

## PRACTICE GUIDELINE

Effective Date: **3-1-2010**

Manual Reference: **Deaconess Trauma Services**

### **TITLE: REGISTRY DATA POINT CLARIFICATION**

**PURPOSE:** To identify the abstracting process for the Trauma Registry and clarify location of necessary data points.

**DEFINITION:** Deaconess utilizes EPIC electronic medical record for all patients

### **GUIDELINES:**

- 1) Demographics/Patient Identifier
  - a) The number listed in the Encounter Number is the CSN number. This is an encounter-specific number assigned to the patient.
  - b) The patient's Medical Record Number (MRN) is listed. This is not an encounter-specific number but rather is a consistent number that remains with the patient for any visit to the Deaconess Health System.
- 2) Event Data/Injury Date and Time
  - a) The injury date and time is taken from the claim information screen.
  - b) If the injury date and/or time is not in the claim information screen, the Data Quality Coding Coordinator utilizes time found in ED notes or dictations.
  - c) EMS run report will be utilized if date/time not found within the above two items.
  - d) If patient is transferred from a referring hospital, date and time of injury may be found within nursing or physician notes from the referring hospital.
- 3) Transport Data/Pre-Hospital Information Clarification
  - a) Run report #1 is the report that transports the patient to Deaconess.
    - 1) If the patient arrives to Deaconess from the scene, there will be no other run report and all EMS vitals and times are taken from this report.
    - 2) If the patient arrives from a referring hospital, only the run identifiers and dispatch times are recorded.
  - b) Run report #2 is completed only if the patient arrives from a referring hospital.
    - 1) When the scene run report is not available, run identifiers and EMS vitals are recorded as unknown.
  - c) If the name of the agency involved in the transport of the patient is unknown, record as 9999.
- 4) ED Group Info/ED Patient Arrival Date and Time
  - a) For Category I activations, date and time is found in EPIC in the ED Pt Care Timeline – Trauma Room Arrival. If Trauma Room Arrival Time is not utilized, use the time when the first sign of assessment in the Emergency Department begins.
  - b) For all other patients, patient arrival date and time is found on the Trauma Registry SS under ED Arrival Information.

- c) If there is no date and time information listed in the ED Pt Care Timeline, the patient is a direct admission. The date and time of admission can be found in the Event Management activity under admission details.
- 5) ED Group Info/ED Discharge Order Time
- a) The time the decision was mad to admit, discharge or transfer the patient.
  - b) Found under ED Pt Care Timeline
- 6) Group Info/ED Discharge Date and Time
- a) Found under the ED Pt Care Timeline time patient moved to transition
    - 1) For Cat I patients, can also use time CT was ended.
  - b) If patient is direct admission to the hospital, the data quality coding coordinator utilizes “NA” to fill the spaces for date and time.
- 7) ED Group Info/Trauma Team Activation Time
- a) For Category I activations, time of activation is found on the scanned trauma flow sheet located in the media tab.
    - 1) If documentation on trauma flow sheet is missing or illegible, Data Quality Coding Coordinator utilizes time on trauma activation log kept by ED registration staff.
  - b) For Category II activations, time of activation is found on trauma activation log kept by ED registration staff.
  - c) If activation not paged according to guideline, the patient will not be listed on log kept by ED registration staff. Therefore, the Data Quality Coding Coordinator utilizes the time found in trauma surgeon dictation.
    - 1) If activation time not found in trauma surgeon dictation, Data Quality Coding Coordinator discusses with Trauma Program Manager and ED Manager to analyze ED timeline to determine when activation occurred.
- 8) Providers/Physician Called and Arrival Times
- a) For Category I activations:
    - 1) Trauma Surgeon
      - a. Chart Review – Media Tab – Trauma Flowsheet. If not here proceed to
        - i. ED Nursing Record
        - ii. Notes – Trauma Surgeon H & P
        - iii. Adult Assessment Flowsheet – Provider Notification
    - 2) Neurosurgeon
      - a. For notification time: Chart Review - Media Tab - Trauma Flowsheet if not here proceed to
        - i. Summary Consult Flowsheet
        - ii. ED physician note – if mentions that he/she spoke with Neurosurgeon, use note time in EPIC as called time
        - iii. Chart Review – Other Orders – select appropriate IP Consult – Priority and Order Details – smart text for called/paged time. If smart text not utilized scroll down to see if Contact Consulting Provider is completed.

- iv. Doc Flowsheets - Assessment Flowsheet – Provider Notification
      - v. Use IP Consult order time as time Neurosurgeon called/paged and enter PI for missing documentation.
    - b. For arrival time: ED notes, if not there proceed to
      - i. Doc Flowsheets - Assessment Flowsheet – Provider Notification
      - ii. Neurosurgeon consult note and use dictated time/note time.
- 3) Orthopaedic Surgeon
- a. For notification time: Chart Review - Media Tab –Trauma Flowsheet. If not here, proceed to
    - i. Summary Consult Flowsheet
    - ii. ED physician note – if mentions that he/she spoke with Orthopaedic Surgeon use note time in EPIC as called time
    - iii. Chart Review – Other Orders – select appropriate IP Consult – Priority and Order Details – smart text for called/paged time. If smart text not utilized scroll down to see if Contact Consulting Provider is completed.
    - iv. Doc Flowsheets - Assessment Flowsheet – Provider Notification if not here you must use IP Consult order time as time Orthopaedic Surgeon called/paged and enter PI for missing documentation.
  - b. For arrival time: ED notes if not there proceed to
    - i. Doc Flowsheets - Assessment Flowsheet – Provider Notification
    - ii. Orthopaedic Surgeon consult note and use dictated time/note time.
- 4) Emergency Medicine
- a. For notification time: use patient arrival time
  - b. For arrival time: ED Pt Care Timeline
    - i. If no Physician in time is documented on flowsheet and no Emergency Department Physician note is found, then the patient was not seen by an ED Physician.
- 5) Anesthesiologist
- a. For notification time: Chart Review – Media tab – Trauma Flowsheet. If not here then proceed to
    - i. Notes – All notes
  - b. For reply time: Chart Review – Media tab – Trauma Flowsheet.
  - c. There will only be an arrival time if there was a need for an emergent airway procedure in the ED. Otherwise, leave blank.
- b) For Category II activations:
- 1) Trauma Surgeon
    - a. For call time: use time on the ED Registration log.
    - b. For arrival time: Notes – Trauma Surgeon H & P. If not here, proceed to
      - i. Notes
      - ii. Doc Flowsheet – Assessment Adult – Provider Notification
      - iii. Trauma Surgeon H&P or Consult note and use dictated time/note time
  - 2) Neurosurgeon
    - a. For call time: Consult Summary Flowsheet. If not here proceed to

- i. ED physician note – if mentions that he/she spoke with Neurosurgeon, use note time in EPIC as called time
      - ii. Chart Review – Other Orders – select appropriate IP Consult – Priority and Order Details – smart text for called/paged time. If smart text not utilized, scroll down to see if Contact Consulting Provider is completed.
      - iii. Doc Flowsheets - Assessment Flowsheet – Provider Notification if not here you must use IP Consult order time as time Neurosurgeon called/paged and enter PI for missing documentation.
    - b. For arrival time: ED notes, if not there proceed to
      - i. Doc Flowsheets - Assessment Flowsheet – Provider Notification
      - ii. Neurosurgeon consult note and use dictated time/note time.
- 3) Orthopaedic Surgeon
- a. For call time: Consult Summary Flowsheet, if not here proceed to
    - i. ED physician note – if mentions that he/she spoke with Orthopaedic Surgeon use note time in EPIC as called time
    - ii. Chart Review – Other Orders – select appropriate IP Consult – Priority and Order Details – smart text for called/paged time. If smart text not utilized scroll down to see if Contact Consulting Provider is completed.
    - iii. Doc Flowsheets - Assessment Flowsheet – Provider Notification if not here you must use IP Consult order time as time Orthopaedic Surgeon called/paged and enter PI for missing documentation.
  - b. For arrival time: ED notes, if not there proceed to
    - i. Doc Flowsheets - Assessment Flowsheet – Provider Notification
    - ii. Orthopaedic consult note and use dictated time/note time.
- 4) Emergency Medicine-
- a. For notification time: use patient arrival time
  - b. For arrival time: ED Pt Care Timeline
  - c. If a transfer from Deaconess Gateway Hospital, patient will not be seen by an ED physician at Deaconess Midtown
- c) For Isolated Injuries
- 1) Trauma Surgeon Consult
    - a. For Call time - Chart Review – Other Orders – select appropriate IP Consult – Priority and Order Details – smart text for called/paged time. If smart text not utilized scroll down to see if Contact Consulting Provider is completed. If time not found here or if time does not fit time line proceed to
      - i. Doc Flowsheets - Assessment Flowsheet – Provider Notification if not here you must use IP Consult order time as time Trauma Surgeon called/paged and enter PI for missing documentation.
    - b. For arrival time: Doc Flowsheets - Assessment Flowsheet – Provider Notification if not here proceed to
      - i. Trauma Surgeon consult note and use dictated time/note time.
  - 2) Neurosurgeon
    - a. For call time: Consult Summary Flowsheet, if not here proceed to
      - i. ED physician note – if mentions that he/she spoke with Neurosurgeon use note time in EPIC as called time if not here proceed to

- ii. Chart Review – Other Orders – select appropriate IP Consult – Priority and Order Details – smart text for called/paged time. If smart text not utilized scroll down to see if Contact Consulting Provider is completed.
  - iii. Doc Flowsheets - Assessment Flowsheet – Provider Notification if not here you must use IP Consult order time as time Neurosurgeon called/paged and enter PI for missing documentation.
- b. For arrival time: ED notes, if not there proceed to
- i. Doc Flowsheets - Assessment Flowsheet – Provider Notification
  - ii. Neurosurgeon consult note and use dictated time/note time.

3) Orthopaedic Surgeon

- a. For call time: Consult Summary Flowsheet, if not here proceed to
- i. ED physician note – if mentions that he/she spoke with Orthopaedic Surgeon use note time in EPIC as called time
  - ii. Chart Review – Other Orders – select appropriate IP Consult – Priority and Order Details – smart text for called/paged time. If smart text not utilized scroll down to see if Contact Consulting Provider is completed
  - iii. Doc Flowsheets - Assessment Flowsheet – Provider Notification if not here you must use IP Consult order time as time Orthopaedic Surgeon called/paged and enter PI for missing documentation.
- b. For arrival time: ED notes, if not there proceed to
- i. Doc Flowsheets - Assessment Flowsheet – Provider Notification
  - ii. Orthopaedic consult note and use dictated time/note time.

4) Emergency Medicine

- a. For notification time: use patient arrival time
- b. For arrival time: ED Pt Care Timeline
- c. If a transfer from Deaconess Gateway Hospital, patient will not be seen by an ED physician at Deaconess Midtown.

9) ETOH and Drug Screen Information

- a) Chart Review – Labs.
  - 1) If not here and the patient is a transfer in, proceed to Referring Hospital record.
  - 2) Drug and ETOH results can be used from any facility treating the patient. If found in outside records, these results should be used prior to lab draws at Midtown.
- b) If positive drug screen and patient was given narcotics, benzodiazepines, or other medications tested for, then drug screen will be recorded as none for that drug.

10) CT Date and Time

- a) Date and times of CT scans can be found under Chart Review - Imaging. After selecting the initial scan, data quality coding coordinator utilizes the start date and time listed under imagining information – exam information.

11) Consults (All consults other than initial trauma, ortho or neuro consults)

- a) EPIC: Chart Review – Other Orders – select appropriate IP Consult – Priority and Order Details – smart text for called/paged time. If smart text not utilized scroll down to see if Contact Consulting Provider is completed. If time not found here or if time does not fit time line proceed to
  - 1) Doc Flowsheets - Assessment Flowsheet – Provider Notification if not here you must use IP Consult order time as time Consulting MD called/paged and enter PI for missing documentation.
  - 2) Arrival time: Consulting Physician Consult Note - enter the Consult Note Time or Dictated time as time the physician arrived.

**REFERENCES:**

- Resource for Optimal Care of the Injured Patient: 2014
- National Trauma Registry for the American College of Surgeons
- State of Illinois Web Based Trauma Registry Software
- Indiana Trauma Registry Data Dictionary

<b>REVIEWED DATE</b>	<b>REVISED DATE</b>
OCT 2011	JUL 2016
AUG 2014	JAN 2018
JUL 2015	APRIL 2021
JUL 2017	
JAN 2019	
JAN 2020	