

# **The Scottish Birth Record**

# **Coding User Manual**

Version 6.8 February 2014

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# Section 1: Background & Introduction

Welcome to the Scottish Birth Record (SBR) Coding User Manual.

There are two separate yet dependent modules to the SBR system. There is the **clinical module**, which can be completed by midwifery, neonatal and paediatric staff as well as administrative staff where appropriate. This then feeds the relevant data items into the smaller **coding module**. The coding module is then amended and checked by trained coding staff. Amendments to clinical data items by coding staff do not change the entries made on the clinical side. The coding staff also add diagnostic codes (ICD10) and procedural codes (OPCS4) where appropriate and submit the record to the national central database.

Until 1996 every baby was entered onto the SMR11 scheme. At that time it was decided that details of healthy babies should reside on SMR02 (maternity), and the SMR11 would be reserved for 'sick' babies and those with congenital anomalies. However, this did not prove successful and there was confusion over what constituted a 'sick' baby. There was also an unacceptably low level of reporting of congenital anomalies.

The SBR has replaced the SMR11 reporting scheme and every baby born in Scotland will have one (and only one) Scottish Birth Record. All 'sick' babies born from the 1<sup>st</sup> April 2003 are being entered onto the SBR system. The SBR system provides the functionality to record **all** of a baby's neonatal care in Scotland, including readmissions and transfers in **one** record.

The growth of Internet technology has allowed us to devise a web-based reporting scheme. Although the SBR is a web-based system it does not reside on the public Internet, instead it is on the NHSNet, which is the NHS private version of the Internet. All interactions are password protected and the system now has a full audit trail.

We are planning further work to build on the SBR's ability to share data. This will bring additional benefits to areas such as: direct patient care; service management; planning, and research. Already the SBR extracts data from clinical maternity systems and Patient Administration Systems and can be used to interface with the system which generates Community Health Index (CHI) numbers (62% of babies in Scotland already get their CHI number this way).

Another application has been added to SBR – the Universal Newborn Hearing Screening (UNHS) system which can be used independently from SBR, however, the two 'systems' share the same unique SBR Indicator. You may therefore be asked to transfer/send records to other hospitals in other NHS Boards.

# Section 2: Log In

There are two Scottish Birth Record (SBR) systems in operation – 'Live' and 'Training'. To access these systems:



- Double click on the relevant icon Train SBR or Live SBR see Appendix B "Setting Up Icons on Your Desktop"
- Enter a username and password
- Click on Login button

Username	
Password	
🗖 Rem	ember me
Login	Clear
To exit click <u>here</u> (	(or press ALT F4)

NB. If you tick the 'remember me' box, the system will automatically remember the last username entered so that you will not have to enter it again when logging back in.

# The Training System

Please contact your local administrator or the SBR Team to confirm the username for your hospital. Your training system password is 'training 1'.

PLEASE NOTE - The training system does not reside on a secure website therefore please **DO NOT** enter any **CONFIDENTIAL DATA**.

#### The Live System

To access the live SBR you will require a unique username. You can obtain this from your local SBR Administrator or the SBR Team - see Section 17 'Contact'.

Username:	yom1	]	
New Password:			
Confirm New Password.		Gubmit	Cancel

For first time users, or if your password has been reset, the password is 'password'. Once you have entered your login details you will be prompted to provide your own secure personal password that must be at least 6 characters long with 1 number.

PLEASE NOTE – you must only enter the system using your **own** unique username and password.

If you have any problems accessing the SBR, including forgetting your password, please contact your local SBR Administrator or the SBR Team via the ATOS helpdesk for advice.

# Section 3: The Coding Dashboard

Once logged in you will be presented with the dashboard, a screen showing summary patient details that also gives you access to system administration and enhanced system functionality.

The top section identifies the user, site and relevant NHS Board. It also provides access to additional functions:

- Add new record
- Accessing alternative dashboard displays
- Searching for records
- System and password administration
- Reports
- Exporting Data
- Contact
- Logging out
- User alerts where records require attention
- SBR Update Log

These functions are described in detail later.

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The lower section provides access to your patient records. It also provides:

- Access to the print room
- Contacts who can delete a record
- The ability to send a record to another location
- Access to the CHI interface (where implemented)
- Indicates the transfer/sent status of a record
- Access for submitting records to ISD
- Indicates the coding status of each record

If a record has a blue background, the baby is a boy, if it has a pink background it is a girl, and a yellow background indicates that the sex of the baby is unknown. A light grey background with grey text indicates a record which has been either Transferred or Sent to another site. A dark grey background with black text indicates a record over nine months old. A dark blue dot next to the baby's forename indicates a stillbirth or a baby that died during care.

A count of records together with the number of pages is provided for information. Again these are described in detail later.

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Moneypenny Itm, ve-2229	Baby	21/03/2013	Not entered	C	(Control
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Davey	Michael	20/03/2013	Not entered	<b>₩</b>	00000
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Foster	Baby climani	19/03/2013	Not entered.	This second uses insurfaced to Statistic General Plan Intelligentic by unknown	and the second

# Viewing Alternative Dashboard Displays

The option for dashboard displays are:

- **Current** Records which have a baby's date of birth recorded but do not have a discharge entry, this excludes still births, home births and babies recorded as being 'born outwith scotland' unless they are subsequently admitted to your hospital. Note All births pre 2004 are excluded from current views
- All Every record which is stored within the system at your hospital
- **Booked (not yet delivered)** Any mum which has been booked into the system but is still to deliver
- Four weeks after EDD Any Mum who has gone 4 weeks (or more) past their EDD
- CHIs to be allocated SBR records which do not have a baby CHI entered on them
- Invalid CHIs SBR records which have an invalid baby CHI entered e.g. only 4 digits
- Invalid baby dates of birth SBR records where the baby date of birth is entered at that time to make the baby over 10 years old, or an incorrect date of birth e.g. 40/07/07 or 21/13/06.
- By ward Everyone recorded as currently being within the selected ward

When you first enter the system it defaults to display the current records. You can change to any of the views mentioned above by clicking on the drop down box on the "Dashboard View" box.

# User Alerts

Alerts!

This will warn users about the following:

- Identify any booked but not yet delivered records that are more than 4 weeks past the recorded Estimated Date of Delivery.
- CHI's to be allocated SBR records which do not have a baby CHI entered on them
- Invalid CHI's SBR records which have an invalid baby CHI entered e.g. only 4 digits

# SBR Update Log

Clicking on the <u>SBR update log</u> will take you to the SBR website. Details of version updates as well as User Manuals and Quick Guides can be accessed here.

#### **Baby Death Indicator**

Identifies a baby stillborn or baby death on the dashboard as a dark blue dot next to the Baby forename

Baby Sumame	Forename Baby(mum	Baby DOB (if bom)	Hospital Patient ID / (	н		141 Records in total, Page 3 of
Thursday SBR_Ind=2751	Baby (June)	05/06/2008 (10 mentte eld)	not entered	Open	<b>*</b>	

# Section 4: Finding Your Patient Record

The record you are looking for may already exist on the SBR. Records can be manually keyed by another user / imported from an existing hospital system or if the baby has been transferred to your hospital in utero. It is therefore always advisable to ensure the record does not already exist on the SBR before adding a new one by searching the records held at your hospital site. If the baby was born or has been treated at another hospital the record may still be with this other site, please use the national search tool to locate the record, and then contact the relevant site or the helpdesk for further assistance – See Section 17 'Contact'.

# Finding A Record Locally (At Your Hospital)

The search facility can be found on the top of the dashboard.

Surname	Forename	HPI	alt HPI	сні	DoB/EDD	0	SBR_Ind	Search
					to			Jearch
	Mum	O Baby O Bo	th 🖸		EDD O Baby DOB O	Mum DOB O		Clear

- Search for mother/baby or both using partial surname/forename, HPI, alternative HPI, Community Health Index (CHI) number, Expected Date of Delivery (EDD), Baby DOB, Mum DOB or SBR Indicator.
- The SBR Indicator is a unique system identifier for each SBR record. It can be found below the surname on the dashboard.

~	Baby Surname	Forename Baby (mum)	Baby DOB (if born)	Hospital Palient ID / CHI			8 Records in total, Page 1 of 1	-
	Green SBR_ind=3000	Baby	14/08/2008	not entered	Code 🗳 🗶 Send	<u>CH</u>	Submit	
	Orange self_me-3448	Baby	14/08/2008	not entered	Code 🧳 🗙 Send		(Stime)	

- Enter the data you are searching on i.e. surname, DOB, CHI
- Click on the 'Search All' button
- Results will also include any alternative/previous surnames
- Remember to select mum, baby or both (it is recommended that you select both)
- There are two boxes in the section for searching on EDD, Baby DOB or Mum DOB. If you want to search just on a singular date you can enter this in either box. If you want to search on a range of dates put the start date in the left box and the end date in the right hand side box.
- If you want to search for certain groups of records i.e. those with EDD dates you need to change to a dashboard view that shows them, i.e. 'All' or Booked but not yet delivered 'BBNYD'. You can also enter data you are searching on and click on the 'Search View' button to find individual records in those groups.

Add New Neon	atal Record 🕖		
Current		▼ Search 1	View
Surname	Forename	HPI	alti
	Mu	m O Baby (	O Both

#### Finding A Record Nationally (Held At Another Hospital)

You have used the above search tool and have not found the record you wanted locally at your hospital site. The record is possibly at another site for a range of reasons, .i.e. the baby's care was transferred to a new site and the record moved correspondingly. Alternatively the mother may have given birth in a Hospital which was not her local hospital and the record was required after the birth for supporting the mother Postnatal.

As mentioned in the introduction another application has been added to SBR – the Universal Newborn Hearing Screening (UNHS) system which can be used independently from SBR, however, the two 'systems' share the same unique SBR Indicator. You may therefore be asked to transfer/send records to other hospitals in other NHS Boards and this maybe another reason why you can not locate your record.

The national search is there to help you locate a record. Once you have located the record through the national search at another hospital site you can contact the helpdesk or local site and ask for the record to be moved to your site.

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ument	tal Paster.	M (Search)	Ven hations	dana 🗸	
Burrena	Forename		an inte	CHI	0a
Sunana	Forename	HP1	+1101	CHI	

Using 'National Search' to locate a record not at your site:

- Click on
   National Search
   from the main dashboard.
- Search using Baby/Mother CHI number or SBR Indicator.
- Click on Search, you will be presented with the screen below detailing more record information linked to your search and most importantly the site the record is located at.

у СНЕ 💿 58	IR_Ind 🔘 Me	ather CHL @					
earch Mother Match 1							
Name Purple	CHI Doll	Raine TADR	100	- En	Laboritors	Date Costal	
22245	2003125004	20/03/2018		cart	Biordariz General Hocoital (\$120H)	06/68/2013	

# Section 5: Adding a New Record

Before adding a new record it is advisable to search the database to ensure a record does not already exist - see above.

To add a new record for the Baby;

- Click on Add New from the main dashboard
- Complete all the mandatory fields (these are marked with \*)
- Click on Submit Record

Please note that for multiple pregnancies each baby will require a record. If a new record has been added for the Mum via the clinical section, the number of baby records required should already have been added by the clinical users.

Baty Summer			
First Rote have			
Beard Foelane			
Data of Both (Bang)	Tune in sola links		
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Time of Birth	14 mm (24 br)		
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Excite Denset			
Field Pastine humber			
Crit Survice			
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Find. Asses			
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		14 million	
Post Loos			

Hints:

- Click on <u>use today's Date</u> to default the baby's date of birth to today's date.
- There is an **V** Information Point next to the Birth Weight field. This field should be entered in grams and stored as 4 digits. Preceding zeros should be entered if the weight is less than 1000g.
- If the connection is slow, please do not keep clicking on the "Submit Record" button as this may create multiple records.

# Section 6: Opening a Record

Once you have entered records into the system an abbreviated record will appear on the dashboard including details of Baby Surname, SBR Indicator, Baby Forename, Baby DOB and Baby HPI where appropriate.

Simply clicking on the 'Code' button next to each record will take you into the main body of that record. If there are a lot of records on your current dashboard you will need to use the surname/HPI search facility to find the record you want.

# Section 7: Multiple births

To record multiple births a separate record must be completed for each baby.

If a new record has been added for the Mum via the clinical section, the number of baby records required should already have been added by the clinical users.

# Section 8: Saving a Record

Before you move screens within the SBR or exit the record click on **Update** to save the information you have entered. If you try to change screens or exit the record, without updating first a message box will appear notifying you the data you entered has not been saved. Click **OK** to save or **Cancel** to close the record without saving.

# Section 9: Deleting a Record

There are a number of reasons why you may want to delete a record from the SBR including error, miscarriage, termination, intra-uterine death and moving out with area. If you need a record deleted you should contact your local SBR administrator to do this for you.

You should also contact the SBR Team if you identify that there is a duplicate record for either the mother or the baby, or if you accidentally delete a record and you wish it to be retrieved. Note that the deleted record will remain on the main database with a note of who has deleted the record and why.

To contact an administrator click on  $\clubsuit$  beside the appropriate record to bring up a list of administrators contact details or please refer to section 17 'Contact' for the SBR team.

# Section 10: Sending a record

# Send

The function can be accessed from the dashboard and allows users to move the record to another site without adding an episode for the baby. Coders may need to use this facility to send or retrieve a record for coding, if for example, the record had been moved to another site for postnatal information to be added.

The send function changes access for the record to the users at the receiving site and should only be used if the mother/baby is not currently admitted at your hospital. Note that once you have sent a record you will no longer be able to access it so please ensure that you complete the record as much as possible before sending it to another site.

At your location on the dashboard screen you will see the record details - however they are greyed out. It will detail where the record was sent to, when and the username of who sent the record. This record will no longer be accessible until it is either transferred or sent back to your site.

If a baby is **admitted** to your hospital and then moved to a different hospital in Scotland then this is classed as a **transfer** and you should use the transfer screen – refer to the Episode Screen section for further information. The **in-utero** transfer function should only be used when <u>mum</u> is admitted or reviewed and transferred to another hospital for continuing care/delivery. If however the mum or baby has NOT been admitted but is going to receive treatment in a different hospital/area then this is when you would use the **send** function.

To send a record:

# Send

- Click on the 
   button located on the record (accessed from the dashboard)
- Click on confirm once you are sure the correct record is selected.
- Select the correct hospital to send the record to
- Enter any comments relating to the sending of the record
- Click on Send

<u>@</u> ]9	Send this Record Web Page Dialog	×
	Sending Record 🕖	
	Surname : Barlow	
	Forename : Baby	
	Date of Birth : 14/07/2006	
	Baby HPI : L222569000	
	To Ayr County Hospital	
	Comment	
	×	
	Send Cancel	

If a record has been **sent to you** from another site you will see this icon in the main dashboard.

If a record has been *transferred to you* from another site you will see this icon on the main dashboard.

# Section 11: Entering Patient Information

# Access to Patient Records

Once you have created/found your patient click on the **Code** button on the main dashboard next to the appropriate record to access it. The following tabs will be displayed:

- Baby
- Episode
- Birth
- Codes
- VLBW (only when the baby's details have been entered meet the very low birth weight study criteria)

To access the tabs, click on the appropriate header. These can be accessed in any order.

Some of the data items may already be recorded either as they were entered manually when adding a new record or the data was imported from an existing hospital system. If you require clarification on definitions and standards for the SBR data items please contact the SBR Team - see section 17 'Contact'.

# **Baby Screen**

#### **Demographics**

This screen enables you to edit any of the patient or demographic fields associated with a baby including his/her name and GP practice. Please note that the Mother's address and HPI on the right-hand side of this screen cannot be edited here.

When a baby is transferred to you from another hospital please overwrite the Hospital Patient Identifier with your own.

	-	_	Mather's Address
Baby Sumerre	Tree	2	Contraction of the second
Alternative Burnarte			
Fint Forename	Willow	0	
Second Forename	· [		
Date of Birth (Baby	01/09/2012	Line today	
Time of Bitt	12:35 Att: mm (24 ht)		
Place of Birth	Homebirth plan N/K		
Hospital of Extr	HomeBirth	. 0	
Se	Gar 🖉 🕐		
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CHI Numbe	0		
Hospital Patient Identifia	0		
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	naim	-	
Post Code	EH12 9EB	0	
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# Date of Birth

Between the hours of midnight and 6am the 'Use today's date' link beside the DOB field will be hidden, forcing you to manually enter the date. This has been introduced to reduce the number of incorrect dates of birth entered on the system for babies born during the night. This field, along with the sex of the baby will be locked and will appear in grey once the CHI has been allocated.

# Place of Birth: Home Births, Born Before Arrival & Born Outwith Scotland

Homebirths can be recorded by selecting either 'Home Birth Plan N/K', 'Home Birth Planned', or 'Home Birth Unplanned' in the 'Place of Birth' field. The baby can also be admitted as a homebirth on the episode screen by selecting Level of Care 'Homecare' and then select Discharge Type as 'Homebirth'. The record will remain in the current view of records unless the baby is discharged from care.

If care is provided for a baby who was born outwith Scotland, please remember to record place of birth as 'Born outwith Scotland'.

# Hospital of Birth

The 'Hospital of Birth' field is a mandatory field. A pop-up box appears if a user tries to move onto another tab without entering a hospital of birth asking the user to select a value for the 'Hospital of Birth' field.

# Recording Stillbirths and Neonatal death

All births should be recorded on the SBR. To record stillbirths change the 'Outcome of this Baby' to stillbirth. This field automatically defaults to livebirth unless you change it. Neonatal deaths can also be recorded in this field.

#### Episode Screen

Data recorded here is for baby activity only.

*Admission* = when a baby is admitted or re-admitted to any ward within a hospital that provides any neonatal care – this includes 'normal' care.

*Transfer* = when a baby is transferred to another Scottish hospital for neonatal care. Note before a record is transferred it should be completed with all available information – a transfer should be the last thing you do with the record as currently once you transfer it you no longer have access to it.

*Discharge* = when a baby is discharged from inpatient care to the community, transferred to specialist non-neonatal care, e.g. cardiology, or transferred to a hospital out with Scotland.

Baby Episode	Birth Codes	)			_		1	Tree , Will 01/09/20
dmission / Inter te (Un total) 12/09/2012	nal Transfers - Co velorCare	ODING O Otstebricken	Paediatridan	-	Micwite	E	Nume	J
bery Date Ward 12/00/2012 This batty	Level Of Care	Consultant Obstetrician harpe Type Home	Consultant Paediatrician	Michwile	Nurse			Battoys
2/09/2012 8/09/2012 3/09/2012	Normal Normal High Dependency	Hassan Ali Hassan Ali Hassan Ali					Edi Edi	
nischarge 🕖	todazi Type	<u> </u>	Episode Status Patient Discharged	i 1 on 12/09	/2012 : Home	9		
Transf inster the patient to another ()	Souttigh Prospital							
			SBR rec	ord updated	successfully		odate ) C	1010

To add an episode:

- Complete the boxes within the "Admission/Internal Transfers for this baby" box, at the top of the screen (the green area).
- If you want to use today's date click on the "Use Today" link above the date field. (NB the
  admission date defaults to the baby's DOB)
- You must have either an obstetrician \ paediatrician or midwife selected to record an episode
- Click on Update to save the episode

The last episode added would always be populated in the "Admission/Internal Transfers for this baby" box, to add a new episode, overtype the existing data and click on Update.

To add a discharge:

- Complete the "Discharge from hospital for this baby" box at the bottom of the screen (the pink area).
- If you want to use today's date click on the "Use Today" link below the date field.
- Select the Type of discharge.
- Click on Update to save the discharge.

The discharge will be added to the top of the episode history box.

Note: You always read the episode history box from the bottom upwards as new episodes of care are added to the top of the list.

If you want to remove a line in the Episode History box then simply click on the remove button next to each line and start from the top down – so in this case it would be the discharge that would be removed first.

#### Homebirths

Homebirths can be admitted as a homebirth on the episode screen by selecting Level of Care 'Homecare' and then select Discharge Type as 'Homebirth'. Homebirths are also recorded by selecting either 'Home Birth Plan N/K', 'Home Birth Planned', or 'Home Birth Unplanned' in the 'Place of Birth' field.

#### Transferring a Patient

🚰 Code_Episode_Transfer - Mici	oft Internet Explorer	×
Transfer this baby's	ecords to another location	
Date (Use today) Transfer by NB. Please note that once this record	Hospital Notes Inspection of the second seco	
uooonioaueu on the Admin screen.	Transfer Close	

This screen is used when the baby is being transferred from your hospital to another Scottish hospital for continued care. If they have not been admitted to the other hospital i.e. only visiting another hospital, use the send facility instead.

To transfer:

- Click on Transfer
   (on the Episode screen)
- Complete the date (click on the "Use Today" link to use today's date)
- Select the hospital the patient is being transferred to. To select the hospital quicker type in
  first letter of hospital and the box will be populated with the full name. If there are several
  hospitals beginning with the same letter, continue to hit the relevant key (the first letter of the
  name) until the Hospital you are looking for appears
- Enter who carried out the transfer and add any appropriate notes
- To complete the transfer click on Transfer
- To cancel the transfer click on Close

By transferring the baby's record on the SBR you are changing the access rights to this particular record. The new location will have full read and edit access. At your location on the dashboard screen you will see the record details - however they are greyed out. It will detail where the record was transferred to, when and the username of who transferred the record. This record will no longer be accessible until it is either transferred or sent back to your site.

Note that if the baby is transferred to England this will be treated as a discharge (Discharge Type = 'Facility / Hospital Outwith Scotland') as the Scottish Birth Record system is not available outside Scotland. The discharge date in this instance is the date the baby leaves Scottish hospital care.

# Tips for Transferring:

- Do not use the transfer screen when a baby is being moved between wards within the same hospital, this should be recorded as a new episode.
- At present once a record has been transferred you cannot access it unless the record is transferred or sent back to you.
- Ensure that you complete the record with as much information as possible BEFORE you transfer the record as once you have transferred/sent it you will no longer have access to it.
- If you have transferred a record and have forgotten to add something please contact the designated SBR user at the receiving site. If you have transferred to the wrong hospital please contact the SBR Team who can un-do the transfer for you.
- If you want to transfer a baby that has been born, to another hospital you must ensure that the baby has been admitted on the 'Episode' screen first.
- If a baby has been transferred to you, you must admit the baby on the 'Episode' screen before it can be discharged.
- A list of records that have been transferred from your hospital can be viewed on the Admin page under 'Record Movement'.

# Readmissions

When a baby has been readmitted to hospital after transfer or discharge this must be entered on the episode screen. To do this, follow the instructions above detailing how to add an episode.

When a baby is re-admitted to a different hospital after being discharged home from your hospital, the baby record should be SENT and not TRANSFERRED to the admitting hospital to allow the episode information to be added.

# **Birth Screen**

Details on the birth can be entered and edited on the 'Birth' screen. Information here includes estimated gestation, feeding on discharge and congenital anomalies. Information Points *i* are provided beside various data fields to give information and guidance.

Number of Skrins First twin		Special / Neonatal Care	
Etilmates Detadon 35		Diagnoses:	-
Birth Weight 1100			_
Delivered Br			
ate of Delivery (ECC) 16/10/2011		Denne durante	-
		Procedures:	2
Resultation Nil / Facial Oxygen			
Max Billiustic			1.1
Encontranae No.			2
	Congenital Anomaly/P	oblems at Discharge	
Subrequent Weight grant O Date	Congenital Anomely Non	<u> </u>	
Feet On Discharge Breast only	Notes on Congenital		14
OFCiams 0	Anomaly		-1
ngth Crown Heellony	Other Physical No Froblems at Discharge No		
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Any notes on congenital anomalies made by clinical staff will appear under the congenital anomaly/problems at discharge section.

The Special/Neonatal care box shows any diagnosis or procedures entered by the clinical staff. This information may be useful to you when you are adding ICD10 and OPCS4 codes to the record

# Codes Screen

In Compilian Come		Other Dan	statement and	Provid prime can't deriv	er reune iften som. De mereteler	a more with (
LCR10.Cade	othe		Description (Blue + Main, Green +	Ditheci	litex	1.0.0
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	(00)	01	Consultant Responsible	2	Date of Other Operation	
OPERATO IN			er Mine e Main Server e Otheri		dentifiers a	-
1 x339	Unspec	fied other blood	transfusion	Sirajuddin, Ahr	ned 1	Remove
8				02/09/2012		

This screen enables you to enter ICD10 and OPCS4 codes for each stay\* the baby has in hospital. It is important to check you are coding the correct stay number – to check for the dates of each stay please refer to the Episode screen. The screen above shows this baby has 2 stays.

\*A stay is classed from admission to discharge from hospital. Therefore each time a baby is readmitted to hospital after a discharge/transfer it has a different stay number. A stay can be comprised of a number of transfers within the one hospital or between different hospitals

To enter ICD10 codes:

- 1. Select the stay you want to code by clicking on the drop drown box at the top right of the screen and selecting the appropriate number
- 2. Enter the main condition code and any other conditions, if required, into the appropriate fields.
- 3. To enter multiple ICD10 codes, put a / between codes for the 'Other Conditions.' There is no limit to the number of codes you may enter.
- 4. Click on the update button at the bottom of the screen and the textual description then appears in the history box.

To enter the OPCS4 codes:

- 1. Select the stay you want to code by clicking on the drop drown box at the top right of the screen and selecting the appropriate number
- 2. Enter the operation code into the appropriate fields.
- 3. Add the consultant responsible
- 4. Add the date of main operation,
- 5. Click on the update button.

You can enter 2 or more OPCS4 codes that are the same as long as the dates of the operations/procedures are different.

The functionality to remove OPCS4 and ICD10 codes as well as a free text box at the bottom of the screen for comments is also provided.

Please note that only codes relating to the baby should be entered on this screen and not any codes relating to the Mother.

A Coding Output document is available from the Printroom if required

# **VLBW Screen**

The Very Low Birth Weight (VLBW) screen is where information on CRIB and Morbidity data are recorded. This screen only appears if the baby meets the VLBW criteria - the baby is either, less than 1500 grams or if they are less than 32 weeks gestation. Completion of this screen is not mandatory for the Information Services return and only needs to be completed where the VLBW study is being conducted.

17/08/20		VLSW	ry Episode Birth Codes
-	If the baby died was there will there be a post mortern?		Post Motern
	Please refer to blood gas charts and rursing charts to determine what vias lowest appropriate FI02 Please refer to blood gas charts and rursing charts to determine what was highest appropriate FI02 Baby's organisation not monitored in first 12 hours Largest negative value. Please information data chart include capillary and arterial samples, but exclude cord blood gas.	2	Lowest appropriate FiO2 <12 hours Highest appropriate FiO2 <12 hours Baby too well to be monitored Worst base deficit < 12 hours
	On USS definite and persistent increase in echogenic are within brain parenchyma surrounding isterial ventricles consistent with intracerebral extension of intraventicular haemonthage On USS syste changes in one or more areas of brain		etty ben Intraventricular haemornhage (3) Intraventricular haemornhage (4) Parenchymal cysta
	parenchyma Following intraventricular haemonthage lateral ventricles +4mm larger than 97th centile	-	Postheamonthagic hydrocephalus
	date of first examination by ophthalmologist treatment with laser/cryotherapy needed	Instancia ste	Retinopathy date first screened Retinopathy required treatment
	Piease make an assessment from notes, way reports and surgital/PM reports- Clinically clear NEC Symptoms and signs (one or more of poor feed Interation/comting, abdo distension, blood in stools, abdo tendemens) with diagnostic radiological signs (httamura/Writrahepatic air, perofration, facef loop) set explanatory	2	Necrotising enterocolitis clinical diag
Update Close	Please refet to backetiology reports: Any positive blood culture after 48 hours of age. Please quote all positive blood cultures, whether thought to be true backetaernia o a contaminated sample	9	Postere blood culture
	Receiving supplemental oxygen at 36 weeks		Need for supplemental oxygen 36 weeks

# Section 12: Submitting and Retracting a Record

Once you have finished coding the record you can submit it to the SBR database and it will be removed from your current view on opening the SBR. Records can be submitted when they are partially coded or fully coded. If you submit partially coded records, they can be retracted at a later date, fully coded then submitted again.

To submit a record:

1.	Click on Submit		
		🚈 SBR Submission Web Pag 🗙	
		Is coding complete? Yes No Cancel	
		, http://test.scottishbi 🌍 Internet	
2.	Click on Yes	for fully coded records and	for partially coded records.

Once you have submitted a record and realise you have more coding to do:

- 1. Search for your patient. See section 4: Finding Your Patient Record
- 2. Click on "Retract" under the "Fully or Part Coded" icon Retract
- 3. Open the record as detailed above.

# Section 13: Print Room

# To open the Print Room:

Click on beside the appropriate record on the main dashboard Click on the document you wish to open (it will appear in blue and underlined) Once the document is open, go to File

Select Page set-up and ensure the header and footer boxes are blank Click on OK

HATTER LARGE !!			tate Details		
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Talk of Balls	61/01/139	0	Cale of Soft-	67H 2/38H8	
ht frees	1 smith pr	a trentard, \$1412.083	(au	OH	
OPR Report			Registration	n of Eirth	
Pass is an applicate register with a Gene Practitioner.	n form to nat Medical	Coan STM Report	This is the Reg	pidnation of Girds form.	Commentation of both form
Newborn Recor	d.		Notific ation	of Birth	
This is the Newborn tou may with to kee hard copy". This re nto brees pages.	Pecord Bal o as your optic split	Com Attendix and Birth History Prior 1 Committee Eater Exercision (Face, 2)     Com Poders Bale Exercision (Pace, 3)	This is the Net	Roadien of Brith form.	Count Holdfordom at Birth Form
inmediate Disc	harge Letter		Nexborn H	earing Screening Fo	18
Das is the instable	le discharge	Internative Discharge Lefter     Hermatia Discharge Lefter	This is the have	altom Hearing Screen.	Tenduri Henria Scienza
		<ul> <li>Handowr Is Health Mistar Jefan,</li> </ul>	This is the New York State	whom Hearing Ecreen	Englisted Newtorn Heating

The print room allows you to print reports and letters relating to a particular record from the SBR system.

To print the document:

Go to File Select Print

The following reports can be generated from The Print Room:

- GPR Report An application form to register with a GP
- New Born Record A printable version of the data relevant to a new born split into antenatal birth history, physical baby examination and medical baby examination.
- Immediate Discharge Letter A pre-populated discharge letter for mother and baby. Note if a mother has had no previous pregnancies then it will display on this letter as being para 0+0.
- Neonatal Discharge Letter A pre-populated discharge letter for babies who were admitted for further neonatal care.
- Handover to Heath Visitor Letter A pre-populated letter containing information for the Health Visitor.
- Coding Output A pre-populated report containing a summary of all the coded data together with the OPCS4 and ICD10 codes for the baby.
- Blank Coding Output A blank report for recording the coded data items including OPCS4 and ICD10 codes for the baby where the notes are housed elsewhere.
- Registration of Birth A pre-populated Registration of Birth form.
- Notification of Birth A pre-populated Notification of Birth form.
- EC58 A pre-populated EC58 form, which is under development.
- Newborn Hearing Screening Form A blank screening form with the patient information pre-populated.
- Pre-populated Newborn Hearing Screening form this is prepopulated with GP and Mother details.

# Section 14: System and Password Administration

To access the Admin screen, click on Admin from the main dashboard.

This screen allows you access to the following functions: -

- User administration
- SBR User Manuals and Quick Guides
- Automated imports
- Duplicate Records
- Record movement
- Tools

User Administration

Your view of this section will vary depending on the type of user you are. Coding User – This is where you can change your password and contact details.

# SBR User Manuals and Quick Guides

Click the link to open a new browser window and view the up-to-date SBR User Documentation. This lists all the current manuals and guides which can be downloaded.

# Automated Imports

If you are automatically sending files to the SBR database then you can access your own Automated Import Log. This enables you to view a log of the files you have sent in, how many records were in each file and if it was successfully imported into the SBR.

#### Record Movement

This allows you to view a list of records, which have been in utero transfers, transferred or sent from your hospital via the SBR.

# Section 15: Reports

Clicking on Reports from the main dashboard allows access to reports and graphical analyses of the data entered into the system.

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The following reports are available:

- GRO/Child Health Report This report gives a list of all the babies born within the hospital (can include still births if requested) for a specified period of time.
- SIRS Report A more detailed list of all the babies born within the hospital for a specified time period. (N.B The initial outcome field must be set for baby to appear in this report).
- Episode Activity Management This is a report required primarily for finance. The user can choose to limit this report by specifying a date range for the following dates:
  - Date of birth
  - Date of admission
  - Internal transfer date
  - Date of discharge
  - External transfer date
- Patient List reports on patients by either dates of birth, gestation, birth weight, ICD or OPCS codes
- Annual Report shows full birth details including; gestation, birthweight, feed on discharge, discharge type, multiples, top 10 diagnosis 4 digits, top 10 diagnosis 3 digits, ITU days, ITU ALOS, HDU days, HDU ALOS, SCBU days, SCBU ALOS, Vent days, VENT ALOS, HFO days, HFO ALOS, CPAP days, CPAP ALOS and percentage of total by selected year. (ALOS = average length of stay).
- Monthly Report cover the previous six months and they display the following: Birth Number, Outcome, Place of Birth, Birthweight, Gestation, Feed on Discharge, Parity, Onset of Labour, General Anaesthetic, Epidural Anaesthetic, Local Anaesthetic, Spinal Anaesthetic, Blood Loss, Placenta Delivery, Tears, Episiotomy, Type of Delivery.
- Birth Weight Provides an analysis of the birth weights for the current hospital with a national comparison.
- Baby Sex Provides an analysis of the baby genders for the current hospital with a national comparison
- Coding Status Report This report will show all the records that have not been submitted to ISD i.e. they have not been coded or only partly coded.

 Coding Status Chart – This will display a chart of coded, partially coded and yet to be coded records by month for a specified year.

# Section 16: Export Data

Clicking on Export Data from the main dashboard allows information to be taken from the SBR and printed out or analysed in a local system.

Exporting Data	
This will allow you to downlo information. Once downloade particular, they should be str be given the choice of saving	ad your data to your local computer. These data contain patient identifiers such as names and addresses as well as confidential ad, they become your responsibility. They must therefore be treated with care in accordance with data protection legislation. In ored appropriately, according to local guidelines for the storage of such data on computers. On selecting your download you will j it locally or opening it directly on your PC. <u>See useful Tips for displaying data.</u>
Clinical Maternity Data	This is the Clinical Matemity Data Extract of the Sootlish Birth Record Data. By Year 2012 💌 Go View Definitions
Clinical Neonatal Data	This is the Cilinical Neonatal Data Extract of the Socitian Birth Record Data. By Year 2012 💌 Go View Definitions
Baby Hospital of Birth Data	This is the Baby Hospital of Birth Data Extract of the Scottian Birth Record Data, DoB: From to Go
Deleted Records	When you delete an SBR Record , it is not physically deleted from the database, it is only marked as deleted. By Year 2012 💌 Go View Definitions
Booked but not yet Delivered	This is an extract of SBR Records for when the Nother has been booked on the system but the baby has not yet been delivered. View Definitions
Coding Data	This is the main Coding Data. By Year 2012 💌 Go View Coding Data Datinitions
ICD10 Coding Date	This is ICD10 boding showing all the bodes used for your hospital.
OFC84 Coding Data	This is OPCS4 coding showing all the codes used for your hospital Definitions
Episode History Date	This is the Episode History details, showing all episode events for your hospital.
1	Back to Main Dashboard

Data entered into the SBR can be downloaded, then printed out or analysed locally. These SBR data extracts and reports contain up to the minute information that has been entered at your hospital. The download is in a pure text format enabling you to import it into any programme for analysis. Please note that you require Office 2000 to be able to view the data from this page. To download the information:

- Click on Export Data from the main dashboard
- Select the year beside the appropriate dataset you wish to extract i.e. Clinical Neonatal Data
- Click on 'Go'
- Select if you wish to "Open" the data from its current location or want to "Save" it to a secure location.

Note: once downloaded the data becomes your responsibility. This data must be treated with care in accordance with data protection legislation. Please remember that the data will remain on the hard disk of your computer after you close the SBR and that data may still be retrievable even after deletion.

The following downloads are available:

- Clinical Maternity Data All maternity data extracts based on a particular year for the current hospital.
- Clinical Neonatal Data All neonatal data extracts based on a particular year for the current hospital.
- Baby Hospital of Birth Data Total numbers of babies born at the current hospital within a selected date range and showing current record location.
- Deleted Records A list of all records that have been marked as deleted for the current hospital.
- Booked but not yet delivered all records with no baby date of birth recorded.
- Coding Data All coding data based on a particular year for the current hospital.
- ICD10 Coding Data A dump of all the ICD10 codes assigned to each SBR for the current hospital.
- OPCS4 Coding Data A dump of all the OPCS4 codes assigned to each SBR for the current hospital.
- Episode History Data A list of all episode events for the current hospital.

Alongside each data extract is a Data Definitions document detailing the content of each extract. In addition there is a section on 'Useful Tips for displaying data' that may be helpful to you. In order to view these definition documents you will need to have Adobe Acrobat Reader on your computer.

If you experience any problems opening up these Reports please try the following - Open up Windows Explorer, go to Tools/ Folder Options/ File Types – scroll down to CSV and click on the 'Change' button and change it so that the association is with Excel. You should now be able to open up the SBR file and either save it as an Excel or CSV file. If not please contact the SBR Team.

# Statistics from the SBR

As the data entered into the SBR is up to date this will give you more accurate, timely analysis of different types of data.

Each Scottish Birth Record has its own unique number which is generated by the SBR system. This is called the SBR Indicator. You should use this field to link data with and to eliminate any duplicate episodes.

If there is any specific analysis you require or you just need help getting the data out of the Excel spreadsheets then contact the SBR Team via the Atos Helpdesk.

# Section 17: Contact

The SBR helpdesk is maintained by Atos Origin and is available 24/7. You can contact them in a number of ways:

- Use the Feedback ink on the dashboard and complete the form.
- Email: itservicedesk.nhss-ns@atos.net
- Telephone: 0845 957 2700

Atos Origin is the first point of contact if you require assistance. They can help immediately with the following:

- Find an SBR User
- Reset passwords
- Provide details of who you should contact to get a record transferred
- Add new postcodes to the system
- Unlock the baby CHI

Any other problems or queries will be passed to the SBR team who will get in touch with you during normal office hours.

It is important that you do not use any confidential data in emails. The SBR Identifier should be used to identify records that are being queried; see Section 4 Finding Your Patient Record.

# Section 18: Logging Out

Always click on Log Out from the main dashboard to exit the system.

To close down the system click on Exit or press Alt + F4

If you have any problems closing the system down please contact us.

If the system freezes you can use the 'Alt' and 'F4' buttons together. Remember that if you have not pressed the 'Update' button on your current screen then any data items you have entered will be lost and not saved.

The SBR system will automatically log you out of the system if it has not been used for 20 minutes. However any unsaved data will be lost.

# Section 19: CHI Interface

The Scottish Birth Record system has the facility to obtain a Community Health Index (CHI) number for babies shortly after birth. If your hospital is participating in this functionality a CHI button will be visible on the main dashboard.

To obtain a CHI:

- Click on the CHI button on the main dashboard next to the record you want to get a CHI number for. Note that if a CHI number for this baby has already been obtained via the SBR, or has been entered manually into the relevant field on the Baby screen, then this CHI button will not be available to you
- You will be presented with a screen that will show you the details you are sending to CHI to register this baby in order to get a CHI number back. Please ensure that these details are correct if not please cancel, go back to the record and amend where necessary. When allocating a CHI number, the background colour of the pop up box will correspond to the gender of the baby: Blue =Boy, Pink =Girl.
- Once you have obtained a CHI number via the SBR it will automatically populate the CHI field on the Baby screen and you will not be able to edit this field

In order to obtain a CHI number the record you are sending must have a baby surname, baby forename (default "Baby" is valid), valid postcode (it must include a space), sex, baby date of birth, and first line of address.

It is important that if you are registering multiple births, where the baby has no forename (and the default "Baby" is being used), please use Baby I, Baby II, Baby III etc. as the validation will not accept numeric characters.

ø	http://test.scottishbirthrecord.scot.nhs.uk - CHI - Microsoft Internet Explorer									
<ul> <li>If you AGREE that the details retrieved from CHI are for the same patient, please select 'KEEP EXISTING CHI' to import the existing CHI number into the SBR record.</li> <li>If you are sure that this is a new registration please select 'ALLOCATE NEW CHI' to proceed with a new CHI registration. This would also apply to a record for a TWIN or if you need to re-allocate a CHI number.</li> <li>If you are NOT SURE how to proceed please select 'CANCEL' and ask for help.</li> </ul>										
		From SBR	From CHI (1604105003 )	Keep Existing CHI	Allocate New CHI					
	Forename	Baby li	Baby I							
	Surname	Egg	Egg							
	Date of Birth	16/04/2010	16/04/2010							
	Sex	Female	Female							
	Address	THE HOUSE'	THE H							
	Post Code	EH12 9EB	EH12 9EB		Cancel					
					Y					
<b>e</b>	Session will time out in: 09:54									

The above screen means that the data you are sending to the CHI system appears to match an existing record please check carefully before you proceed:

'Keep Existing CHI' button

• Click on this button if the details are for the same patient and you are **not** trying to reallocate the CHI number. You will then retrieve the CHI number previously allocated to that baby.

# 'Allocate New CHI' button

- If, after checking the details, you are confident that the details that already exist on CHI belong to a different baby then you can go ahead and get a CHI number by clicking on this button. This option would be used for a multiple birth.
- If you are reallocating a CHI number to a baby and this message is displayed, click on the 'Allocate New CHI' button to get a new CHI number. This option would be used where the wrong details had been entered (e.g. wrong sex) the first time that the CHI was allocated.

#### 'Cancel' button

If however you are unsure, you think this baby may already be registered on CHI or you want to go back into the record to check it then please click on the 'Cancel' button. It is very important that the same baby is not allocated two CHI numbers unless the CHI number needs to be re-allocated because it was based on the wrong details (and therefore invalid).

If any of the required data for obtaining a CHI is incorrect or missing you will be shown an error message indicating what you are required to amend prior to being able to obtain a CHI number.

- Once you have obtained a CHI number via the SBR it will automatically populate the CHI field on the Baby screen and you will not be able to edit this field unless you contact the Atos helpdesk or your local administrator who have the functionality to unlock the CHI. When contacting the ATOS helpdesk you need to make it clear that you require them to unlock the CHI. They do not need to know the reason why this is being requested.
- As well as the CHI, the following fields will also be locked, once the CHI has been allocated:

Baby Tab: - Date of Birth, Sex

If a mistake has been made in entering the sex or date of birth, the CHI can be unlocked by either the Atos helpdesk or local administrator, this should then unlock the Sex field and the Date of Birth field to enable the user to change them accordingly and subsequently allocate a new CHI. As soon as a new CHI has been allocated these fields will be locked again.

These 3 fields are locked only when a CHI number is allocated using the CHI button, i.e. via the CHI allocation web service, **not when the number is manually entered.** 

#### CHI, Date of Birth and Sex field validation

If the CHI is invalid due to the Date of Birth or Sex field, validation has been put in place in order that the user cannot update the record until the CHI field is a valid number.

NB. Any invalid CHI numbers on your SBR appear in a list on the Alerts page. These can be amended by clicking on Alerts on the top right hand corner of your screen.

# If the CHI is unlocked and another CHI allocated please ensure that the Child Health department are made aware of the CHI change so they can stop using the old one.

If you have any problems or need any assistance to allocate a CHI number, please do not hesitate to contact the SBR Team via the Atos helpdesk.

# Section 20: Audit Trail

There is an activity log incorporated into the system at data item and username level. Whenever a record is accessed or any data item is added / amended, the date, time and username are recorded on the audit log.

# Section 21: Fault Finding

Problem	Possible Cause	Action
Unable to submit a new	The mandatory fields have	Complete all necessary fields
record	not been completed	<ul> <li>refer to page 8</li> </ul>
The system has closed down	The system has automatically	Log back in to the system if
and returned to the initial log-	closed as it has not been	you want to continue inputting
in screen	used for 20 minutes - any	data
	unsaved data will be lost	
The system continually	There appears to be a	Inform your IT department
crashes	problem with the hardware	
	(the PC itself)	
The data you have just added	The update button has not	The lost data will have to be
is no longer there	been clicked and so the data	added again ensuring that
	has not been saved to the	the update button is used.
You are unable to view the	The across resolution on	Diagon refer to the system
fou are unable to view the	The screen resolution on	Please feler to the system
	application	pre-requisites in Appendix A.
	Apother member of staff in	Once they have closed this
that this 'record is locked for	vour Hospital has this record	record you will be able to
editina'	open	access it yourself
You are unable to access the		Please report the fault to the
Excel file in the 'Reports'		SBR Team at Information
section		Services.
A dialogue box appears	Your PC has the incorrect	Please refer to the pre-
asking you if you need help	AutoComplete setting	requisites in Appendix A.
completing the form		
The background colour on	The Print settings for Internet	Follow the steps in Appendix
the forms in the Print Room	Explorer are set to print	Α.
is being printed	background	
'Page cannot be found' error	The NHSNet is currently	Report the problem to your IT
displays	down or there is a fault with	helpdesk.
	the SBR.	
You have forgotten your		Please contact your local
password		Password Administrator.

If the SBR seems to be going slow here is a tip that you can try to improve performance.

# Empty your browser's temp files.

After constant use of the browser, this is the program you use to actually access the SBR System; your pc becomes blocked up with temporary files, stored in a temporary files folder. It is wise to empty (i.e. delete) these files from time to time.

To delete the Temporary Files:



- 1. Click on Explorer
- 2. Go to TOOLS
- 1. Go to INTERNET OPTIONS
- 2. Select the GENERAL tab
- 3. Under the section "Temporary Internet Files", click on the button DELETE FILES
- 4. Check the box "Delete all offline content"
- 5. Click OK
- 6. It may take a minute or two, depending on the amount of TEMP files
- 7. Once it is completed, click OK

# Internet Explorer Pre-Requisites for the Scottish Birth Record Web Based System

# <u>Version</u>

For the Scottish Birth Record to work, version 5.5 or later (128 bit) of Internet Explorer must be installed.

# Printing

To print the reports, standard letters and forms your computer will have to be connected to a colour printer. You need to ensure that you have "print Background Colours" enabled – This can be found by:



- Right clicking on Explorer
- Go to PropertiesGo to Advanced
- Go to Advanced
  Scroll down to PRINT OPTIONS
- Tick the box "Print Background Colours"

# Internet Explorer Toolbars

The Scottish Birth Record runs in Kiosk mode, which means the application opens up Internet Explorer without any toolbars visible. However, to print reports, we utilise the Internet Explorer window, which automatically has toolbars present.

#### AutoComplete to be turned off

One feature of Autocomplete is that a dialogue box will appear asking if you require assistance completing the form. To switch this mode off:

- 1. Open Internet explorer
- 2. Go to the **Tools** menu
- 3. Click Internet Options
- 4. Click on the **Content** tab
- 5. Under **Personal Information**, click Autocomplete
- 6. Deselect the 'Forms' check box and the 'usernames & password on forms' box
- 7. Click ok.

# Screen resolution to be set at 1024 x 768

To change your screen resolution

- 1. Click on **Start** at the bottom of your screen
- 2. Select Settings
- 3. Click on Control Panel
- 4. Double-click on **Display**
- 5. Go to the Settings tab
- 6. Under **Screen** area, click on and drag the slider to 1024 x 768
- 7. Click Apply

Notes

- A higher resolution reduces the size of items on your desktop
- A lower resolution increases the size of your desktop
- Your monitor and display adapter determine whether you can change your settings or not. (Any doubts, please contact your IT department)

# Appendix B – Setting Up Icons on Your Desktop

# Setting up a Training SBR logo on your desktop

- Firstly ensure that your PC is linked to the NHSNet
- Right click on the desktop
- Select New
- Select Shortcut
- 'Create shortcut' dialogue box appears browse to where you have your Internet Explorer (usually on your local disk C / D – Programme Files or Plus or Internet Explorer) – look for



the explore.exe Double click or OK

- At end of address put space-kspacehttp://test.scottishbirthrecord.scot.nhs.uk
- Click on Next
- Type in 'Training Scottish Birth Record'
- Click on Finish

Setting up a live SBR logo on a desktop which is linked to the NHSNet.

- Firstly ensure that your PC is linked to the NHSNet
- Right click on the desktop
- Select New
- Select Shortcut
- 'Create shortcut' dialogue box appears browse to where you have your Internet explorer (usually on their local disk C / D – Programme Files or Plus or Internet Explorer) – look for



- At end of address put space-kspacehttps://www.scottishbirthrecord.scot.nhs.uk (note this has to be EXACT or it will not work)
- Click on Next
- Type in 'Live Scottish Birth Record'
- Click on Finish

General

- For security reasons, if there has been no activity with the SBR for 20 minutes the system will log you out losing any data that has been keyed and not updated
- When you enter any information you **must** click on the **Update** button to save the data. Don't worry if you forget and change screen. A warning message will appear notifying you that data you have entered has not been saved. Click 'OK' to save or 'Cancel' to close the screen without saving
- Information Points *(i)* appear throughout the system (hover your mouse over them to view)
- DO NOT use BACKSPACE on the keyboard if you are not clicked within a field, data may be lost as this moves you back a screen
- Where possible, data items shaded in blue should be completed. These are required for the National reporting
- It is important to fill out all fields using correct grammar and spelling as the information recorded can be used within the discharge letters and other documents.
- When creating a new record, those fields, which are accompanied by an asterisk, are mandatory and must be completed before the new record can be added to the SBR. If a mandatory field is missing a warning box will appear providing details of the missing data item(s) which is needed to be completed before the record can be submitted.



- To find a GP and/or GP Practice please use the find button located to the left of the GP Practice Code field see GP and Practice Finder below for further details
- It is advisable to use the 'find' button when entering addresses as this automatically populates the fields in a standard format. When entering a postcode you must include a space – e.g. FK104QB should be recorded as FK10 4QB – see Postcode and Address Finder below for more details
- If the connection is slow, please do not continually click on the 'Add Record' button when creating a new record, as this will create multiple records

#### **GP** Practice Finder

If you know the GP Practice Code and the GP's GMC number you can type these into the relevant data fields. The built in search allows you to find any GP in Scotland and any GP Practice throughout the UK. The more specific your search, the quicker it will run.

Practice Finder	NB. This will search on all C in Scotland.	P Practices in the UK, but will only return GMC Numbers for GPs practising and the UK and the UK.
GP Sumame	iones	
GP Forename		
Address		(Use this field to search on address deta(b)
	I	
Postcode	EH	Search Clear Close
		Search Results
70516,3303995,Ji 76137,3205499,Ji	ines Colin., 24 Gracemount Drive ones Neil, North Berwick Health (	EdinburghEH16 6AN 0131 664 2377. Centre St. Boldred's Road North Berwick. EH394PU 01620 892169.
77036,4746391,J	mes.ValerieEastfield Medical P	hactice,Eastfield Farm Road,Peniculk.,EH268EZ,01968.675576,
1/0109.2903398.40	nes ian, raudnouse rieann cen	Ine biacytaulos Fiace, Faulonouse, EF14/345,01501 //10202,

- Find...
- Click on to the left of the GP Practice Code field
- Search on either the GP's surname and/or the Practice address
- Click on Search
- Highlight (click on) the relevant entry from the list presented of possible GPs and Practices
- Click select
- The GP Practice Code and GP's GMC number are now automatically completed

Hints & Tips for Searching: -

- For surnames beginning with O', just search using O and include some other GP or Practice detail such as forename or partial practice address
- For patients in the Armed Forces who are not registered with a GP in the UK please use GP practice Code 99976
- When searching on the practice address enter details in the first line only see below
- If you do not find the GP/practice you are looking for, you can widen the search by removing the address, or the GP forename. Be careful if you are looking for a common name such as Dr Smith, it is advisable to put in the first initial to avoid a large set of results being returned.

# Postcode & Address Finder

It is recommended that you use the built in search facility to enter the address and postcode.

Address Finder Web Page Dialog 🔀						
Address Finder						
Street	NB. Do not use numbers in the Street name.					
Town / Village						
Region / County						
Postcode	EH12 9EB					
	Search Clear Close					
	Search Results					
	13/3, South Gyle Crescent, Edinburgh, Midlothian, EH12 9EB					
	15/7 ,South Gyle Crescent,,Edinburgh,Midlothian,EH12 9EB 15/8 .South Gyle Crescent, Edinburgh Midlothian,EH12 9EB					
	17, South Gyle Crescent, Edinburgh, Midlothian, EH12 9EB					
	T7A, South Gyle Crescent, "Edinburgh, Midlothian, EH12 9EB					
	Select					

- Click on Find... to the left of the address field
- Search on either the postcode or part of the address
- Click on Search
- Highlight (click on) the relevant address from the list presented
- Click select
- The address and postcode are now automatically completed

Hints & Tips for Searching: -

- The more specific your search is the quicker it will run. For example, if you are searching for a common street name such as 'High Street' you should also include the town / village
- Do not enter a house name or number in the address search
- When searching on a postcode you should include a space in the postcode e.g. EH3 9AW instead of EH39AW

If an invalid postcode is manually entered a warning will appear on screen. Where possible try to find the correct postcode.

However, if you know the address and postcode you can type them in to the relevant fields.

# Appendix D - Glossary

<u>Discharge</u> = when a baby is discharged from inpatient care to the community, transferred to specialist non-neonatal care, e.g. cardiology, or transferred to a hospital outwith Scotland.

<u>Transfer</u> = when a baby is transferred to another Scottish hospital for neonatal care. **Note** before a record is transferred it should be completed with all available information – a transfer should be the last thing you do with the record as currently once you transfer it you no longer have access to it. It is important to remember that the transfer facility should only be used if the mother / baby has been admitted to you first. If not then you must use the **send** facility.

<u>Admission</u> = when a baby is admitted or re-admitted to any ward within a hospital that provides any neonatal care – this includes 'normal' care.

Categories of care definitions (based on BAPM 2001)

# Intensive Care (ICU1)

- Needing 1:1 nursing care by 405/equivalent
- Intubated
- 24 hours post extubation
- NCPAP + <5 days old for any part of the day
- NCPAP + <1000g for any part of the day
- NCPAP + <1000g 24 hours after stopping NCPAP
- <29 weeks + <48 hours of age
- Pre-operative and 24 hours post operative
- Requiring complex clinical procedures (Exchange, peritoneal dialysis) or treatment with Inotropes, pulmonary vasodilator or prostaglandin
- 24 hours after stopping treatment with inotropes, pulmonary vasodilator or prostaglandin
- On day of death
- Transported by a team including medical/ANNP and nursing staff

# High Dependency Care (previously ICU2)

- NCPAP for any part of the day and not fulfilling criteria for intensive care
- <1000g and not fulfilling criteria for intensive care
- Receiving TPN
- Convulsions
- Oxygen + <1500g
- Neonatal Abstinence Syndrome
- UAC / UVC / IA / chest drain / tracheotomy / partial exchange transfusion
- Severe apnoeas
- Needing 2:1 nursing care
- Transported by a trained nurse alone

# Special Care

In the SBR this relates to babies who are receiving any special care, regardless of which ward they are in.

# Normal Care

In the SBR this relates to babies who are receiving normal care usually on the post natal ward with Mum.

# Appendix E - Blank Coding Output Form

Baby Identification											
Surname GP Practice Code			Address								
Forename		Ethnic Group									
2nd Forename		CHI Number									
DoB		Hospita	al Patient Id	Postcode							
Sex											
	Birth Details										
No. of Births		Phototherapy				Hearing Screen					
Estimated Gest	ation		Max Bilirubin			Blood Spot PKU					
Birth Weight		OFC				Blood Spot CH					
Place of Birth		Length Crown Heel				Blood Spot CF					
EDD			Lowest Glucos	se		Blood Spot Repeat	lood Spot Repeat				
Apgar Score at 5 mins			Subsequent W	/eight		Congenital Anomaly	ngenital Anomaly				
Resuscitation		Subsequent Weight Date				Notes on Congenital Anomaly					
Feed on Discha	arge										
Other Physical Problems /Comments											
					Epi	isode Details					
Date	Le	vel of C	are	Obstetricia	in	Paediatrician		Midwife	Nurs	se	
	Codes										

# ICD10

Code	Description	Stay No.	Notes

# OPCS4

Code	Description	Consultant / Date	Stay No.