is identified by the PID (patient identification number) and entry date. Please choose a PID, which remains constant for each patient (e.g. from HIS). This way, different cases can be assigned to the same patient.

Cases	SEARCH				
Close cases	LIST: LAST 5 CLOSED CASES (OUT OF 11106)				
Import/Export	LIST: LAST 50 OPEN CASES (OUT OF 1492)				
Base data	CURRENT CASE: (, 29.01.2015 13:51:36)				
Contact	Please select your form: 2015 AQC Main Form (superior)	Please choose a filter: 2015 AQC Standard (RTTM)			
Login data	create new case 3	filter current case			
Logout					

When you fill out the form, please know that

- black fields are mandatory and have to be filled in
- grey fields are optional and do not have to be filled in

#### Filter

You can look at the case through a different filter view by clicking on [filter current case] (4) after having chosen a different filter. Existing or previously entered contents will be transferred into the new filter.

#### Groups

In some forms there are groups that contain related fields. A group can be opened and closed by clicking on the title. Groups are a purely visual aid (orientation / clarity) and have no influence on fields or their contents.

#### **Case Buttons**

If the data is entered, you have several options. Depending on the data collection you will see the following buttons (5):



Transfusion postop.	○ [1] yes ○ [0] no	
print case		0
print report cache the case save case (without checking)	5	
check and save the case		cancel

• Print case:

Print the entered data unformatted, e.g. for archiving in the medical record.

Print report:

Print a pre-formatted report (e.g. with department logo). Reports can be managed in the base data under "Templates".

• Transmit case:

For external referring physicians: You, as the creator of the case, will receive an e-mail containing a direct link to the case and the corresponding department. The department is then able to edit and complete the case.

#### • Cache the case:

The data is saved but the case remains open. This is recommended if you choose to take a break during data entry.

• Save case (without checking):

The data is saved and the form is closed in order to be able to open and enter a new case.

#### Check and save the case:

A report appears and missing or wrong fields are marked red. The case's status can only be set to "closed" if wrong or missing field entries are completed. Please note: The case will remain open until it is examined under "close cases".

#### Search

Via the search function any specific case can be found. A patient can be found through the field **PID** (1). By choosing a **user** (2), all cases of that particular user are displayed (optional) and by the dropdown **status** (3) the search will be restricted to open, closed or deleted cases. With a click on [search] (4) the cases are listed corresponding to the selected criteria.

SEARCH					
Name		First name			
Date of birth		PID 1			
	□ Cases without entry date	FID			
Entry date	of to	Exit date	of to		
Created	of to	Modified	of to		
User 2	<u> </u>	Status 3	☑ closed ☑ open ☑ deleted		
Select	(no Select)				
Search 4	b .				
LIST: LAST 5 CLOSED CASES (OUT OF 11106)					
LIST: LAST 50 OPEN CASES (OUT OF 1492)					
CURRENT CAS	E: (, 29.01.2015 13:51:36)				

By clicking on [select] in the right column of the list cases can be [edited] or [deleted]. The case will be reopened for editing (the status of a closed case will be set to "open" again when it is saved).



## List: last 5 closed cases

The last 5 closed cases are displayed as a list and can be [edited] or [deleted]. This list is only supposed to be an overview in order to have control over your cases (which cases are already closed). All cases can be found with the search function (choose [closed]).

## List: last 50 open cases

The last 50 open cases are also displayed as a list in order to see which cases are not closed yet. These cases can also be [edited] or [deleted]. Again, this is only an overview. All open cases can be found via the search function (choose [open]).

# **Close Cases**

Through this menu item you can close those cases that successfully passed the individual verifications ([save and check]). Cases remain open even if they passed the individual verification after data entry. Via [Close cases] a case will be examined on all concerned check lists per filter and will change its status to "closed" and displayed under "List: last 5 closed cases" if the verification was successful.

#### Procedure:

 Choose cases via [Search], limited by the specified entry date range (1). All cases will be listed if no data is chosen. With Username (2) you can search for cases of a specific user. Via [Select] (3), cases of a specific type can be selected (optional). However, it is sufficient to enter a entry date range, if at all, as it is completely optional to limit the search.

Close cases					
The cases can be examined here.					
Entry date 1 of to					
Username 2					
Select 3 (no Select) -					
Search					

- 2. Now there are three options (buttons):
  - Check cases e-mail case log (1) > Examination in background. Detailed report on errors; sent by e-mail (recommended option)
  - Check cases download case log (2) > Detailed report on errors (directly on the page)
  - Check cases (3) > Only feedback on number of errors (no details, directly on the page)



The case	es can be	examined he	ere.						
Entry dat	e	from 01.10.	2014	to 15.01.2015					
Usernam	e								
Select		(no Select)		-					
Search									
				3			2		1
	_			3 Check cases	Check cases	s - download ca		heck cases - er	<u> </u>
Name	First	PID	FID		Check cases	s - download ca Status		heck cases - er Modified	<u> </u>
		PID	FID	Check cases		Status	ase log C	1	<u> </u>

After you have clicked on [check cases] (3) the status (4) will be updated. Depending on the result from the examination the case's status will be set to "closed" or the number of errors will be displayed. The case can then be checked, edited or deleted via [choose...] (5).

# **Import / Export**

## **Import Case Data**

Please find more information on interface definitions as well as field and code values on adjumed.ch/Support/Interface.

- 1. Select a file with [browse]
- 2. Select the format (AQC TXT, AQC XML Format, EUSOMA CSV Format) and choose [Upload]

Cases	IMPORT CASE DATA
Close cases	Please select file: 1
import/export	Durchsuchen Keine Datei ausgewählt.
Base data	Import format
Contact	● AQC-format 2 ● AQC XML Formar
Login data	> Upload
Logout	IMPORT PATIENT DATA
User manual	EXPORT
	LOGBOOK EXPORT

- 3. The first few lines of the import file will be displayed. If the file contains faulty lines, they will be listed accordingly.
- 4. Choose the corresponding import form and select the following options: Import for AQC: "(yyyy) Main Form (superior)" with filter: "(yyyy) Import (long)"

The following options are usually set by default. Please check, if you would like to change the following options:



IMPORT CASE DATA	
Only the first 10 lines are displayed 1430   29.04.2014   4249515   0   0   1   2   0 1430   29.04.2014   4249515   0   0   0   REM_Formular_10   440 1430   29.04.2014   4249515   0   0   0   REM_Formular_10   440 1430   29.04.2014   4249515   0   0   0   0   REM_Formular_10   440 1430   29.04.2014   4249515   0   0   0   0   REM_FormularEd   05.02.2015 17:09:58 1430   29.04.2014   4249515   0   0   0   REM_FormularEd   05.02.2015 17:09 1430   29.04.2014   4249515   0   0   1   4249515   0   0	
Select form:	
2014 AQC Main Form (superior)     •       Select filter:     2014 AQC IMPORT       • (optional)	
Options	
👩 Retain original user	
Examination after import	
Override cases	
<ul> <li>all</li> <li>don't override any existing case</li> <li>don't override cases edited manually</li> <li>continue</li> </ul>	> cancel

#### Options:

- [Keep original user]: Usually imported cases are assigned to an import user. If this option is chosen (recommended), a case created by a certain user will then also be assigned to the same user.
- [Examination after import]: Immediately checks all imported cases and sends a protocol via e-mail (Check e-mail case log) (recommended option)

#### Overwrite case:

- [all]: Overrides all existing cases (same combination of PID and entry date) with the cases that are imported.
- [do not override existing cases]: Imports only new cases. Existing (same combination of PID and entry date) will not be imported (overwritten).
- [do not override manually edited cases] (recommended setting): With this option cases entered or edited online will not be overwritten. This is important, if cases have been imported or edited online, so the changes will not be overwritten.
- 5. [>Upload] initiates the import (and the examination, if chosen)

On the left below the navigation menu, a box will show the progress of the import. You will receive an e-mail with the import report when the process is complete. The protocol will show if the cases were imported correctly and if not, it will show which fields could not be imported or which fields contained faulty contents.

#### **Import Patient Data**

- 1. Select data with [browse]  $\rightarrow$  The format should be the same as when you downloaded it.
- 2. [> Upload] initiates the import

On the left side, below the navigation menu, a box will show the status of the progress.



#### **Export**

- Select the main form [Form] and filter form [Filter] (1) you would like to export. The main form defines all data entered in this form (independent of entry date, but usually cases with the same entry year should be entered in the corresponding form). A filter form is not strictly necessary - without a filter simply all the fields will be exported.
- 2. Restriction of the exported data by entry date (2) and status (3).
- 3. Export format and options: Here you can choose the export format. If you choose Standard Excel Format you will get an Excel file (recommended option). Additionally you can choose if you would like the column heading to be the field labels (as shown in the form) or the field names (as in the data base) and if those contents should be exported with codes and/or descriptions.

IMPORT CASE DATA	
IMPORT PATIENT DATA	
EXPORT	
Form	2015 AQC Main Form (superior)
Filter form	2015 AQC Standard (RTTM) <ul> <li>(optional)</li> </ul>
Entry date	2 from to
Status	3 🗹 closed 🗹 open 🔲 deleted
Export format	Standard Excel-Format O AQC XML-Format
Export option	all O only cases O only operations
Codes and descriptions	${\small @}$ Code values ${\small \bigcirc}$ Code descriptions ${\small \bigcirc}$ Values and descriptions of codes
Column heading	$\ensuremath{ \bullet }$ Field name $\ensuremath{ \odot }$ Field label $\ensuremath{ \odot }$ Name and label of field
Select	(no Select)
> Start	
LOGBOOK EXPORT	

#### **EUSOMA Export**

- 1. Choose BC Main Form from the corresponding year. You have to make one export per filter (year), which can be put together manually afterwards. An export over several main forms (years) is not possible, because some of the fields changed over the years and so filtering over several years is impossible as well.
- 2. Choose the filter EUSOMA Export.
- 3. Limit the export by **entry date**. Usually, this is not strictly necessary.
- 4. Format: Choose EUSOMA CSV.
- 5. Select: Choose EUSOMA Case: yes.
- 6. Click on [Start] to start the export

IMPORT CASE DATA	
IMPORT PATIENT DATA	
EXPORT	
Form	1 2015 BC Main Form (superior)
Filter form	2 2015 EUSOMA export    (optional)
Entry date	3 from to
Status	🗹 closed 🔍 open 🔲 deleted
Export format	👍 💿 Standard Excel-Format 💿 EUSOMA CSV format
Select	5 EUSOMA case: yes
> Start 6	



# **Base Data**

#### Patients

Patient data can be managed here. This optional menu item is supposed to ensure that cases are easily found or it can be used if no HIS is available. This data is independent of the case and is not transmitted with the case data. In order to create a new patient click on [new] (1) and to edit or delete an already existing patient use the button [choose...] (2).

PATIENTS							
							1 new
🗆 incl. dele	eted search	(5)					
Name *	First name	PID	Date of birth	cases	deleted	Modified	
Egal	Emil	56783	14.07.1965	5	nein	18.11.2014 13:53:41	choose 2
Frieda	Fröhlich	12345	13.06.1980	7	nein	22.11.2013 14:26:03	choose
Müller	Magdalena	543231	01.02.1934	1	nein	19.11.2013 14:27:09	choose
Mürrisch	Max	284613	01.04.1953	1	nein	18.09.2013 14:51:45	choose
test	test	1234	19.11.1980	4	nein	19.11.2014 14:34:18	choose
ra 🗠 Pa	ige 1		of 1 🗁 🖻 Record	ls per page	: 30 - 6	Displaying 1 to 5 of 5	items.
Excel expo	ort						
PHYSICIANS	5						
CLINICS							
TEMPLATES							
JSERS							
	L DATA						

If you chose [new] (1) to create a new patient, a pop-up window will appear. Here you can enter the new patient data.

	Patient details	3	
PID	3		
Name			
First name			
Date of birth			
Gender	⊖ male ⊖ female	O other/inters	exual
Address 1			
Address 2			
ZIP Code			
Place			
Telephone			
Mobile			
E-mail			
Room no.			
Insurance class	common ᅌ		
deleted	5 -		
4	save and create case	save	cancel

All cases are identified by **PID** and **entry date**. Cases that have the same PID are connected to the same patient. This is why you should choose an existing number (e.g. from HIS) for the field **PID** (3). This number remains the same per patient (no case number). By [save and create new case] you will be directed to the data entry page. Existing patients can be selected and linked (field PID) in the case or be linked directly via [choose...] (2) > [create new case].

- PID and entry date are mandatory fields
- Name and surname help in finding the patient
- Gender and assurance class are taken from the case data
- All other fields are optional or are used for importing HIS base data respectively

If you want to delete a patient you can tick the checkbox [deleted] (5). The patient data remains in the system in order to relate it to cases, but the patient will not be listed anymore. The patient can only be found by searching with the option [incl. deleted].



#### **Templates**

Here you can manage the templates that can be used for generating the reports. To choose a template click on [choose...] (1) and then on [edit]. A popup window appears and you can enter a name and link it to a department (2). With [browse] (3) you can upload the adjusted file/template. The uploaded template can easily be downloaded and adjusted under [template] (4).

TEMPLATES				
Report	Department	Template	Modified	
Muster-Austrittsberich	t Demo AQC RTTM	Muster_Austrittsbericht.doc	07.02.2013 12:24:47	choose 1
Muster-Infobrief PublicDatabase	Demo AQC RTTM	Muster_Infobrief_PubDB.dot	07.02.2013 12:25:19	choose
Page	1 of 1	Records per page: 30	Displaying 1 to 2	2 of 2 items.
	Report template, details			
	teport template, details uster-Austrittsbericht			
port 🙎 Mu				
eport 2 Mu				
port 2 Mu epartment Mu	uster-Austrittsbericht			
eport 2 Mu epartment 1	uster-Austrittsbericht			

#### Users

#### **Create a New User**

In order to create a new user, choose again the **hospital group** (1) (click on the name), the **hospital** (2) and the **department** (3). Afterwards a list with the existing users will appear below. By clicking on [new] (4), a new user can be created. Existing users can be edited or deleted under [select] (5).

Please note: An e-mail address can only be used once per department.

D incl. dolo	tod usors						
<ul> <li>incl. delet</li> <li>Hospital</li> </ul>		He	ospital 2		Dep	partment 3	4 new
Name	First name *	Clinic no.	User type	Telephone	deleted	Modified	
Name Pommer	First name Alessandra		User type SpitalAdmin	Telephone	deleted Nein	Modified	choc 🍞 modi



## **Firewall**

By choosing the option [Firewall] in AdjumedCollect, data protection will be enhanced considerably (recommended). The login process will then work analogous to AdjumedAnalyze with the usual login data and the subsequent sending of the six-digit M-TAN to your mobile phone. Please enter your telephone number in the format 00417 ......

USERS							
Details	Security	Options					
Firewall	<b>⊿1</b>						
E-Mail TAN	₫ 🥠						
	new						
		sa	ive	cancel			

## **User Rights**

	Demo [0]	Hospital Admin [2]	Clinic Admin [3]	Power User [5]	Guest [6]	Admin [9]	Translator [22]	Import [33]	Read-Only [44]
Can log in:	х	x	х	х	х	х	х		х
Can see own data:	Х	х	х	х	х	х			х
Can see foreign data:		х	х	х		х			х
Can edit data:		х	х	х	х	х			
Can import data:		х	Х			х		х	
Can export data (option):		х	Х	Х		х			
Can create physicians (base data):		х	х			х			
Can create users:		х				х			
Can create hospitals and departments:						х			
Can create templates:		х	х			х			
Can edit language file:						х	х		



# **Contact / Login Data / Logout**

- Under [contact] you can send us a message
- Under [login data] you can set a new password
- With [logout] you can quit this session (only if you are not editing any cases)

# **Special Processes**

## Register a patient as an external referring physician from a Breast Center

#### Prior to surgery:

- 1. Log in
- 2. Create a new case → Form set: "Breast Center (Main Form)" and filter: "BC Diagnostics Conference Registration" (should be selected by default)
- 3. Enter the data
- 4. [Save and check] the case  $\rightarrow$  complete missing or faulty fields if listed in protocol
- 5. Click on [transmit the case]. Now the case is registered and an e-mail is sent to the creator of the case and the department

#### After surgery

- 1. Log in
- 2. Open the case (use [search] or "List: last 50 open cases")
- 3. Choose the filter "Tumor Board (Oncology)"
- 4. Complete the case

#### See patient data as Read-Only User

- 1. Log in
- 2. Click on [search] on the top right
- 3. Search case according to the desired parameters
- 4. Choose [select] and then [edit]