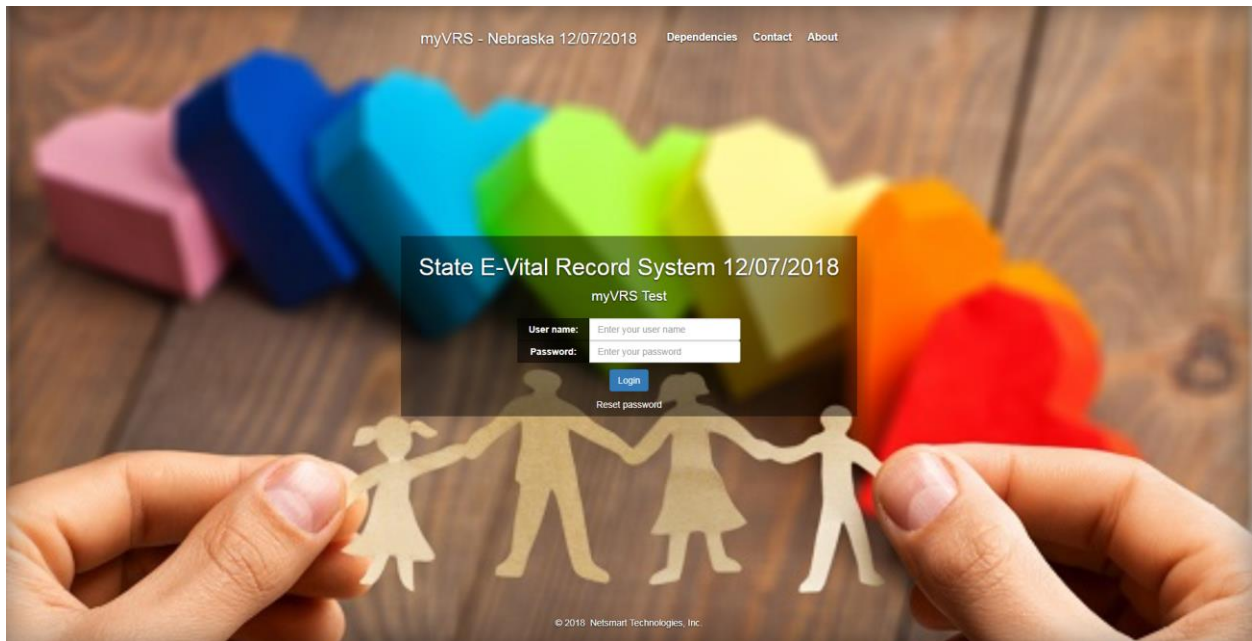


# NEBRASKA

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***



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## 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>

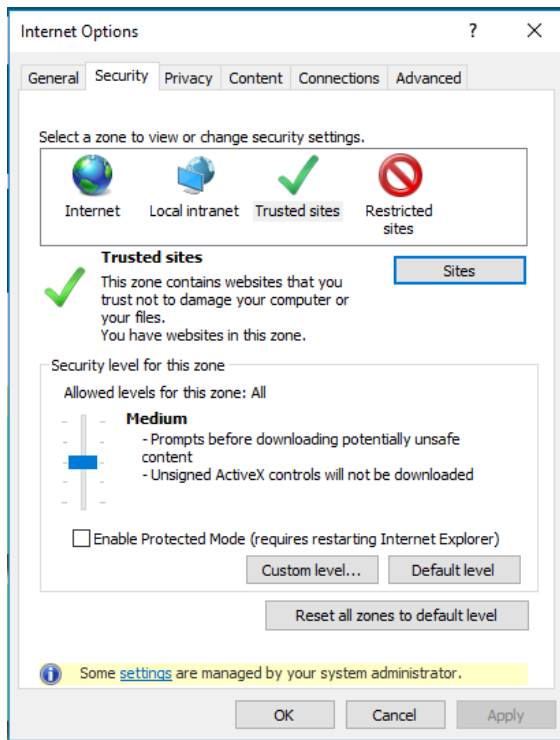
Note: Subscription Page is also located in the Help menu after login.

## How to add a Trusted Website

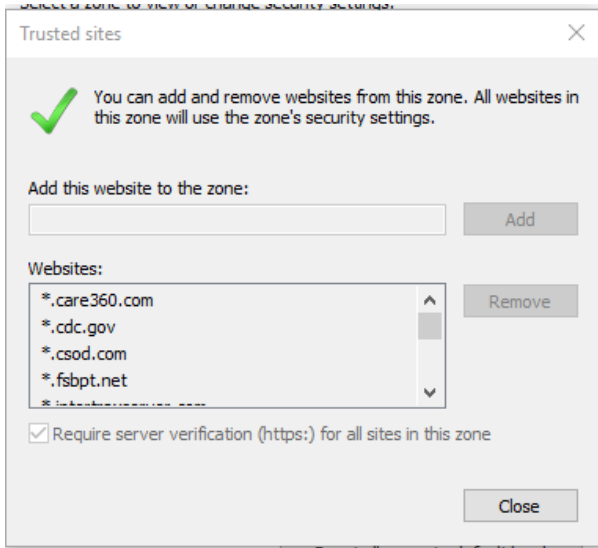
Depending on your facility's security requirements you may need to add the URL as a Trusted Website in order to avoid security warnings and other errors when using the application.

## Internet Explorer

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



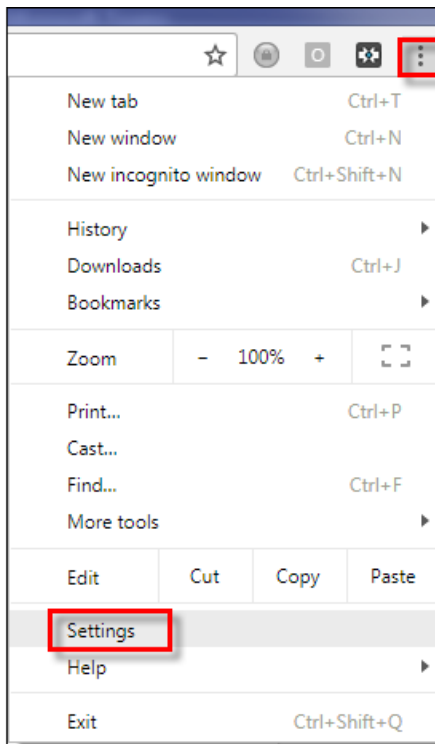
3. Enter the URL, <https://vrers-dhhs.ne.gov/WebSvcVrers>, of your Trusted Site, then click Add.



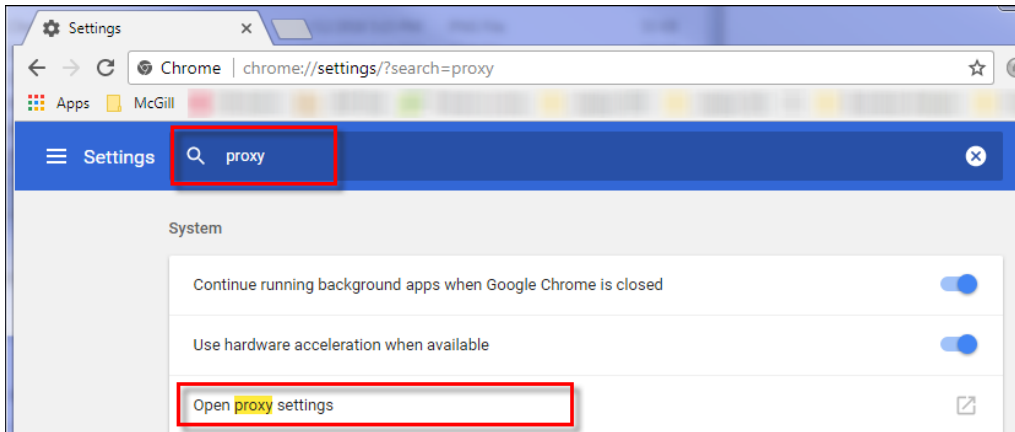
4. Click the Close button

## Chrome

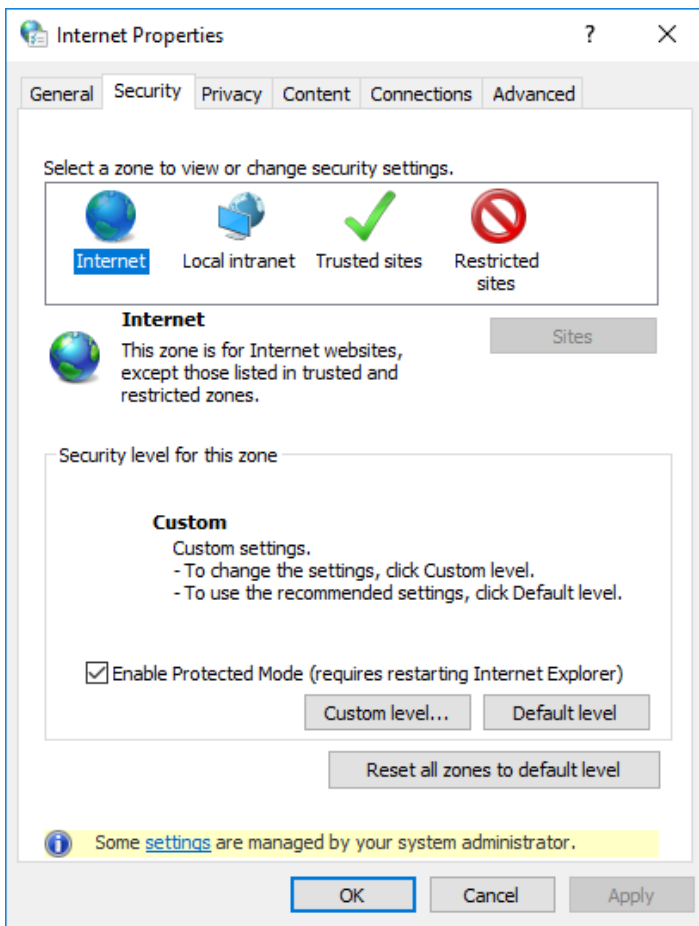
1. Click the Options icon (three dots) on the far right of the address bar, and select Settings



2. In the search box at the top of the window, type “proxy”; then select Open Proxy Settings.



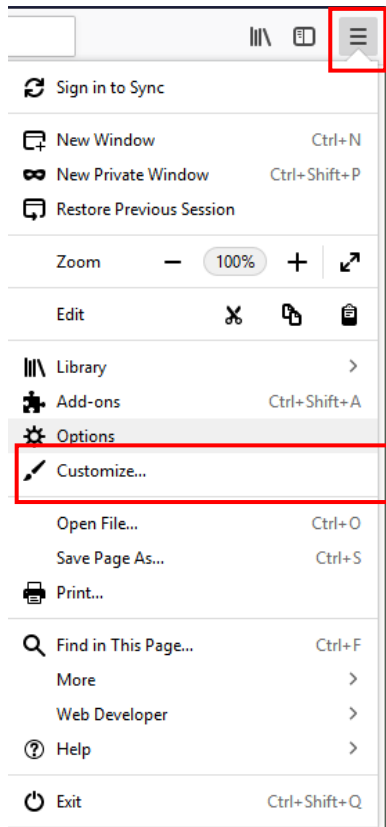
On Windows, the Internet Properties dialog box will open.



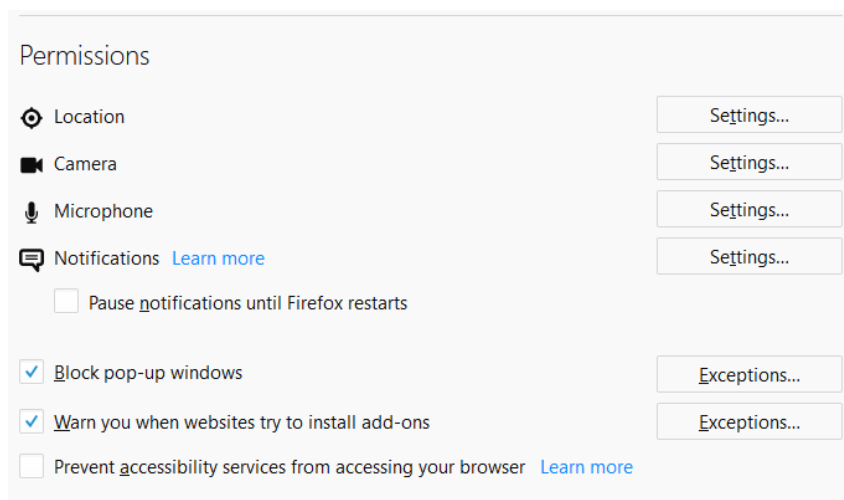
3. Click the Security tab > Trusted Sites icon, then click Sites
4. Enter the URL of your Trusted Site, then click Add
5. Click Close > Ok

## Firefox

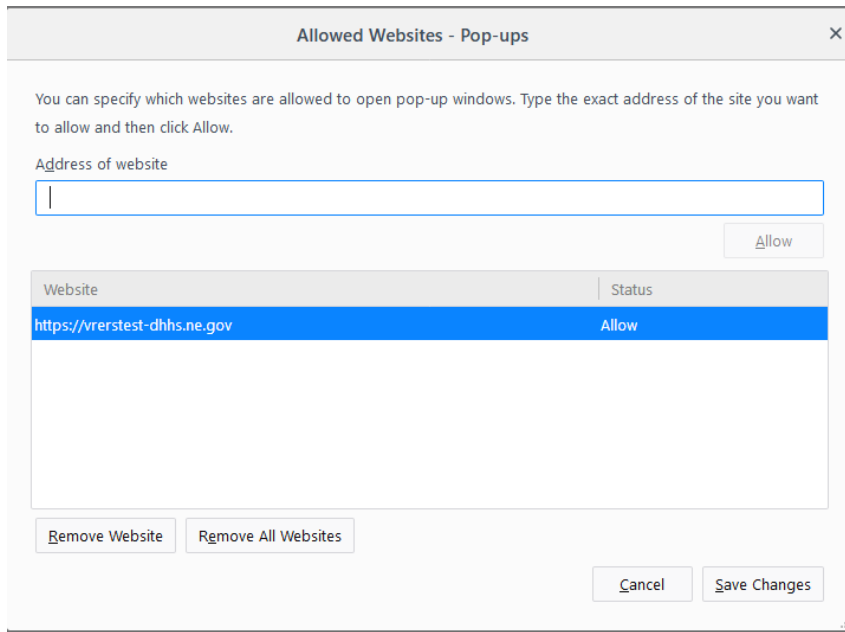
1. From the Firefox menu, go to Tools > Options.



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



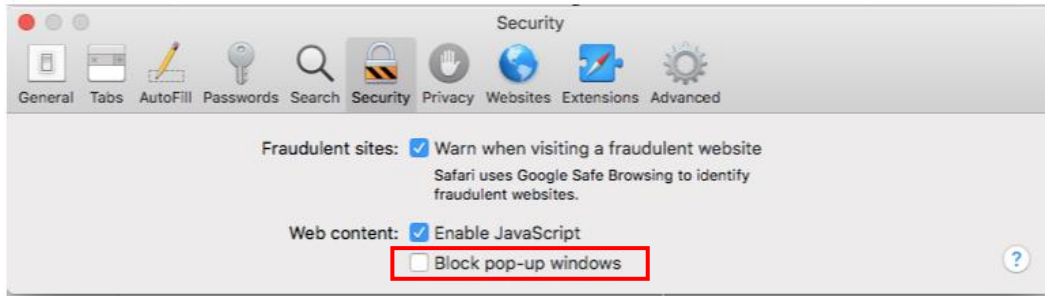
5. In the Exceptions dialog box, enter the web site URL in the Address of Website: field, then click Allow.

## 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.





Work Queues  
Defect Item Can Update 13

**ATTENTION ALL USERS!**

Using someone else's user name to log-in is a violation of security provisions for electronic filing. You MUST use your own user name to log-in. Email DHHS.VRRS@nebraska.gov to request additional user names.

**Messages**

From	Subject	Message	Received	Event	Local File Number	
Laurie McCall	It's so cold	It's way to cold out today! Should be at home.	1/30/2019 12:00:00 AM			<a href="#">View</a>
Mark Miller	test message group	It's cold outside. Sean is Mr obvious.	1/30/2019 12:00:00 AM	MESSAGES		<a href="#">View</a>
Laurie McCall	Testing	This should show up in NX main page	1/31/2019 12:00:00 AM			<a href="#">View</a>

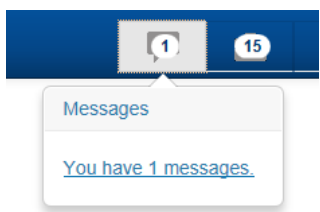
## Messaging

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.

Messages						
From	Subject	Message	Received	Event	Local File Number	
Laurie McCall	Smith's record	Please keep a look out for Joe Smith's records. This record will need...	12/17/2018 12:00:00 AM			<a href="#">View</a>

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

View Message	
<b>From</b>	Laurie Mccall
<b>Subject</b>	Smith's record
<b>Received</b>	12/17/2018 12:00:00 AM
<b>Event</b>	
<b>Local File Number</b>	
<b>Message</b>	Please keep a look out for Joe Smith's records. This record will need processed quickly as the parents are leaving the country and will want the ssn.

Mark as read

OK Cancel

## Creating a message

On the toolbar click on Tools>Send Message.

Tools ▾	Batch ▾
Send Message	

The Send Message box will display.

Send Message	
<b>To:</b>	
<b>Subject:</b>	
<b>Message:</b>	

OK Cancel

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.”

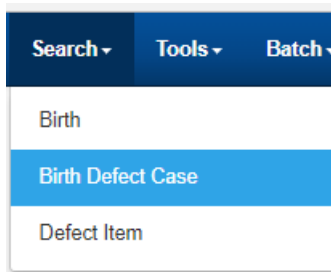
## Linking a record to a message

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

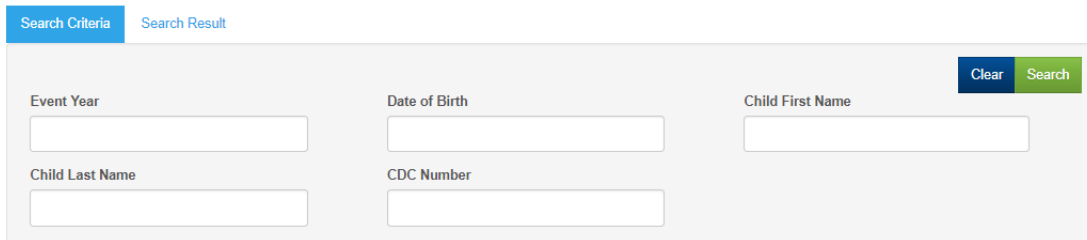
## Searching a Defect Case

Click the Search on the toolbar and then click on Birth Defect Case



‘Search (Birth Defect Case)’ page displays.

### Search (Birth Defect Case)

A screenshot of the "Search (Birth Defect Case)" form. The form has two tabs: "Search Criteria" (active) and "Search Result". Below the tabs are five input fields: "Event Year", "Date of Birth", "Child First Name", "Child Last Name", and "CDC Number". There are "Clear" and "Search" buttons in the top right corner of the form area.

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.

**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](#)

**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 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.

Action ▾ Linking ▾ Tools ▾ Batch ▾ Help ▾

Birth Record  
Death Record  
Defect Item

**Birth Defect Case: 80907** Image count: 0 Notes count: 0 Alerts: **No alerts present.** Save

**System**

Date Record Created	Created By	Modified Date	Modified By	CDC Number
11/13/2017		11/13/2017	mmille2	35290

Record Checked:  Record Checked Date:  Reg Type:

[Link to Birth](#) [Link to Defect Item](#)

**Child Information**

Child First Name	Last Name	Sex	Date of Birth	Medical Record Number
Robert	Smith	M	11/08/2017	

**Mother Information**

First Name	Last Name	Maiden Name	Mother Date of Birth
Mary	Smith	Smith	05/15/1984

Medical Record Number: 39UED

**Father Information**

First Name	Last Name	Suffix	Father Date of Birth
			99/99/9999

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.

Search (Birth Defect Case)

Search Criteria Search Result

Flat View Display

Group By:

Event Year	Date of Birth	Child First Name	Child Last Name	Active?	CDC Number	# of Images	# of Notes
2019	01/15/2019	Matthew	Mccall	T	35346	0	0

1 - 1 of 1 items

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 Birth](#) Link to Defect Item: [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

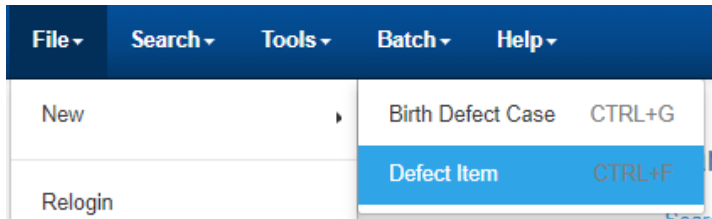
Medical Record Number:

**Father Information**

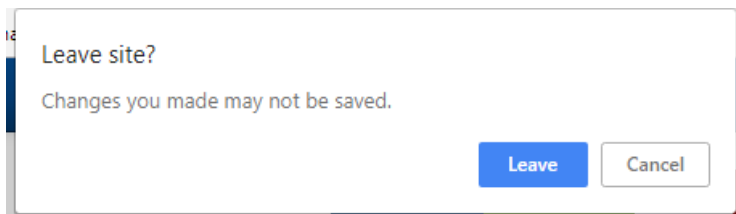
First Name	Last Name	Suffix	Father Date of Birth
Alan	Mccall		12/16/1988

[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:

## Defect Item: New

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

### Defect Information

<b>System</b>			
Date Record Created	Created By	Modified Date	Modified By
<input type="text"/>	Laurie McCall	<input type="text"/>	<input type="text"/>
Record Checked	Record Checked Date	Reg Type	Link to Defect Case
<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">Link to Defect Case</a>

### Child

First Name	Last Name	Date of Birth	Sex
Matthew	Mccall	01/15/2019	M

### Defect Description

Date Reported	Source of Report
02/26/2019	FACILITY OF BIRTH
Facility Name Reporting Defect	
Good Life Birth Place	
ICD-10-CM Code	
D18.01	
Defect Description ICD 10 CM	
Hemangioma of skin and subcutaneous tissue	
Defect Description ICD 9 CM	
ICD-9-CM Code	
Notes	
<input type="text"/>	

[Next](#)

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.

### Source of Report

<input type="text"/>
FACILITY OF BIRTH
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.

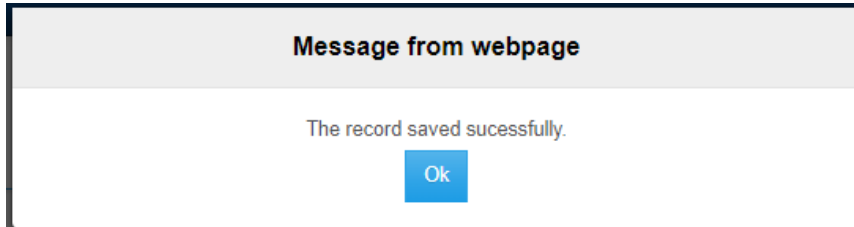
### ICD-10-CM Code

<input type="text"/>
D18.00
D18.01
D18.02
D18.03
D18.09

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

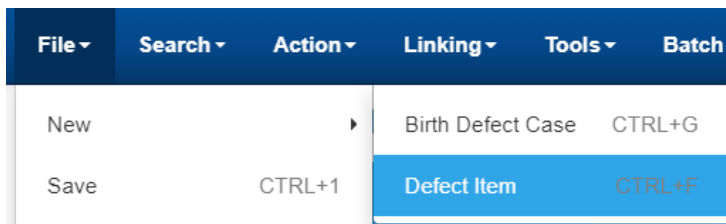
Click the Save button. Message box will display indicating the record was saved successfully.



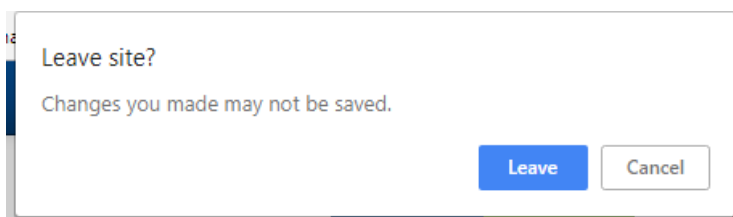
See below to add more than one Defect Item.

### 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

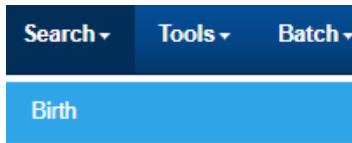
If you do not find a birth defect case for that child, no record found and you are the birthing facility you need to search the births at your birthing facility. If you are a birthing facility you can search for births from 2005 forward. If you are a non-birthing facility, see page 22 on how to enter 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.

### Search (Birth)

Search Criteria   Search Result

Clear Search

State File Number <input type="text"/>	Year <input type="text"/>	NE State File # <input type="text"/>
Date of Birth <input type="text"/>	Record Status <input type="text"/>	Child's First Name <input type="text"/>
Child's Middle Name <input type="text"/>	Child's Last Name <input type="text"/>	Child's Suffix <input type="text"/>
Child Last Name (Soundex) <input type="text"/>	Sex <input type="text"/>	Paternity Queue <input type="text"/>
Facility Name <input type="text"/>	Mother/Parent First Name <input type="text"/>	Mother/Parent Middle Name <input type="text"/>
Mother/Parent Last Name <input type="text"/>	Mother/Parent Birth Last Name <input type="text"/>	Father/Parent Legal First Name <input type="text"/>
Father/Parent Legal Middle Name <input type="text"/>	Father/Parent Legal Last Name <input type="text"/>	Father/Parent Legal Suffix <input type="text"/>
User Location / Facility Name <input type="text"/>	Father/Parent Last Birth Name <input type="text"/>	State of Birth <input type="text"/>
County of Birth <input type="text"/>	Birth Local File Number <input type="text"/>	Hospital Completed <input type="text"/>
Douglas County Complete <input type="text"/>	Alert Count <input type="text"/>	Reject Queue <input type="text"/>
(System use only!) <input type="text"/>	BIRTHID <input type="text"/>	Created By <input type="text"/>

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.

Birth: 3497134

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

Child Mother Father Facility Medical Newborn Flags Complete

**System**

State File Number	NE State File Number	Local File Number	Created By	Date Created	Date Modified
		201900009	LAURIE MCCALL	01/18/2019	01/18/2019

Modified By: Imccall User Location: Good Life Birth Place Reg Type Code: Record Status: NORMAL

**Mother/Parent Current Legal Name**

Social Security Number	First Name	Middle	Last
321-32-1111	Laurie	Ann	Johnson

Suffix:

**Mother/Parent Name at Birth**

First Name	Middle	Last	Suffix
Laurie	Ann	Mccall	

**Child**

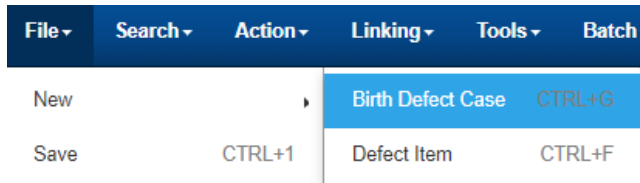
First	Middle	Last	Suffix
Lauren	Elizabeth	Johnson	

Mother's Medical Number:

Date of Birth: 01/05/2019 Time of Birth: 05:00 Time Unit: PM

Long Child's Name: Lauren Elizabeth Johnson

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.



The record saved sucessfully.  
Do you want to close the current window?



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

## Birth Defect Case: 80907

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

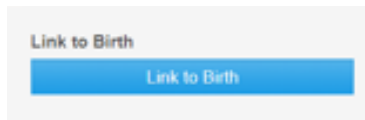
Child

System

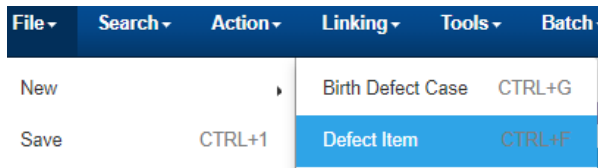
Date Record Created	Created By	Modified Date	Modified By	CDC Number
02/22/2019	Laurie McCall	02/22/2019	lmccall	35346

Record Checked: [ ] Record Checked Date: [ ] Reg Type: [ ] Link to Birth: [Link to Birth] Link to Defect Item: [Link to Defect Item]

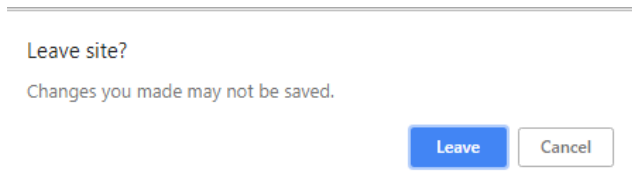
There is also a new Link to Birth button on the Birth Defect Case page. You can also link the defect case to the birth certificate if the case record has already been linked to the birth and the birth occurred at your facility.



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.

Defect Item: New

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

**Defect Information**

**System**

Date Record Created	Created By	Modified Date	Modified By
<input type="text"/>	Laurie Mccall	<input type="text"/>	<input type="text"/>

Record Checked  Record Checked Date  Reg Type  Link to Defect Case

**Child**

First Name	Last Name	Date of Birth	Sex
Lauren	Johnson	01/05/2019	F

**Defect Description**

Date Reported  Source of Report

Facility Name Reporting Defect

ICD-10-CM Code

Defect Description ICD 10 CM

Defect Description ICD 9 CM

ICD-9-CM Code

Notes

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

**Source of Report**

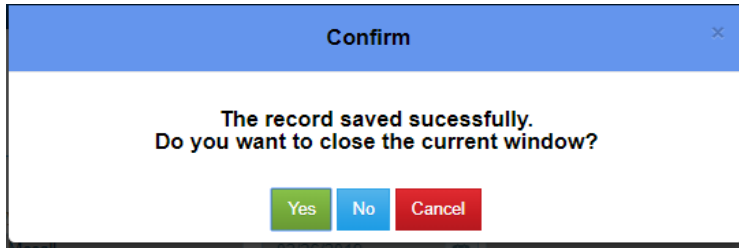
- FACILITY OF BIRTH
- REFERRING FACILITY

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

**ICD-10-CM Code**

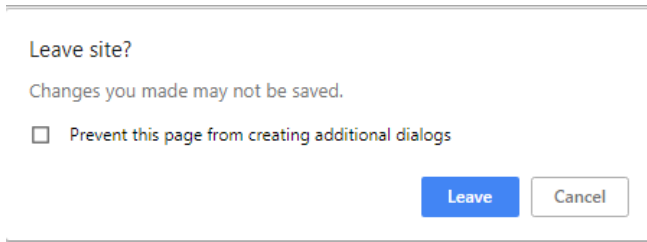
- G90.1
- M21.021
- M21.022
- M21.029

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.



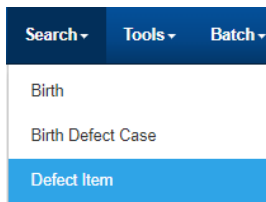
Click File>New>Defect Item or CTRL F to add more Defect Items.

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

### Search (Defect Item)

The image shows the 'Search (Defect Item)' form. It has two tabs: 'Search Criteria' (active) and 'Search Result'. The form contains several input fields and dropdown menus arranged in a grid. At the top right, there are 'Clear' and 'Search' buttons. The fields are: Date of Birth, Child First Name, Child Last Name, Facility Name Reporting Defect, ICD-10-CM Code, Defect Description ICD 10 CM, Defect Description ICD 9 CM, ICD-9-CM Code, Event Year, Record Checked, Sex, Internal Defect Case ID, and Record Checked Date.

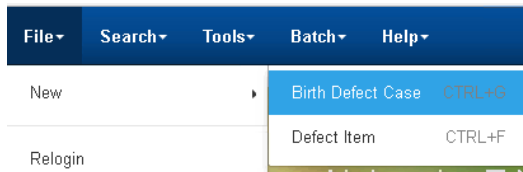
Input date of birth (ex: 01/07/2016) the child's first and last name (does not capitalize). For searches, you must put in the slashes for date of birth. After clicking on the Search button it will display all the defect items for the child. If you need to add a defect item, display the defect item and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

**Birth Defect Case: New** Image count: 0 Notes count: 0 Alerts: No alerts present. Save

**Child**

**System**

Date Record Created	Created By	Modified Date	Modified By	CDC Number
	Laurie McCall			

Record Checked:  Record Checked Date:  Reg Type:

Link to Birth: [Link to Birth](#) Link to Defect Item: [Link to Defect Item](#)

**Child Information**

Child First Name:  Last Name:  Sex:  Date of Birth:  Medical Record Number:

**Mother Information**

First Name:  Last Name:  Maiden Name:  Mother Date of Birth:

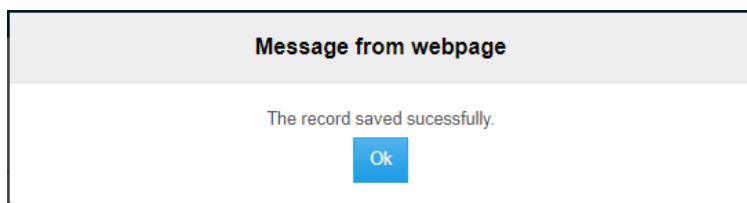
Medical Record Number:

**Father Information**

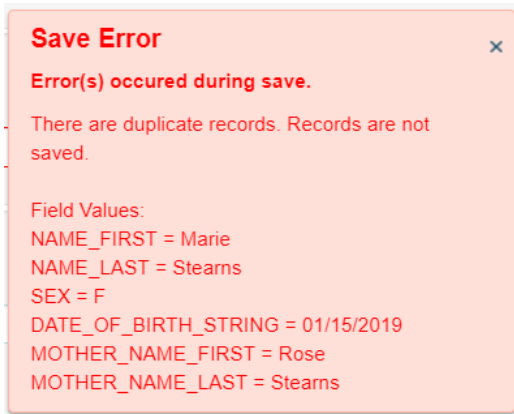
First Name:  Last Name:  Suffix:  Father Date of Birth:

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.

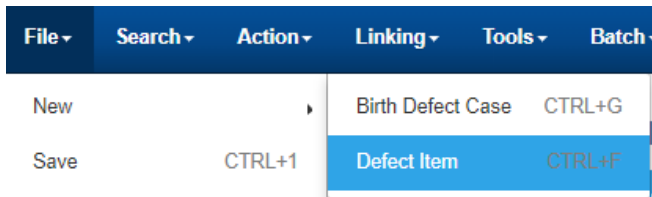


If you try to add a new birth defect case and there is already an existing birth defect case record a Save Error will display upon Save. The Save Error message indicates that there is an error during the save and there are duplicate records.

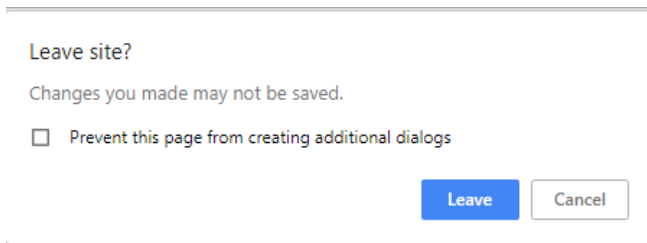


## New Defect Item

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: 02/28/2019 Source of Report: 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

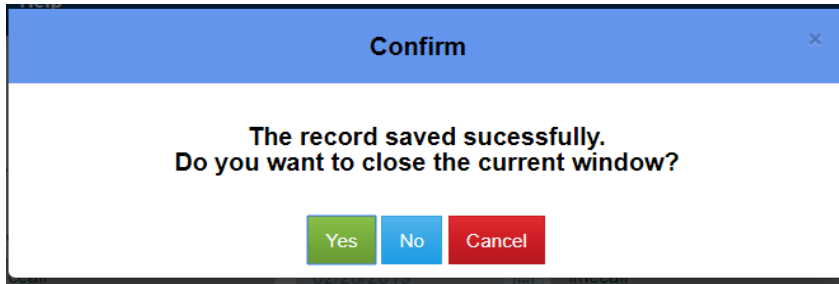
D18.09

D18.1

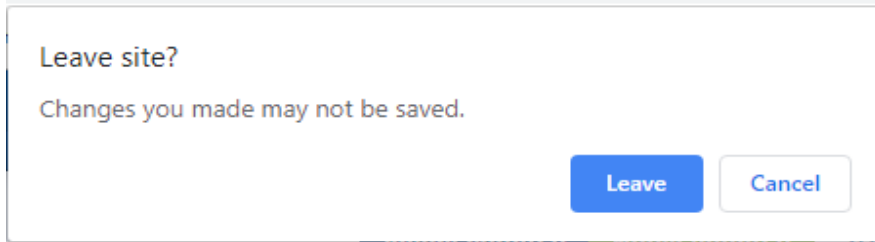
D82.1

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.

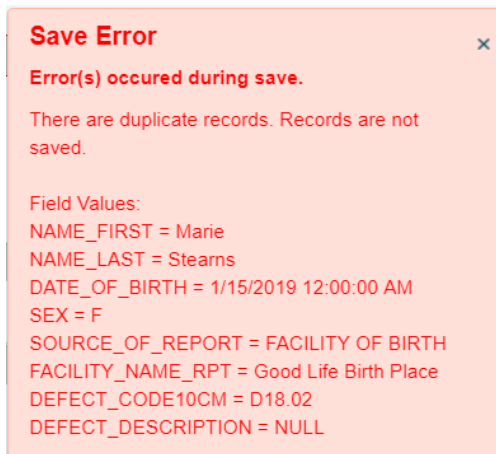




The Leave Site message displays. Click the Leave button and window closes.

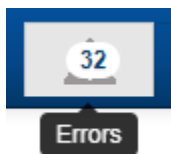


If you try to add a new birth defect item and there is an existing birth defect item for your facility you will get a Save Error message upon Save. The Save Error message indicates errors occurred during the save and there are duplicate records.



## 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.



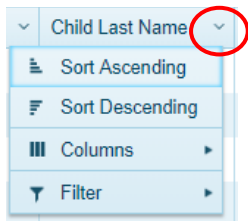
Click on the 'Defect Item Can Update' link under the Work Queues from the Home page or anywhere in the application. The 'Work Queue: Defect Item Can Update' page will display.

### Work Queue: Defect Item Can Update

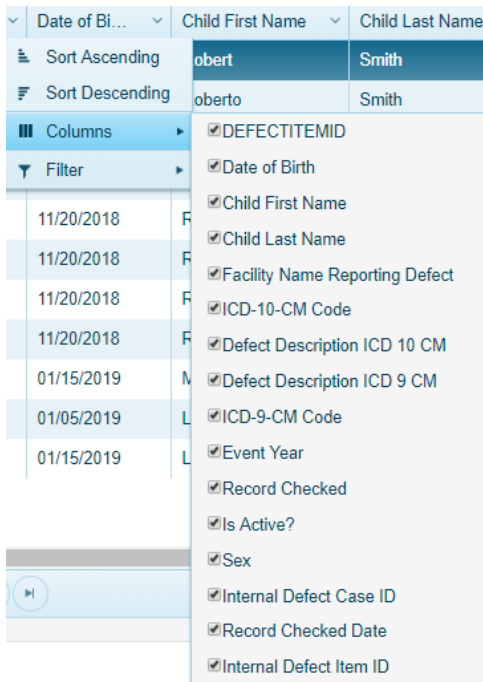
The screenshot shows the 'Work Queue: Defect Item Can Update' page. At the top, there are buttons for 'Flat View', 'Images: 0', 'Notes: 0', and 'Display'. Below these is a 'Group By:' section. The main part of the page is a table with the following columns: DEFECTITEMID, Date of Birth, Child First Name, Child Last Name, Facility Name Reporting Defect, ICD-10-CM Code, and Defect Description. The table contains 11 rows of data, with the first row highlighted in blue. At the bottom, there is a pagination bar showing '1 - 11 of 11 items' and navigation arrows.

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 Malform
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 Unsq
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

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



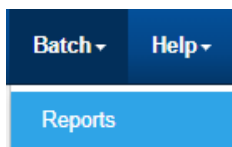
When clicking on the column label name once, it will sort it ascending and then click again and it will sort descending. The 3<sup>rd</sup> click reverts it back to how the work queue is set up so you can still click once for ascending and twice for descending.

#### Defect Items

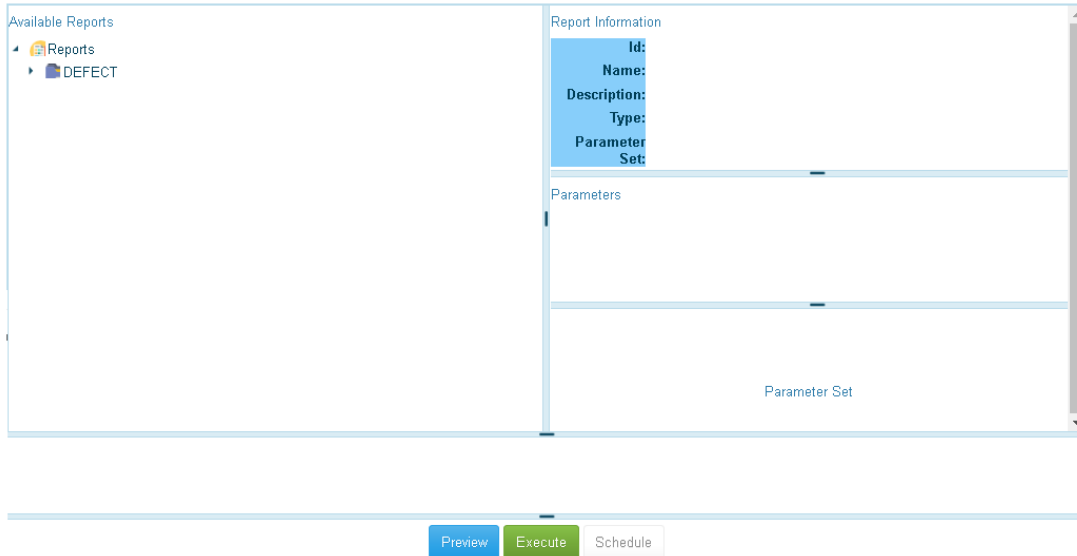
1. Verify to see if have first and last names
2. Verify to see if have facility and it is correct
3. Verify the Source of Report
4. Verify for ICD-10-CM codes and descriptions
5. If you have a blank name, re-enter it and send an email to State Birth Defect Clerk indicating that you have done so. If you 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



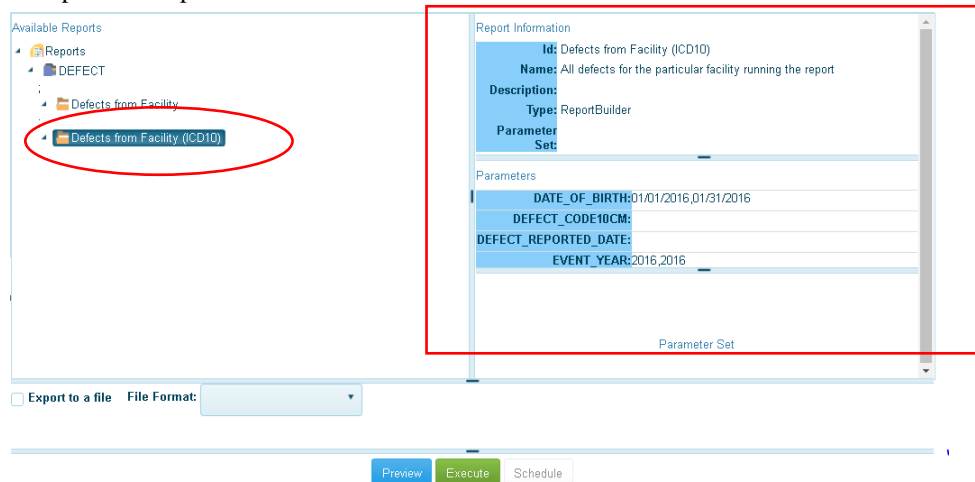
The reports page displays.



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:

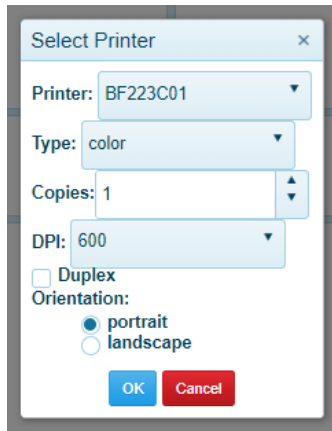


To preview the report click the Preview button. The report will display in a separate window. To print the report, select the print icon. You can also save the document as well in the window.

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](mailto: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](mailto:dhhs.BirthDefects@nebraska.gov)