NEBRASKA
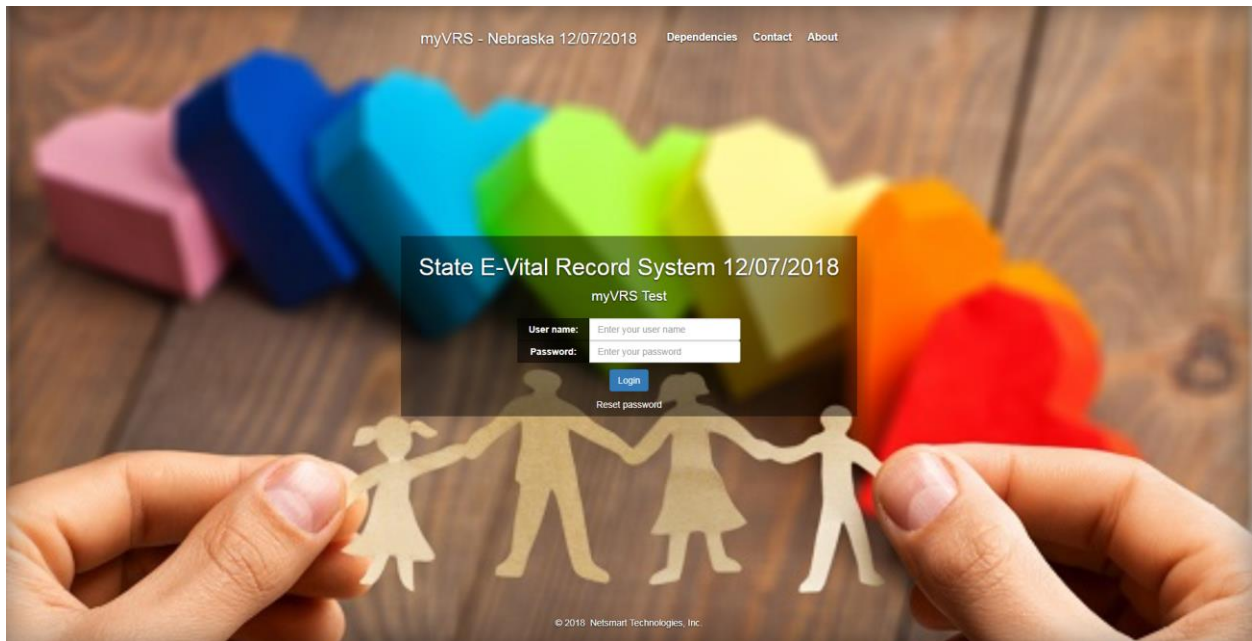## Good Life. Great Mission.

DEPT. OF HEALTH AND HUMAN SERVICES

NEBRASKA DEPARTMENT of HEALTH & HUMAN SERVICES (DHHS)
VITAL RECORDS ELECTRONIC REGISTRATION SYSTEM (ERS)
BIRTH DEFECT REFERENCE TRAINING MANUAL
Revised April 2019

Table of Contents

Subscription Page

The following link will take you to the Subscription page. This page has important information regarding birth defects. Select the birth defect link. You need to subscribe to this page and each time the page is updated with information you will be notified via an email alert.

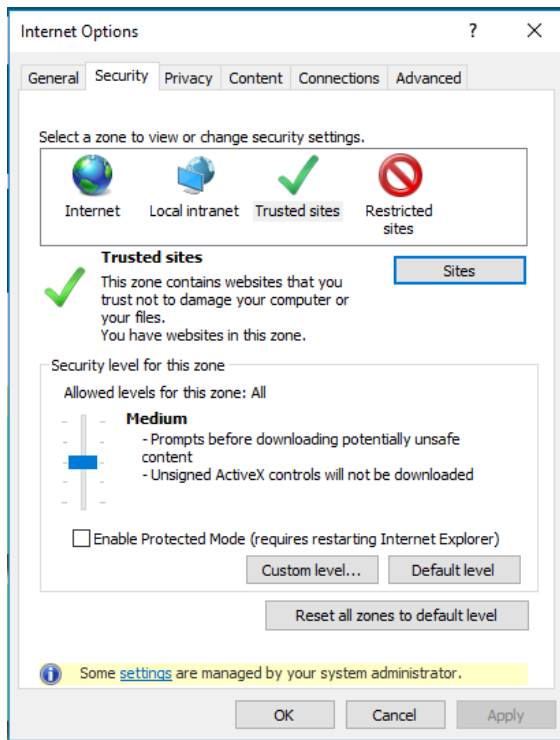http://dhhs.ne.gov/Pages/Vital-Records-Birth-defects.aspx

Note: Subscription Page is also located in the Help menu after login.
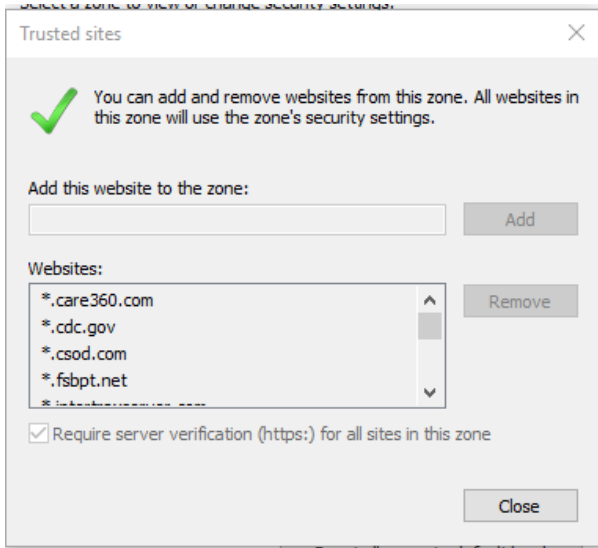
How to add a Trusted Website

Depending on your facility's security requirements you may need to add the URL as a Trusted Website in order to avoid security warnings and other errors when using the application.

Internet Explorer

1. Go to Tools menu>Internet Options>Security.
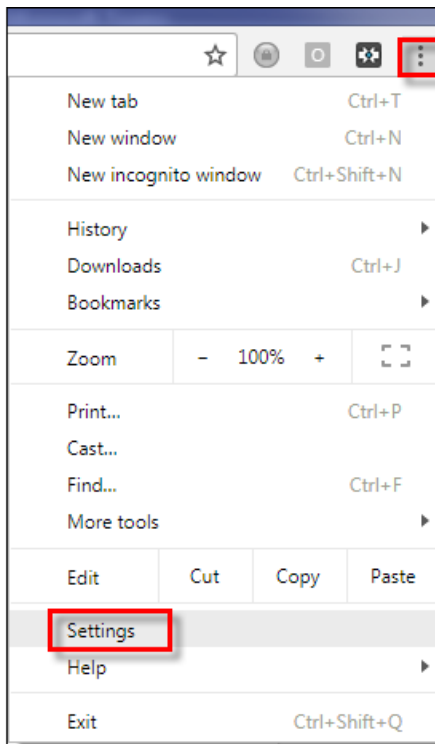2. Click the Trusted Sites icon, then click Sites

3. Enter the URL, https://vrers-dhhs.ne.gov/WebSvcVrers, of your Trusted Site, then click Add.
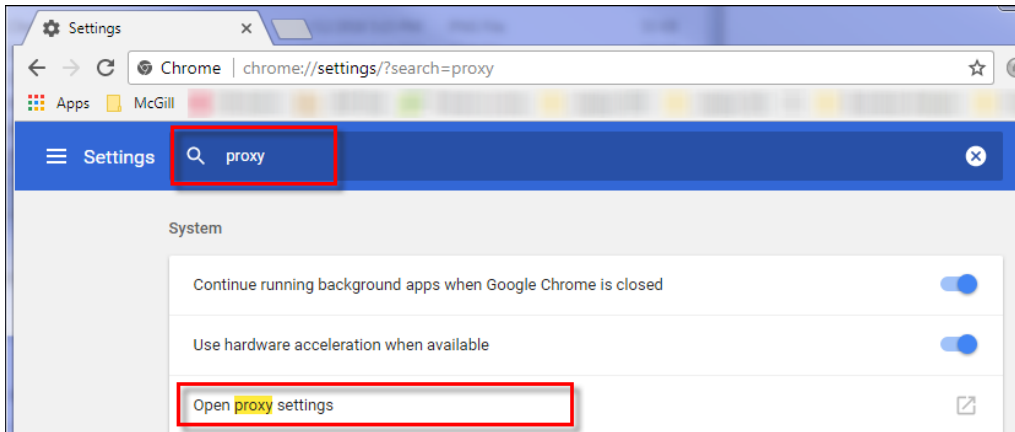
4. Click the Close button

Chrome
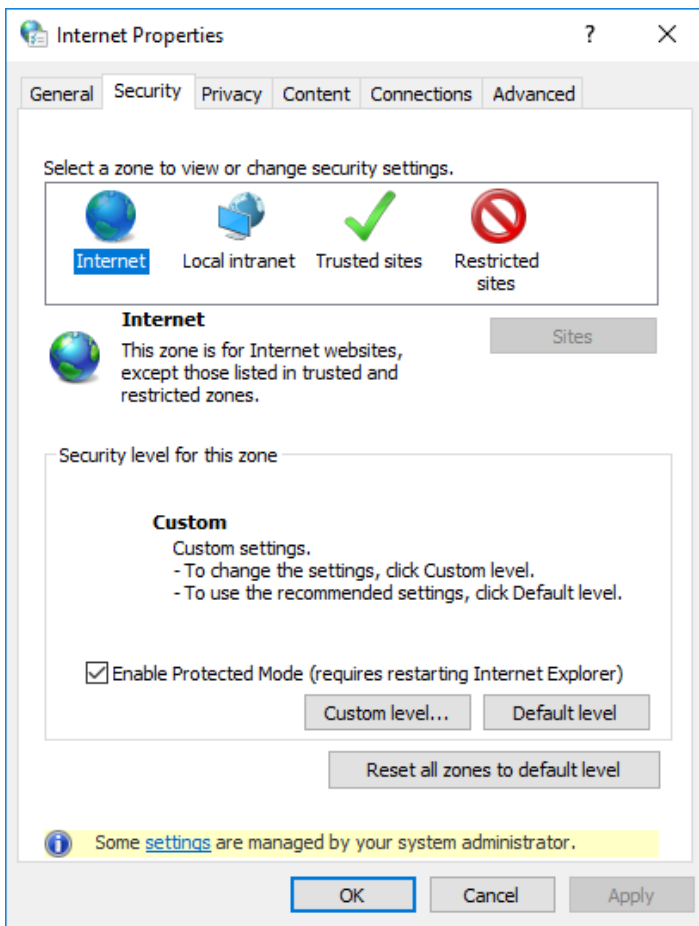
1. Click the Options icon (three dots) on the far right of the address bar, and select Settings

2. In the search box at the top of the window, type "proxy"; then select Open Proxy Settings.
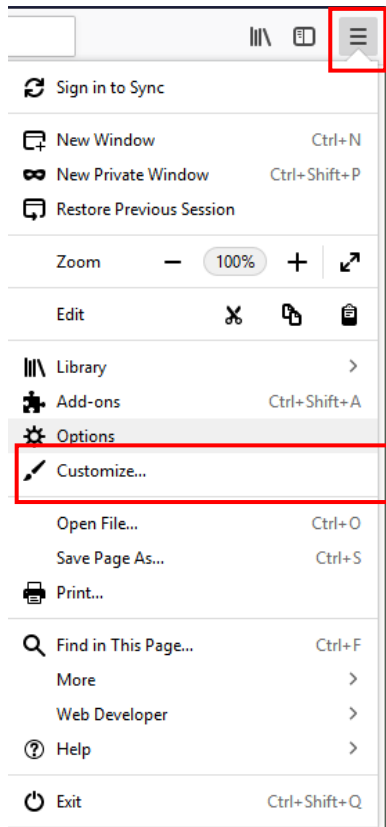
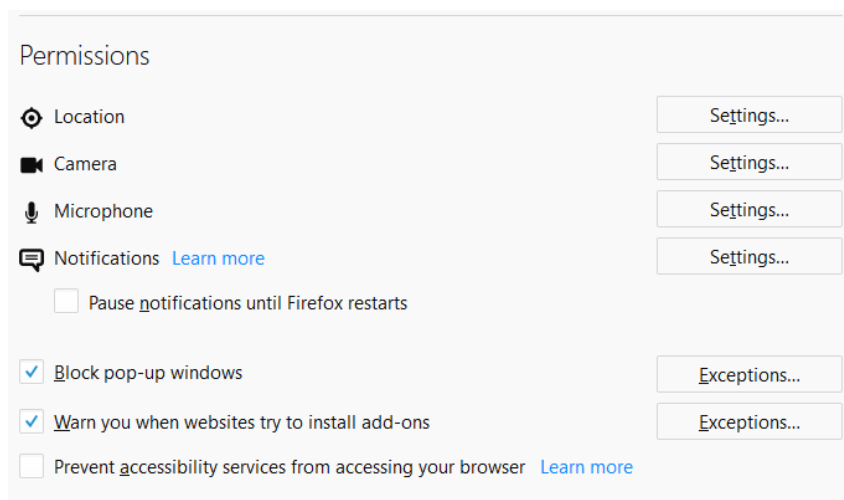On Windows, the Internet Properties dialog box will open.

3. Click the Security tab > Trusted Sites icon, then click Sites
4. Enter the URL of your Trusted Site, then click Add
5. Click Close > Ok

Firefox

1. From the Firefox menu, go to Tools > Options.

2. Click on Privacy & Security on the left side of the window.
3. Scroll down to Permissions.

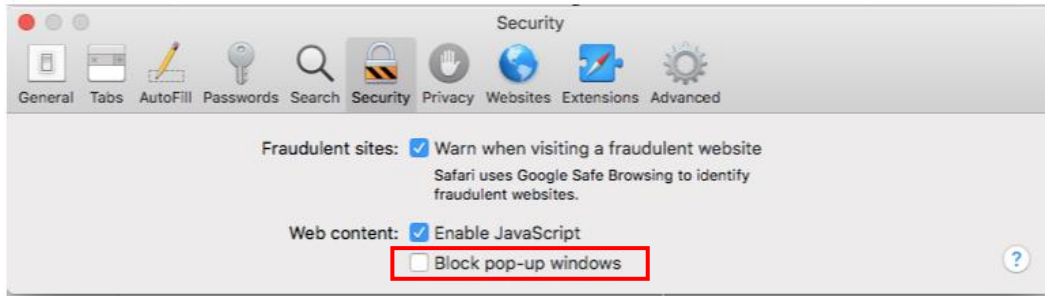4. Click on Exceptions to the right of Block pop-up windows
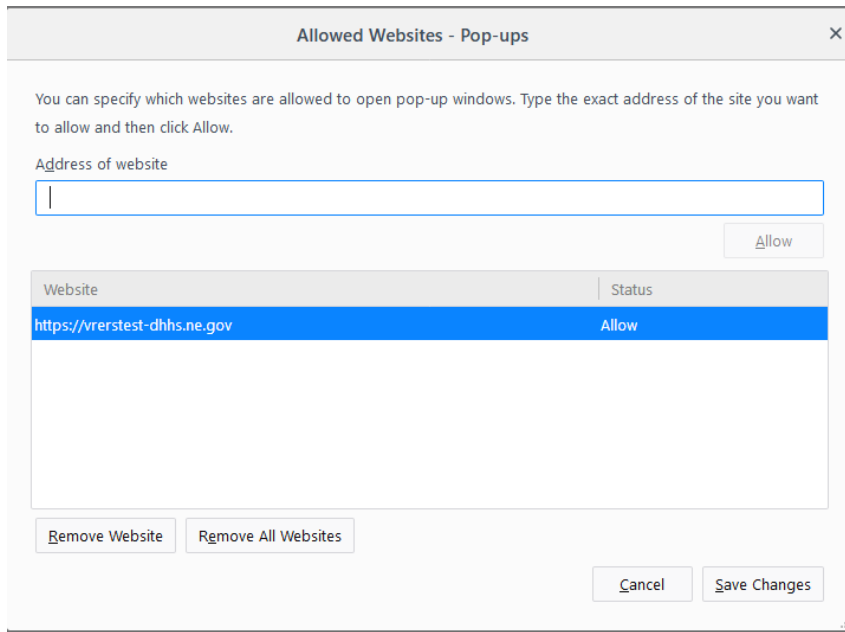
5. In the Exceptions dialog box, enter the web site URL in the Address of Website: field, then click Allow.

Safari

1. Open Safari
2. Click Safari > Preferences

3. Click on the Security button at top of page.
4. Be sure to uncheck Block pop-up windows

Overview

You need to search for a birth defect case on a child to see if there is an existing defect case. If you find a birth defect case, link it to the defect item to see if you have already entered the defect item. If the defect case is linked to the defect item you are done. If not, add the defect item.

If you don't find a birth defect case you will need to search the births at your hospital if you are a birthing hospital. After you have found the birth record display it and do a CTRL G or File>New>Birth Defect Case to create a new birth defect case. After you have created the Birth Defect Case you need to add the Defect Item by clicking on File>New>Defect Item or CTRL F.

If you don't find a birth defect case or a birth certificate you can create a new birth defect case by doing CTRL G or File>New>Birth Defect Case and enter the information and save. Then add the defect item by doing CTRL F or File>New Defect Item and enter the information and save.

Logging into VRS-NX

Enter: User Name, Password
Click: Log In

Highlight your location/role if you have more than one role. Click the Select button.

The home page will display after you enter your user name and password and selecting your role. You will see the dashboard that consists of profile preferences, messages, toolbar, and work queues specific to the user.
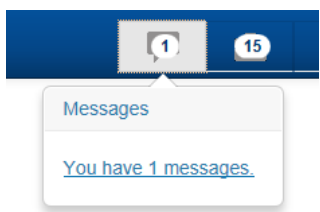
Messaging

VRS-NX contains an internal messaging function which enables users to send questions, notes, notifications and other information relative to records to other participants of the system.

On the Toolbar there is an icon for messages so you can view your messages from here as well as on the Home page.

Once you click on the messages icon a dropdown displays the link to view your messages.

Click on the link and it will take you to your messages for you to view.

Click on the View button in order to view your message.

Creating a message

On the toolbar click on Tools>Send Message.

The Send Message box will display.

1. Type the first or last name in the "To:" line. You may see some people listed multiple times; this is because they are listed once for every security role they have in the system. You will also see what user is currently online to verify they will receive your message right away.
2. Enter a subject for the message.
3. Enter the information that you wish to convey in the message field and click OK button.

Unread Messages

Any unread messages will appear in the home screen dashboard under "Messages" informing the user that they have unread messages. Click the View button to view the whole message. In order to clear the message from the home screen dashboard, check the checkbox "Mark as Read."

Linking a record to a message

If a user sends a message regarding a specific record, it helps if the sender links the record to the message.
1. Search and display the record that should be linked to the message
2. Click on tools and send message
3. Complete the To, Subject and Message fields
4. Once the message has been sent, the recipient will see that they have a message and can view it on the home page or their work queue
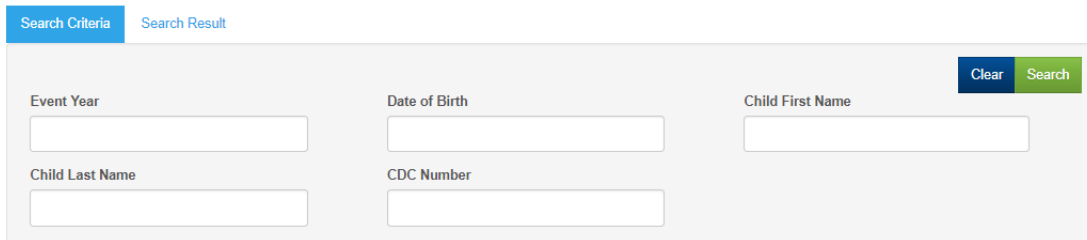
Searching a Defect Case

Click the Search on the toolbar and then click on Birth Defect Case
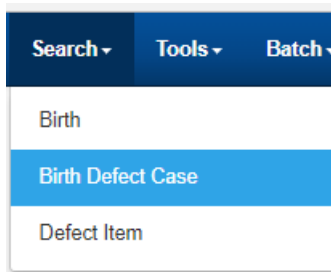
'Search (Birth Defect Case)' page displays.

Input date of birth (ex: 01/07/2016). Use slashes when you are inputting date of birth. Also enter the child's first and last name. Capitalization doesn't matter when searching. Click the search button.

If the child has a unique name you can search by first name. For example, Nila, click search.

Search first by date of birth and child's name. If you don't find a birth defect case use the wild card (%) for last name, example Gon% for González Peña (this will display all records starting with Gon). The searching is based on exact match and the wildcards are useful to use when searching on names with special characters. If no rows are returned for a birth defect case, search by date of birth and look for child by sorting in ascending or descending order by clicking on the name field. If you wish to expand your date of birth range shift left parenthesis and fill in the two dates with a + between them then shift right parenthesis and tab to fill it in the date of birth (01/01/2015+12/31/2015).

Defect Case will display. The data used here is just an example.

Click Linking in the toolbar and choose Defect Item. If you select Linking>Defect Item the message 'Leave Site' will display. Click on Leave button.

OR you can click on the 'Link to Defect Item' button.

If no rows are returned in the Search Results tab there are no birth defect item(s) that have been entered from your facility. If there is a defect item(s) it will display in the Search Results tab. If more than one defect item(s) it will display all rows. This is only to check to see if you have entered the birth defect previously. If your facility has entered the defect item(s) you are done with this record. Exit from the record completely! If not, proceed with steps below to create a new birth defect item.

To Add a New Defect Item to a Defect Case
Using the mouse, select the tab that has the previous window that shows the search for Birth Defect Case.

Display the birth defect case.

Birth Defect Case: 80907

Image count: 0 | Notes count: 0 | Alerts: No alerts present. | Save

Child

System

Date Record Created	Created By	Modified Date	Modified By	CDC Number
02/22/2019	Laurie Mccall	02/22/2019	lmccall	35346

Record Checked	Record Checked Date	Reg Type	Link to Birth	Link to Defect Item
			Link to Birth	Link to Defect Item

Child Information

Child First Name	Last Name	Sex	Date of Birth	Medical Record Number
Matthew	Mccall	M	01/15/2019	

Mother Information

First Name	Last Name	Maiden Name	Mother Date of Birth
Laurie	Mccall	Stearns	04/15/1985

Medical Record Number

Father Information

First Name	Last Name	Suffix	Father Date of Birth
Alan	Mccall		12/16/1988

Next

Click file>New>Defect Item or you can use the keyboard shortcut CTRL F.
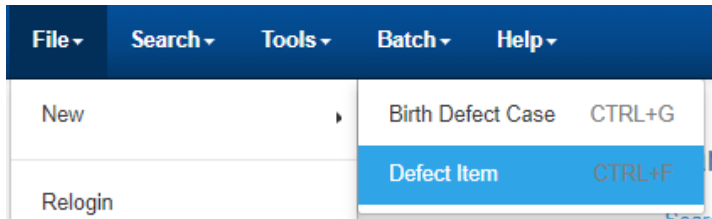
Message box displays with Leave Site? Click the Leave button to leave this page.

Defect Item: New page will display:

14

Select the "Source of Report" from the dropdown list. Select Facility of Birth if birthing facility; if non-birthing facility it will automatically fill in referring facility.

In the ICD-10-CM dropdown list choose the ICD-10-CM code. You can start typing to narrow down the list and then scroll to appropriate code.


The Notes field is where you can add additional information such as if you entered something that needs more clarification. Examples would be right, left, unilateral, bilateral, incomplete, or complete.

Notes

Click the Save button. Message box will display indicating the record was saved successfully.

Click the Save button. Message box will display indicating the record was saved successfully.
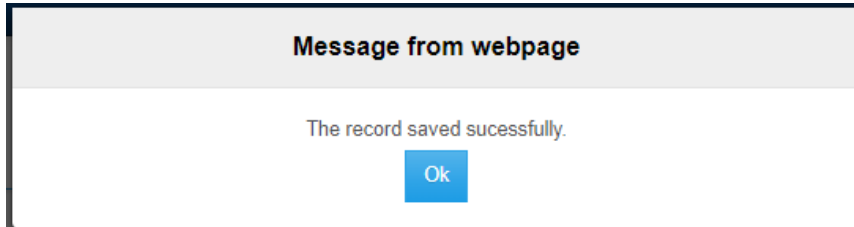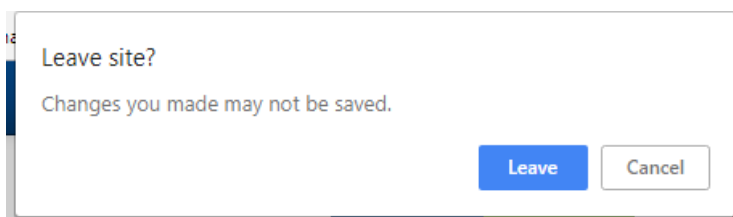
See below to add more than one Defect Item.

Adding Multiple Defect Items for one child
After you save the first defect item stay on the page. Click on File>New>New Defect Item or CTRL F. Be sure to Save after selecting the Source of Report and ICD-10-CM Code.
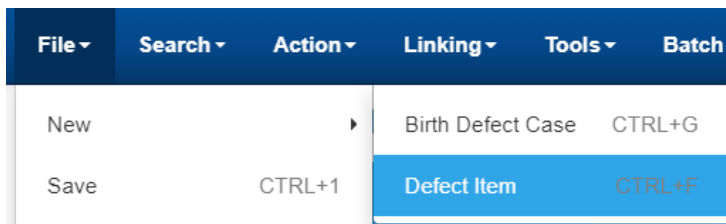
The Leave Site dialog box displays, click the Leave button.

Follow instructions above to complete the Defect Item(s). Continue until all defects are entered.
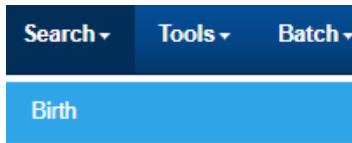
No Defect Case Found
If you do not find a birth defect case for that child, no record found and you are the birthing facility you need to search the births at your birthing facility. If you are a birthing facility you can search for births from 2005 forward. If you are a non-birthing facility, see page 22 on how to enter a birth defect case.

Searching for Birth Record for Birthing Facility
Click on Search on the tool bar and then click on Birth>Search.

NOTE: For non-birthing facility go to page 22.

The Search (Birth) page displays.

Input the date of birth (ex: 02/01/2016) for searches, you must put in the slashes. Also type in the child's first and last name. Capitalization doesn't matter when using Search. Searching is the same for births as it is for birth defect cases.

Click the search button. The Birth page with the child's information displays.

With the birth record displayed click on the Mothers tab to verify the residence. **If it is another state besides Nebraska do not report the child.** Go back to the child tab.

Click File>New>Birth Defect Case or CTRL G

Click the Save button. Confirm message box will display with the following message. Click on the No button and you will return back to the Birth Defect Case page.

This will put a CDC number in the top right hand corner. This is now your birth defect case for the child.

There is also a new Link to Birth button on the Birth Defect Case page. You can also link the defect case to the birth certificate if the case record has already been linked to the birth and the birth occurred at your facility.

Click File>New>Defect Item or CTRL F

A message box will display indicating to Leave Site? Click on Leave button.

Defect Item: New page displays.

Select "Source of Report" from the dropdown list. Select either Facility of Birth or Referring Facility.

Select ICD-10-CM code. You can start typing to narrow down the list and then scroll to appropriate code.

Click the save button. Confirm message box will display with the following message. Click on the No button and you will return back to the Defect Item page.

Click File>New>Defect Item or CTRL F to add more Defect Items.

Click the yes button. A message box displays indicating Leave Site? Click on Leave button.
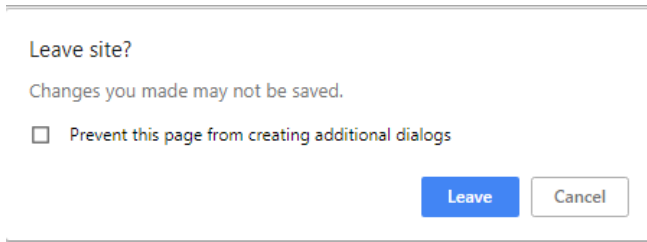
Search for Defect Item

Click on Search>Defect Item
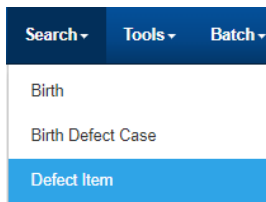
The Defect Item page displays

Input date of birth (ex: 01/07/2016) the child's first and last name (does not capitalize). For searches, you must put in the slashes for date of birth. After clicking on the Search button it will display all the defect items for the child. If you need to add a defect item, display the defect item and do a CTRL F or File>New>Defect Item and leave this page.

No Birth Defect Case and No Birth Record

If there is no birth defect case and no birth record you will need to create a new birth defect case by following the instructions below.

New Birth Defect Case

Click on File>New>Birth Defect Case or CTRL G

The Birth Defect Case New page displays

Type in the information for the child, mother and father. Click the Save button. The child's first and last name, sex, and date of birth are mandatory fields. Mother's first name, last name, maiden name and date of birth, Father's first name, last name, suffix if applicable and date of birth if known are all helpful to help locate a birth certificate.

A dialog box will display indicating the record has been saved successfully. Click the OK button.
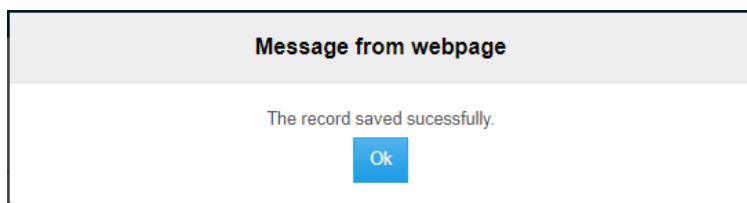
If you try to add a new birth defect case and there is already an existing birth defect case record a Save Error will display upon Save. The Save Error message indicates that there is an error during the save and there are duplicate records.
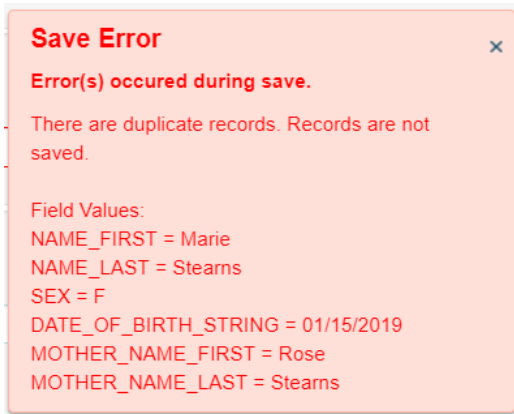
New Defect Item

Click File>New>Defect Item or CTRL F
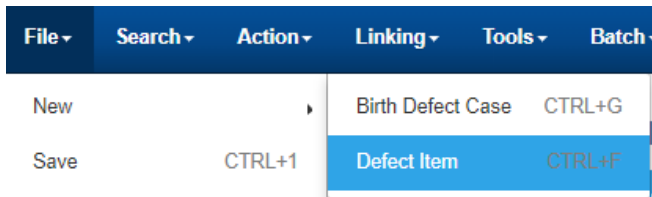
A dialog box will display indicating to Leave Site? Click the Leave button.
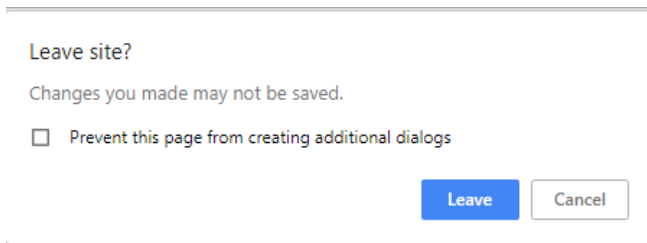
The Defect Item: New page will display

Defect Item : 282828   Image count: 0   Notes count: 0   Alerts: **No alerts present.**   Save

Defect Information

System

Date Record Created	Created By	Modified Date	Modified By
02/28/2019	Laurie Mccall	02/28/2019	

Record Checked	Record Checked Date	Reg Type	Link to Defect Case
			Link to Defect Case

Child

First Name	Last Name	Date of Birth	Sex
Lauen	Mccall	01/15/2019	F

Defect Description

Date Reported	Source of Report
02/28/2019	FACILITY OF BIRTH

Facility Name Reporting Defect

Good Life Birth Place

ICD-10-CM Code

D18.03

Defect Description ICD 10 CM

Hemangioma Of Intra-abdominal Structures

Defect Description ICD 9 CM

ICD-9-CM Code

Notes

In the "Source of Report" dropdown list. Select either Facility of Birth or Referring Facility.

Source of Report

FACILITY OF BIRTH

FACILITY OF BIRTH
REFERRING FACILITY

Select ICD-10-CM code. You can start typing to narrow down the list and then scroll to appropriate code.

ICD-10-CM Code

D18.03

D18.00
D18.01
D18.02
D18.03
D18.09
D18.1
D82.1

Click the Save button. The Confirm dialog box will display indicating the record was saved successfully. Click the Yes button to close the current window. Click NO if you have more Defect Items to add. Follow the same steps as above.
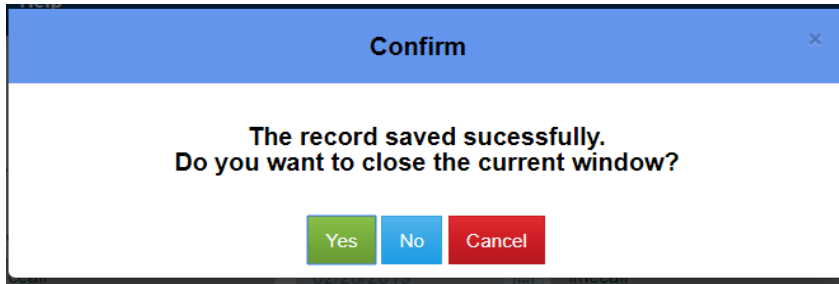
The Leave Site message displays. Click the Leave button and window closes.
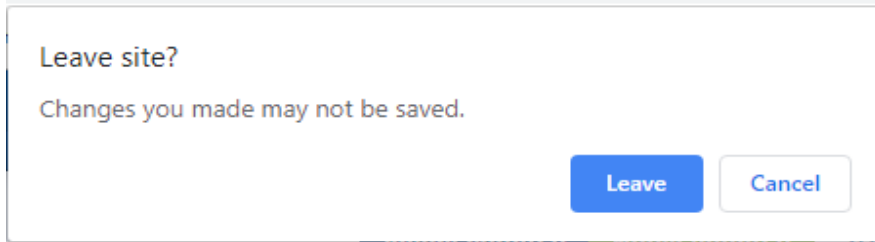
If you try to add a new birth defect item and there is an existing birth defect item for your facility you will get a Save Error message upon Save. The Save Error message indicates errors occurred during the save and there are duplicate records.

Save Error ×

Error(s) occured during save.

There are duplicate records. Records are not saved.

Field Values:
NAME_FIRST = Marie
NAME_LAST = Stearns
DATE_OF_BIRTH = 1/15/2019 12:00:00 AM
SEX = F
SOURCE_OF_REPORT = FACILITY OF BIRTH
FACILITY_NAME_RPT = Good Life Birth Place
DEFECT_CODE10CM = D18.02
DEFECT_DESCRIPTION = NULL
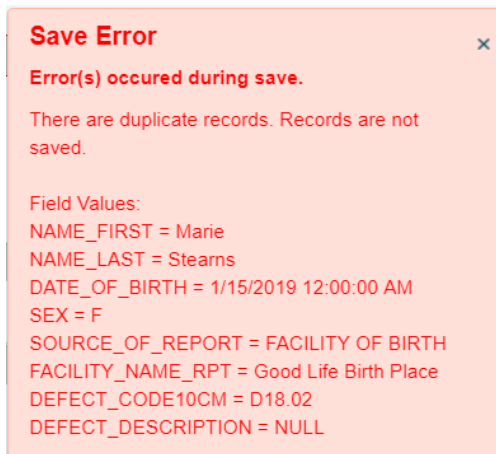
Errors

The errors icon is located on the toolbar to the far right. The Errors icon indicates how many edit errors there are which need to be addressed before completing the record.
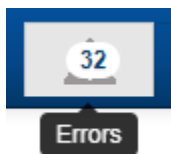
Work Queue

Before exiting for the day, click on Work Queues to access the queue to update any defects. Work Queues can be accessed from the home page dashboard.

Note: If a user goes to the Work Queue icon from the toolbar on the Home page it is disabled as you have access to the 'Work Queues – Defect Item Case Update' on the home page. It will be enabled everywhere else in the application.

User can click on the Work Queues icon from the toolbar anywhere in the application. The work queue is sorted by displaying the oldest record first. You can sort by clicking on the arrows or the label on each field.

Click on the 'Defect Item Can Update' link under the Work Queues from the Home page or anywhere in the application. The 'Work Queue: Defect Item Can Update' page will display.

Work Queue: Defect Item Can Update

| DEFECTITEMID	Date of Bi...	Child First Name	Child Last Name	Facility Name Reporting Defect	ICD-10-CM Co...	Defect Description
282697	11/08/2017	Robert	Smith	Good Life Birth Place	Q52.0	Congenital absenc
282720	11/20/2018	Roberto	Smith	Good Life Birth Place	Q04.0	Congenital Malforn
282721	11/20/2018	Roberto	Smith	Good Life Birth Place	Q05.1	Thoracic Spina Bifi
282748	11/20/2018	Roberto	Smith	Good Life Birth Place	D18.03	Hemangioma of int
282749	11/20/2018	Roberto	Smith	Good Life Birth Place	D18.01	Hemangioma Of S
282750	11/20/2018	Roberto	Smith	Good Life Birth Place	D18.00	Hemangioma Unsp
282751	11/20/2018	Roberto	Smith	Good Life Birth Place	Q01.2	Occipital Encephal
282752	11/20/2018	Roberto	Smith	Good Life Birth Place	Q05.6	Thoracic Spina Bifi
282823	01/15/2019	Matthew	Mccall	Good Life Birth Place	D18.01	Hemangioma Of S
282824	01/05/2019	Lauren	Johnson	Good Life Birth Place	Q01.2	Occipital Encephal
282828	01/15/2019	Lauen	Mccall	Good Life Birth Place	D18.03	Hemangioma Of In

1 - 11 of 11 items

To sort ascending/descending click on the arrows by each field names to choose from the selection.
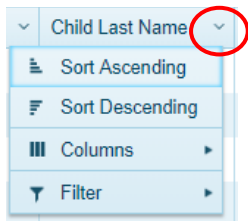
User can also choose which columns they want displayed by selecting Columns. You can also check on Filter to filter more
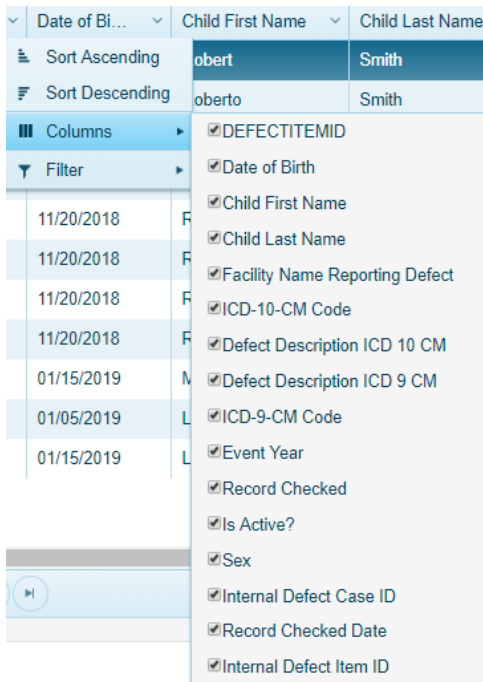
When clicking on the column label name once, it will sort it ascending and then click again and it will sort descending. The 3rd click reverts it back to how the work queue is set up so you can still click once for ascending and twice for descending.

Defect Items
1. Verify to see if have first and last names
2. Verify to see if have facility and it is correct
3. Verify the Source of Report
4. Verify for ICD-10-CM codes and descriptions
5. If you have a blank name, re-enter it and send an email to State Birth Defect Clerk indicating that you have done so. If you need to add a Source of Report or Description just pull up the record, add it and then save it again to keep your changes.

Reports
To access the Report Center click on Batch>Reports
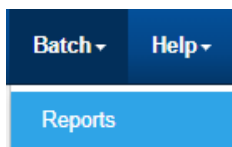
The reports page displays.
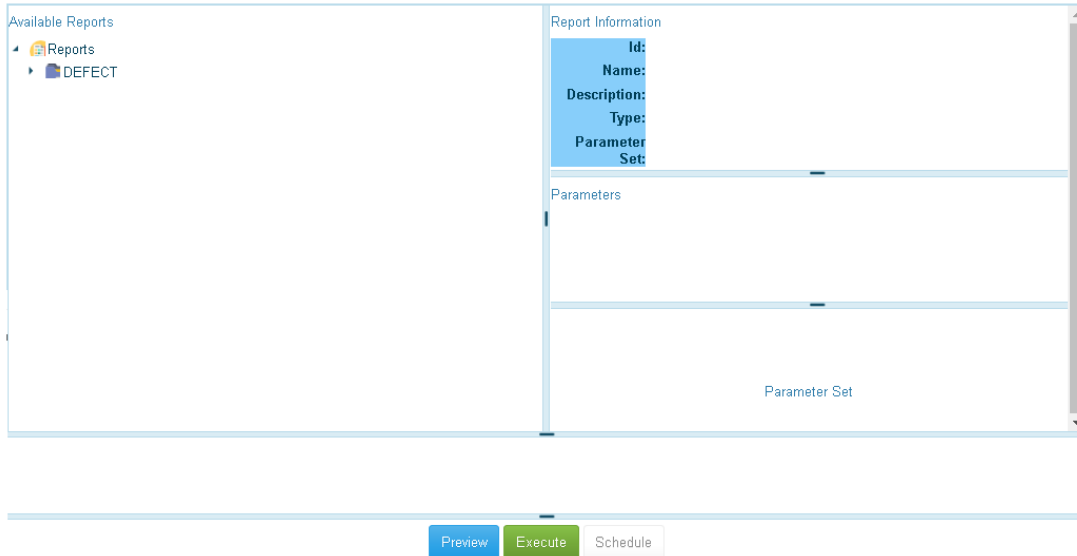
Expand DEFECT and 'Defects from Facility' and 'Defects from Facility (ICD10)' will display

Select the desired report from the available reports list on the left side of the page. The parameters for the report will appear on the right side of the page. Parameters are fields that can be used to limit the records that are returned in the report. Example below:
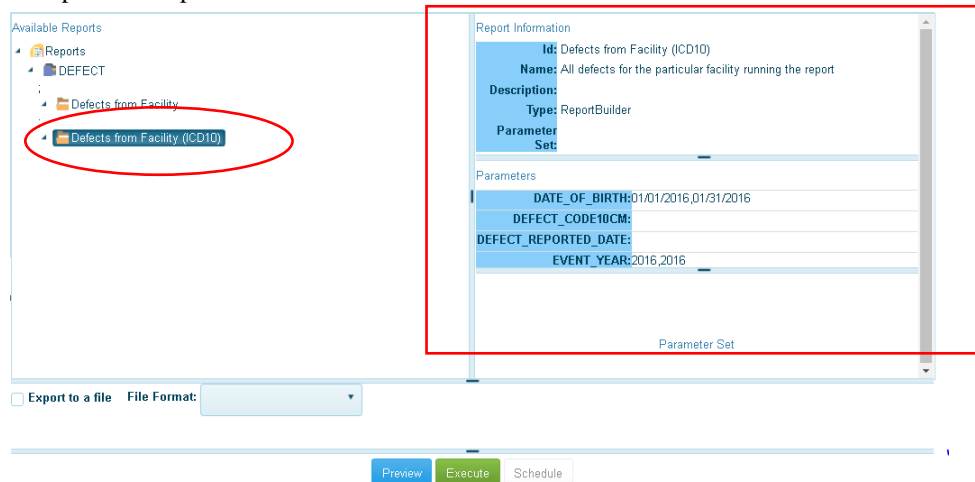
To preview the report click the Preview button. The report will display in a separate window. To print the report, select the print icon. You can also save the document as well in the window.

If there are several pages in the report use the page navigation arrows at the top of the screen to advance the page.

You can also export the file to different file formats listed in the File Format dropdown list and putting a check in the checkbox next to Export to a file. For example, if you check Export to a File and choose excel it will export to an excel spreadsheet.

If you click on the Export button with the Export to a File unchecked you will need to select a printer when the Select Printer dialog box displays.
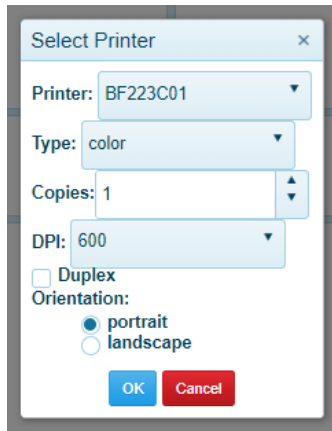
Secure Mail

If you receive an encrypted email from the State Birth Defect Clerk you will need to click on link and register for Cisco email. There are instructions after you click on the link if you need help.

Additional Information

    A. Until the Birth Defect Clerk has checked that the defect item and defect case is complete you can modify the information on both the defect case or defect item which you have submitted. It will still be in your work queue.

    B. Once the Birth Defect Clerk has validated that the defect item and defect case are complete you will be unable to change the information. It will disappear from your work queue.

    C. Please remember to notify the State Birth Defect Clerk if someone new needs to be added or deleted. This protects your facility so the person no longer has access to the records.

Contacts, Help Desk, Birth Defect Desk

Email dhhs.BirthDefects@nebraska.gov

Phone: State Birth Defect Clerk (402) 471-0354

Vital Records Help Desk: 402-471-8275 for help.

Add or Remove users: Email dhhs.BirthDefects@nebraska.gov