



Early health. Lifelong health.  
Début en santé. Longue vie en santé.

# **BORN Ontario: Training Guide – Getting Started with Data Entry**

**NOVEMBER 2011**

# Training Objectives

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At the end of the session, you will be able to:

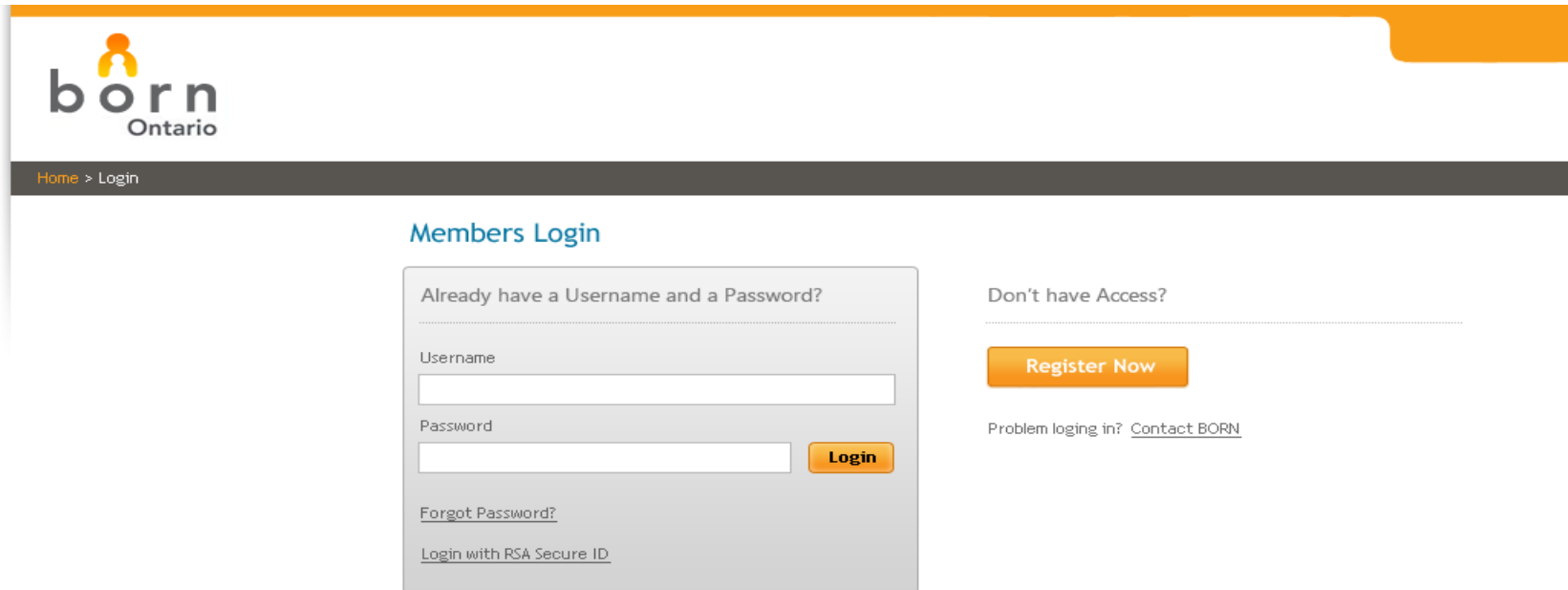
- Login to the system
- Navigate your landing page
- Search for a patient
- Begin an encounter
- Identify field types
- Understand how to access help features

# Logging into BORN

Go to the BORN website

<https://my.bornontario.ca> from a hospital site or to  
<https://vpn.bornontario.ca> from an MPG clinic site

1. Enter your Username
2. Enter your password
3. Click the Login button



The screenshot shows the BORN Ontario website's login interface. At the top left is the BORN Ontario logo. Below it is a breadcrumb trail: Home > Login. The main heading is "Members Login". On the left, there is a login form with the heading "Already have a Username and a Password?". It contains two input fields: "Username" and "Password". To the right of the Password field is an orange "Login" button. Below the Password field are two links: "Forgot Password?" and "Login with RSA Secure ID". To the right of the login form, there is a section titled "Don't have Access?" with an orange "Register Now" button. Below that is a link: "Problem logging in? [Contact BORN](#)".

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Getting Started with Data Entry

## LANDING PAGE

# Landing Page

- The Landing Page is your main (home) page in the BORN System
- It displays a number of dashboard components, depending on the permissions associated with your account

The screenshot shows the BORN System Landing Page for user Vivian Holmberg. The page is divided into several sections:

- Patient Search:** A sidebar on the left containing search filters for OHIP #, ID #, Family Name, Given Name, and Date of Birth. A "Search" button and "Advanced Search" link are also present.
- Quick Links:** A sidebar below Patient Search with links for Patient Search, My Profile, Help, Select Organization, and Sign Out.
- Welcome Vivian Holmberg:** A header message.
- Patient Records:** A section with filters for "Created date from" (31-Jan-2012), "Created date to" (14-Feb-2012), and "Status" (All). A "Refine Results" button is located to the right.
- Table of Patient Records:** A table with columns: Record Type, Patient Name, Date of Birth, Status, Created, Created By, Last Updated, and Last Update By. The table lists records for Amber Smith, Baby Smith, Jane Smith, Josephine Jones, and Frank Jones.
- Maternal Newborn Dashboard:** A section below the table.
- Announcements:** A section with a "PAT Outage Notification - Wednesday February 15th" and "Outage Notification - Sunday February 19th".

Red circles highlight the Patient Search sidebar, the Patient Records section, the Quick Links sidebar, and the Announcements section.

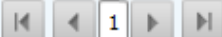

# Patient Records

- The Patient Records dashboard component will display the encounter records which you have created or updated.
- By default it will display the encounter records created in the last 14 days where the status is Draft.
- You can change the Dates and/or Status to refine your search.

## Patient Records

Created date from:   Created date to:   Status:   [Refine Results](#)

Record Type	Patient Name	Date of Birth	Status	Created	Created By	Last Updated	Last Update By
Antenatal General	<a href="#">Amber Smith</a>	25 Feb 1980	Draft	24 Nov 2011	Cindy Jiang	24 Nov 2011	Cindy Jiang
Labour	<a href="#">Jennifer Dawn</a>	28 Oct 1987	Submitted	24 Nov 2011	Cindy Jiang	25 Nov 2011	Cindy Jiang
Birth Mother	<a href="#">Jennifer Dawn</a>	28 Oct 1987	Submitted	24 Nov 2011	Cindy Jiang	25 Nov 2011	Cindy Jiang
Birth Child	<a href="#">Baby Dawn</a>	24 Aug 2011	Submitted	25 Nov 2011	Cindy Jiang	25 Nov 2011	Cindy Jiang
Postpartum Mother	<a href="#">Jennifer Dawn</a>	28 Oct 1987	Submitted	25 Nov 2011	Cindy Jiang	25 Nov 2011	Cindy Jiang
Postpartum Child	<a href="#">Baby Dawn</a>	24 Aug 2011	Submitted	25 Nov 2011	Cindy Jiang	25 Nov 2011	Cindy Jiang

 Page size:   6 items in 1 pages

# Patient Records

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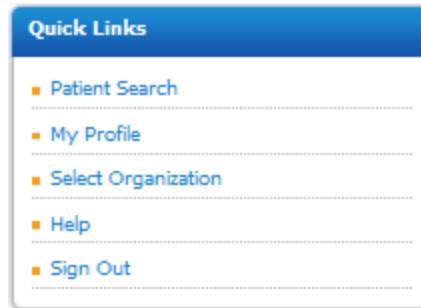
To refine the Patient Records results:

1. Change the **Create Date From**, **Create Date To** or **Status**
2. Click **the Refine Search** button to refresh the data presented in the Patient Records dashboard component.
3. The Patient Record list will only contain the encounters that you have created or updated based on the **Create Date From** and **Created Date To** you entered.
4. Click the **Patient Name** to be directed to the first data entry screen for the selected encounter record.

# Quick Links

Quick Links is a left navigation bar, displaying all links that you have access to, based on your role and account permissions.

1. Click any link in the Quick Links menu to access its respective page.
2. Clicking Sign Out will log you out of BORN.





# Announcements

The Announcements component will display announcements published by BORN for the user community.

## Announcements

<a href="#">Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam metus neque</a>
<a href="#">Morbi bibendum metus ornare purus egestas sagittis et non nibh</a>
<a href="#">Donec ut ante vitae turpis placerat rutrum sed vel lectus</a>
<p>⏪ ⏩ 1 ⏪ ⏩ Page size: 10 ▾ 3 items in 1 pages</p>

# Privacy Page

- The privacy policy is a legal document that discloses the ways in which the BORN system protects the privacy of patients and their personal health information. This page is visible to all users.

BORN UAT Portal > Patient Search > Privacy Policies

**Quick Links**

- Patient Search
- My Profile
- Help
- Select Organization
- Sign Out

## Privacy Policies

### Privacy & Security Management Plan

In This Section

- Statement of Information Practices**
- Privacy FAQs
- Privacy Policies
- Related Privacy Resources

### Statement of Information Practices

The Children's Hospital of Eastern Ontario (CHEO) is a prescribed person in respect of BORN Ontario (Better Outcomes Registry and Network) as per section 13(1) of Ontario Regulation 329/04 - General (Regulation) under the *Personal Health Information Protection Act, 2004* (PHIPA)

BORN Ontario has implemented a rigorous program to protect personal health information from theft, loss, unauthorized access, copying, modification, use, disclosure and disposal. BORN conducts audits and investigations to monitor and manage our privacy compliance. The Registry's information practices and procedures are approved by the Ontario Information and Privacy Commissioner every three years.

#### Collection of Personal Health Information

BORN collects personal health information from health care providers such as hospitals midwives and laboratories. The personal health information collected may include, for example:

- Information about hospital and home births in the province, including interventions and outcomes in labour and birth
- Results and follow-up from prenatal screening provided to pregnant women for Down Syndrome, Trisomy 18 and Neural Tube Defects
- Information about services provided to women whose babies have suspected or confirmed birth defects
- Newborn screening test results indicating whether a baby might be at risk for a rare but treatable disease

Note that not all of this information is currently included in the BORN registry, but is proposed for inclusion in the system being built. Click [here](#) to view the data elements proposed for collection.

#### Purpose for the use of Personal Health Information

BORN uses personal health information to ensure health care providers and organizations have the necessary knowledge to assess and improve the quality of services available to mothers, infants and children in Ontario.

# Contact BORN

The menu bar of the BORN system contains a **Contact Us** link. Click the link to display the Contact Us page.

**born**  
Ontario

NYGH/Andrew Hudson Site Actions ▾

Home • Administration • **Contact Us** • Help

Home > NYGH/ Andrew Hudson

### Quick Links

- Patient Search
- NSO Screen Positive DERF Search
- Batch Upload
- Normalization Error Queue
- Cleansing Error Queue
- Linking & Matching Error Queue
- Reports
- Change Organization
- My Profile
  - Edit Profile
  - Request to Add Organization
  - Change Password
- Logout

### Contact US

**Address** 1785 Alta Vista Dr -  
Suite 106  
Ottawa, ON  
K1G 3Y6

**Phone** (613) 523-3781

**Fax** (613) 523-9057

**E-mail** info@BORNontario.ca  
privacy@BORNontario.ca

Map Satellite Hybrid

1785 Alta Vista Drive  
Suite 106  
ON K1G 3Y6 [Directions](#)

Map ©2011 Google - Terms of Use

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Getting Started with Data Entry

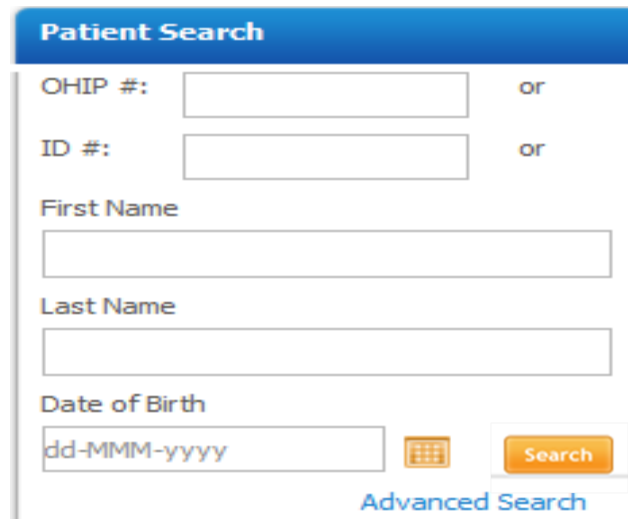
## **PATIENT SEARCH & ADD ENCOUNTER**

# Patient Search

- The Patient Search tool allows you to search the BORN system for a specific patient by entering:
- an OHIP number \*\* OHIP should always be used when available \*\*
- OR
- ID number (*Midwifery Client Code is an ID number*)
- OR
- a combination of the patient's last name, first name, and date of birth (DOB).

## Quick Search from Landing Page

1. Enter the search information available to you
2. Click the Search icon



The screenshot shows a web form titled "Patient Search" with a blue header. The form contains several input fields and a search button. The fields are: "OHIP #:" with a text box and "or" to its right; "ID #:" with a text box and "or" to its right; "First Name" with a text box; "Last Name" with a text box; and "Date of Birth" with a text box containing the placeholder "dd-MMM-yyyy", a calendar icon, and an orange "Search" button. Below the "Date of Birth" field is a blue link labeled "Advanced Search".

# Search Results

- If one or more matches are found in a search, the Search Results screen will display

## Patient Search



### Search Results:

If none of the results below satisfy your search, please select [Advanced Search](#) for a more detailed patient search, or [Create patient](#) to create a new patient profile.

Given Name	Family Name	OHIP #	ID #	DOB	City	Postal Code	Select
Jennifer	Dawn	1231231232	998800/SHSC-(Toronto)	26 Oct 1981	TORONTO	M4C 5J2	<input type="radio"/>

[Advanced Search](#)

[Create patient](#)

[Select](#)

[Cancel](#)

- Click on the desired patient to open the patient record

# Search Results

- If no matches are found based on your search criteria, the Search Results screen will indicate “No records to display.”

## Patient Search

### No matches found

!There were no matches found based on your search criteria.

To try your search again, click Cancel

For a more detailed search, click on Advanced Search

To create a new patient, click on Create Patient

Given Name	Family Name	OHIP #	ID #	DOB	City	Postal Code	Select
No records to display.							

Advanced Search   Create patient   Select   Cancel

# Advanced Search

- The Advanced Search tool provides you with the ability to search patients with more detailed search parameters.

## Patient Search

### Search Results:

If none of the results below satisfy your search, please select Advanced Search for a more detailed patient search, or Create patient to create a new patient profile.

Given Name	Family Name	OHIP #	ID #	DOB	City	Postal Code	Select
Jane	Doe	1234567897	A12345/MCCH-(Terrace Bay)	01 Jan 1980	Toronto	M2J 1R4	<input type="radio"/>

**Advanced Search** **Create patient** **Select** **Cancel**

- If the patient is not found, the information you have already entered will be used to populate the 'Advanced Search' page and 'Create Patient' page.



# Advanced Search

## Patient Advanced Search


### Patient Type

Please indicate whether you are searching for a mother or child patient:  Mother  Child

### Advanced Search Criteria


Please provide search criteria below. At a minimum please provide OHIP # or a patient ID # along with its ID type. If neither are available, the Family Name and DOB, or Family Name and Postal Code must be entered.

#### Demographics

Family Name:	<input type="text"/>	Given Name 1:	<input type="text"/>	Given Name 2:	<input type="text"/>
		Given Name 3:	<input type="text"/>	Given Name 4:	<input type="text"/>
OHIP #:	<input type="text" value="9876543217"/>	ID #:	<input type="text"/>	ID Type:	<input type="text" value="Select"/>
DOB:	<input type="text"/> 	Sex:	<input type="text" value="Female"/>		
Unit # and Street Name:	<input type="text"/>			Postal Code:	<input type="text"/>
City:	<input type="text"/>	Province:	<input type="text" value="Select"/>	Country:	<input type="text" value="CANADA"/>
Telephone:	<input type="text"/>				

Please enter the following pregnancy & birth related information if available. This will strengthen your search to identify potential patient records.

#### Pregnancy & Birth Information

Estimated Date of Birth:	<input type="text"/> 	Pregnancy Outcome:	<input type="text" value="Select"/>	# of fetuses:	<input type="text" value="Select"/>
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Search

Cancel

# Patient Profile Overview

**born Ontario** System Account Site Actions

Administration • Batch Upload • Help • Linking and Matching • Patient Search • Queue Management •

BORN Dev Portal > Patient Search > Birth Child

Name: Baby Boy Doe BirthOrder: A GA at Birth: 40 weeks 2 days OHIP#: 3213213212 ID #: XD89023840  
DOB: 01-Feb-2011 Sex: M Postal Code: M2J 1R4 City: Toronto Province: Ontario

**Demographics & ID** Name & Address History

Please verify the patient's profile information before entering data against their record.

**Patient Demographics**

DOB: 2/1/2011 Sex: Male Birth Order: A **Save**

**Patient IDs**

The following are the identifiers used by this patient. Click Add New to create a new identifier.

ID Type	ID	Issued By
OHIP	3213213212	
Chart #	XD89023840	MCCH-(Terrace Bay)
Chart #	12345	BORN

**Add New**

**19 May 2011**

Once you have searched the patient and found the desired patient record

- Enter the demographic info in the 'Demographics & ID' tab
- Enter the applicable encounters (see encounter specific training guide for more info)

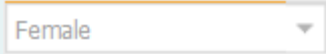


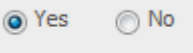


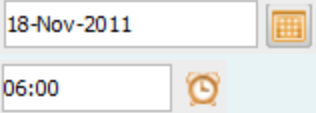
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Getting Started with Data Entry


## OTHER DATA ENTRY FUNDAMENTALS

# Data Entry Fields

Within each Tab of an Encounter, you will find a number of different interactive field types:

UI Control		Description
Greyed out fields		Read-only field – does not allow you to change
Tabs		Identify other pages (or windows) to access within a page
Text Fields		A box in which you type information
Radio Button		A circular button you can click on to select; indicating a choice
Drop Down List		Indicates a hidden list you can open by clicking on the down arrow
Multi-Selection List Fields		A button generated list of one or more choices to click on
Date and Time Fields		Interactive Calendar or Time Picker, to select a date or time at with a click

# Greyed Out Fields



The screenshot shows a web form for patient demographics. At the top, there are two tabs: "Demographics & ID" (active) and "Name & Address History". Below the tabs is a greyed-out area containing the text: "Please verify the patient's profile information before entering data against their record." Underneath this is the section "Patient Demographics". It contains several fields: "DOB:" with a text input containing "1/1/1980" and a calendar icon; "Sex:" with a dropdown menu showing "Female", which is highlighted with a red box and an arrow; "Primary Language:" with a dropdown menu showing "English"; "Ancestry:" with a dropdown menu showing "Select"; and "Aboriginal:" with a dropdown menu showing "No". A "Save" button is located at the bottom right of the form.

Greyed out fields indicate a field that cannot be changed. These fields are either locked or pre-populated by the database.

# Textboxes

- Textboxes are fields into which you manually enter values or words specific to its label.
- Fields requiring only numbers will not allow you to enter letter characters.
- Fields requiring comments may allow you to enter both letters and numbers, as applicable.

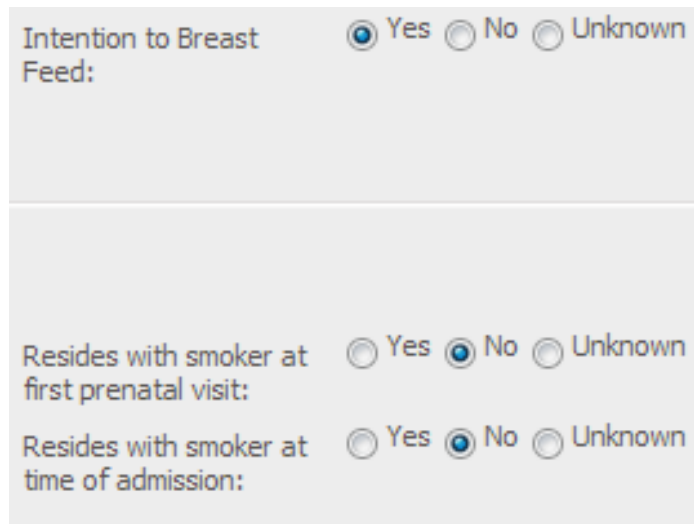
Click in a textbox area to input data.

OHIP #:

**Note:** If you cannot see the letter characters you are typing and a warning symbol flashes on the screen, the characters you are trying to enter are invalid.

# Radio Buttons

Radio Buttons are fields indicating a choice of two or more options. In most cases, you will see Yes or No options. Sometimes you will come across Yes, No or Unknown, as shown below, or other specific lists from which you select choices. Click the radio button next to the response that is appropriate to the information required.



The image shows a screenshot of a form with three radio button questions. Each question has three options: Yes, No, and Unknown. The first question, 'Intention to Breast Feed:', has the 'Yes' option selected. The second question, 'Resides with smoker at first prenatal visit:', has the 'No' option selected. The third question, 'Resides with smoker at time of admission:', also has the 'No' option selected.

Intention to Breast Feed:  Yes  No  Unknown

Resides with smoker at first prenatal visit:  Yes  No  Unknown

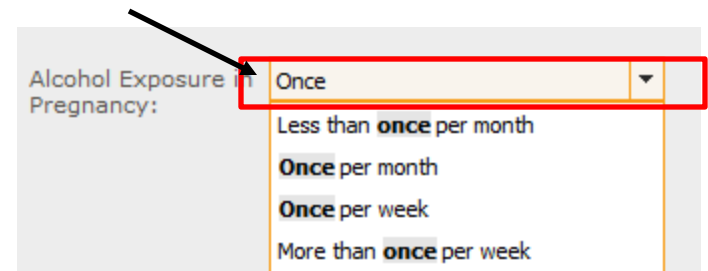
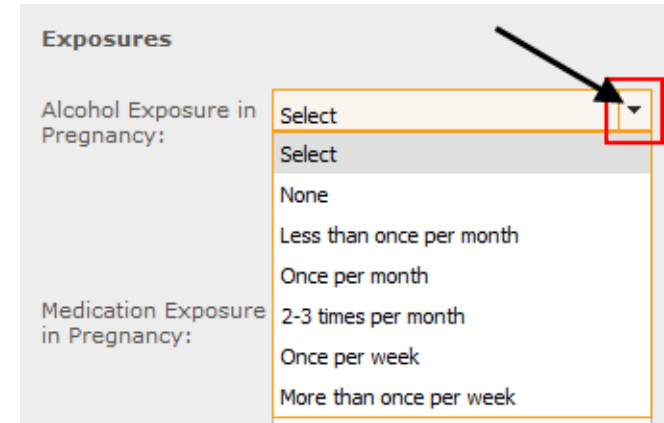
Resides with smoker at time of admission:  Yes  No  Unknown

# Drop Down Lists

Drop down lists are fields where you can only select one choice.

- Identified by the drop down arrow at the right side of the text box
- Select the drop down arrow or the textbox to access the list
- When the list drops down, select the appropriate response.

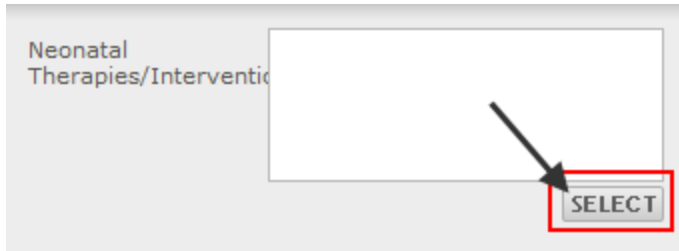
You can also type in the drop down box to quickly access the value you are looking for.



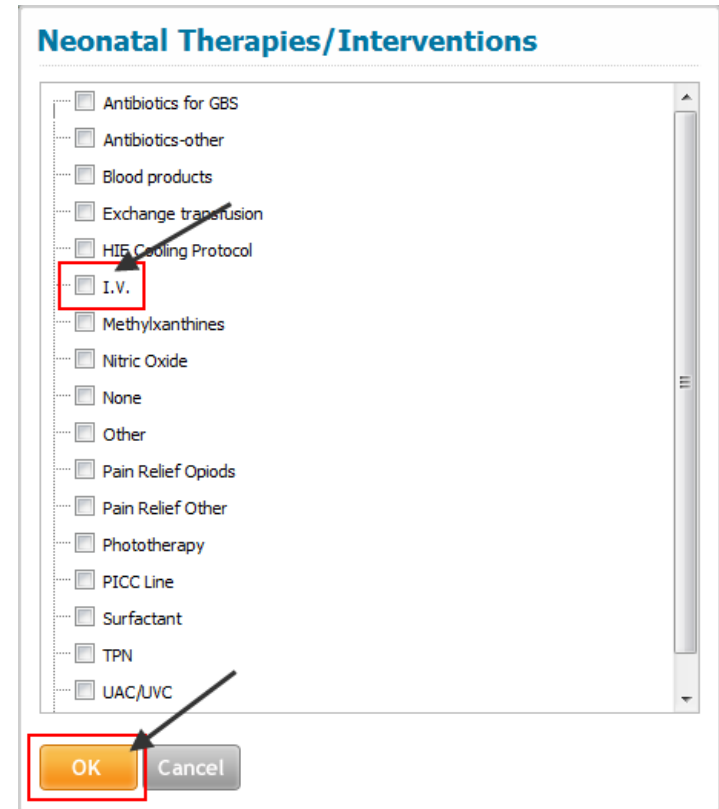


# Multi-Selection Lists

- Multi-selection lists are fields where you can select more than one choice. Indicated by a large list box (non-interactive) with a **SELECT** button in the lower right hand corner.

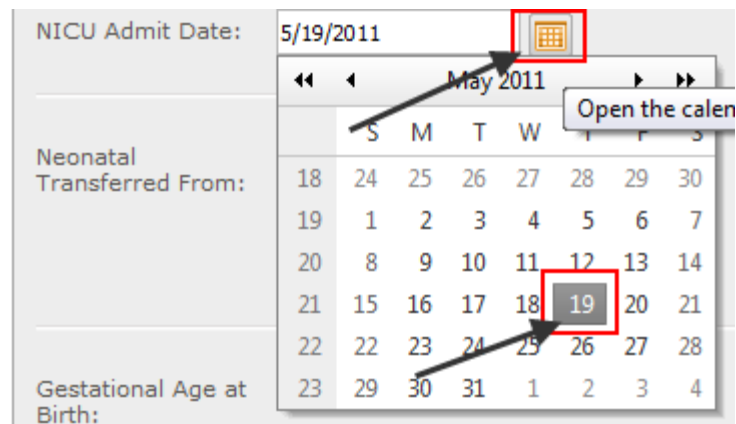


1. Click **SELECT** to access the list of choices.
2. When the list displays, select the appropriate response(s) by clicking in the applicable check box(es).
3. Once all the appropriate choices have been selected, click **OK** to continue.



# Dates/Calendars

- Calendars are used for selecting a specific date related to an encounter. You can type the date into the textbox, or click the calendar icon to access a Calendar in which you select a date by clicking on it



- Use the arrow buttons to move between months.

# Time Picker

- Time Picker fields are used to select a specific time related to an encounter. You can type the time into the textbox or click the time icon to access a Time Picker in which you can select the applicable time.

NICU Admit Time:	07:00	
Reason for Admission to NICU/SCN:		
Head Circumference at Birth:		

Time Picker

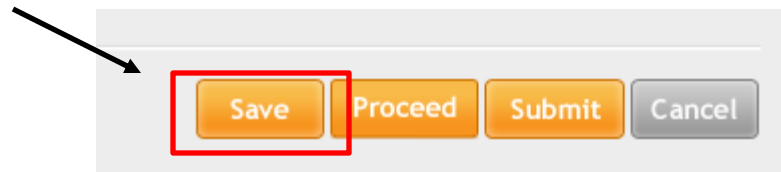
00:00	01:00	02:00
03:00	04:00	05:00
06:00	07:00	08:00
09:00	10:00	11:00
12:00	13:00	14:00
15:00	16:00	17:00
18:00	19:00	20:00
21:00	22:00	23:00

- For more accurate times, you may choose to enter the time manually. The textbox recognizes AM/PM, and 24HR clock time. For example, you can enter **8:45 PM** or **20:45**.
- The textbox will also recognize the time without “:” sign between the numbers. For quick efficient entries, you can simply enter 2045 and then click outside of the box.

# Save Encounter

- If you need to leave the screen while entering an encounter, you can save the information you have already entered.

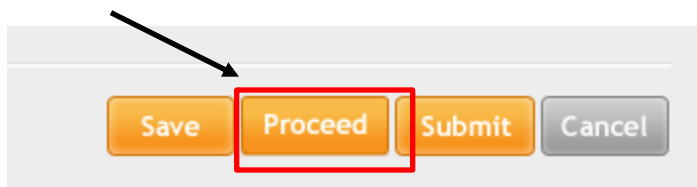
Click on **Save** to save the information you have entered



**Note:** The system will NOT run data validation when the Save functionality is performed. Once an encounter is saved, it will be marked with a Draft status in the system.

# Save and Proceed To the Next Tab

- Clicking on the **Proceed** button will save the information you have entered for that tab, as well as run the **mandatory field validations** for that tab.



**Note:** Once the data has been saved and validated, you will be taken to the next tab for that encounter to continue data entry.

# Submit Encounter

When all tabs have been completed, you are required to **Submit** the encounter.



**Note:** The system will run validation rules in each tab to ensure all required fields have been completed correctly, and the data is compliant with the verification rules.

# Submit Encounter

- If errors are detected, an error message will display. All tabs that contain validation errors will have an **Alert Icon** visible on the tab title.
- Check that all required fields are entered correctly.
- After all corrections are made, click **Submit** again to complete the Encounter creation.
- Click on each tab title to access each screen to resolve the errors (if applicable)

The screenshot displays the NICU encounter submission interface. At the top, patient information is shown: Name: Baby Boy Doe, BirthOrder: A, GA at Birth: weeks days, OHIP#: 3213213212, ID #: XD89023840, DOB: 01-Feb-2011, Sex: M, Postal Code: M2J 1R4, City: Toronto, Province: Ontario. Below this, a list of tabs is visible: Admission & Demographics (with a red alert icon), Health Status, Interventions (with a red alert icon), Screening (with a red alert icon), and Discharge/Outcome (with a red alert icon). A red box highlights the error message: "The following errors occurred while processing your request". The errors listed are: NICU Admit Date is mandatory, NICU Admit Time is mandatory, Neonatal Transferred From is mandatory, Reason for Admission to NICU/SCN is mandatory, and Head Circumference at Birth is mandatory. Below the error message, there are input fields for Birth Location (Hospital), Birth Hospital (North York General Hosp), NICU Admit Date, NICU Admit Time, and Neonatal Transferred From (Select).


# Cancel Data Entry of Encounter

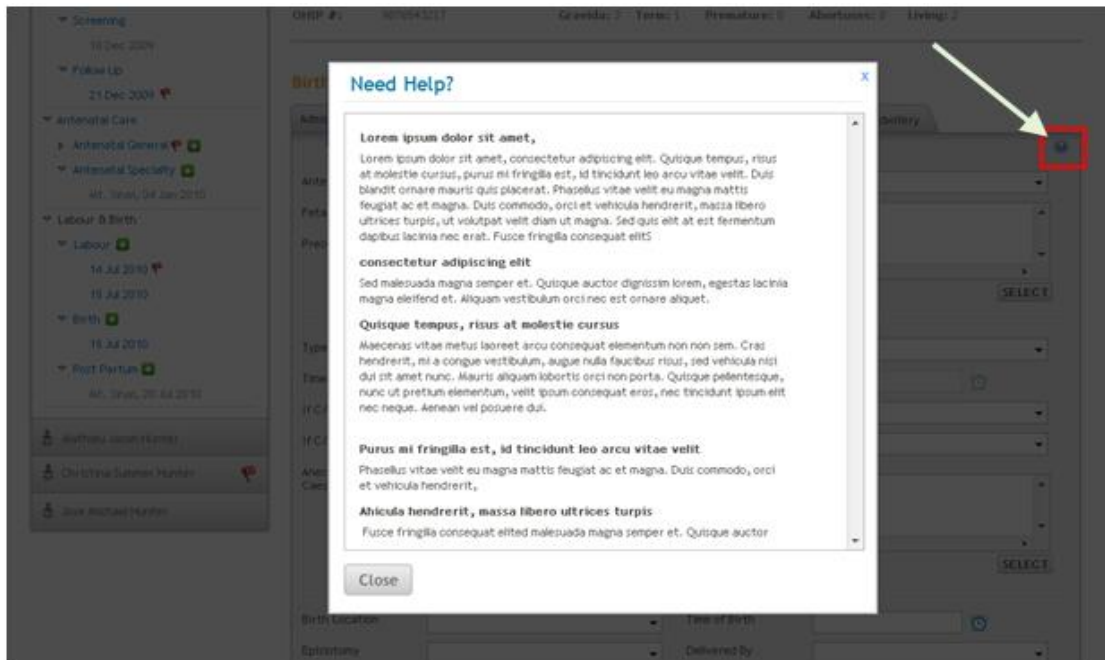
- Clicking on the Cancel button while completing data entry for an encounter will take you back to patient profile screen.
- If there have been changes made to any of the fields of a tab, clicking on the Cancel button will alert you that any information you have *entered into that encounter since the last save will be discarded*.





# Page Level Help

- Page level Help is available for all of the encounter data entry screens
- Click the Help  icon at the top right corner of the encounter data entry tab
- A pop up screen indicating help options will display



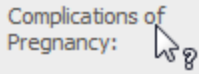
# Field Level Help

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- Definitions for data elements are available.
- For pick lists that contain values belonging to a hierarchy, the BORN system will use a “\” symbol to denote the level at which the pick list value belongs.
- The Field Level Help for Multi-select Controls will display the entire list of values, keywords, and descriptions for all values belonging to that pick list.
- Use the **Ctrl+F** functionality of your browser to find the applicable value by searching for a partial or exact match of the pick list value, keywords, or description. Once you have the correct value, the Field Level Help can also be used to identify the position in which that value sits in the list, so that it is easier to locate when choosing the value from the pick list once you have closed the Field Level Help pop-up.

# Field Level Help

Perform the following steps to launch field level help of multi-select controls.

1. Click the label of the field to display Field Level Help. E.g.  Note the mouse cursor will turn into a question mark when hover over the field label
2. A browser window is displayed with all of the applicable fields (Field Name, Keywords, and Description) for that page

Pregnancy related complications experienced during this pregnancy

You may press "Ctrl+F" to search for a value or keyword

Value	Keywords	Description
Fetal		
Fetal \ Anomalies		
Fetal \ Isoimmunization		
Fetal \ IUGR		
Fetal \ LGA		
Fetal \ Oligohydramnios		
Fetal \ Polyhydramnios		
Fetal \ Other		
Maternal		
Maternal \ Anemia unresponsive to therapy		
Maternal \ Antepartum Bleeding ( Persistent and unexplained)		
Maternal \ Gestational diabetes		
Maternal \ Hyperemesis Gravidarum (Requiring Hospital Admission)		
Maternal \ Hypertensive Disorder of pregnancy		
Maternal \ Placenta Abruption		
Maternal \ Placenta accreta		

Click **Ctrl + F** to search the keyword in a browser search.

Enter one or more keywords in the search box and press **Enter**. Your browser will indicate possible values containing your keyword(s).

# Recap

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## In this Training Session we covered:

- ✓ Landing Page
- ✓ Patient Search
- ✓ New Encounter Entry
- ✓ Encounter Field Types
- ✓ Page & Field Level Help

# Questions?

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[www.BORNOntario.ca](http://www.BORNOntario.ca)  
info@BORNOntario.ca