



NCVD-ACS Registry

Web Application User Manual





NCVD Web Application Modules

Online Data Access and Remote Data Capture

Each SDP is given the rights to access their own data and enter data remotely at their site via the eNCVD Web Application. Depending on its rights, each SDP may access one or more of the following eNCVD web application:

- Acute Coronary Syndrome (ACS) Registry
- Percutaneous Coronary Intervention (PCI) Registry

Real-time Report

Reports are generated on a real-time basis based on data entered via the online data access and remote data capture module.

Data Standard

These documents contain the definition of all variables collected in the NCVD registries.

Maintenance

This module allows user to change their password. Users are responsible for changing their password every time it expires.

Security

Each authorised user is required to read through, understand, and sign the Security Policy for NCVD Web Application before being authorised to access the application. This is to ensure that users play an active role in ensuring security of data at their level.



You need to inform the *NCVD RCC **immediately** if:

1. You change your mobile phone number
2. You lost/ forgot your password and username
3. You are no longer involved in the NCVD
4. You have a change of responsibility or task in the NCVD
5. You are transferred to a different hospital
6. You are transferred to another NCVD-participating hospital

**NCVD RCC: NCVD Registry Coordinating Centre*



How to access the eNCVD web application

1. Register your centre as a Source Data Provider (SDP) with the NCVD Management.
2. Two forms need to be filled in: 1. *Authorisation List*, 2. *Security Policy*

Fill in the **Authorisation List** form for the purpose of access control and individually sign the **Security Policy** form to receive your username and password.

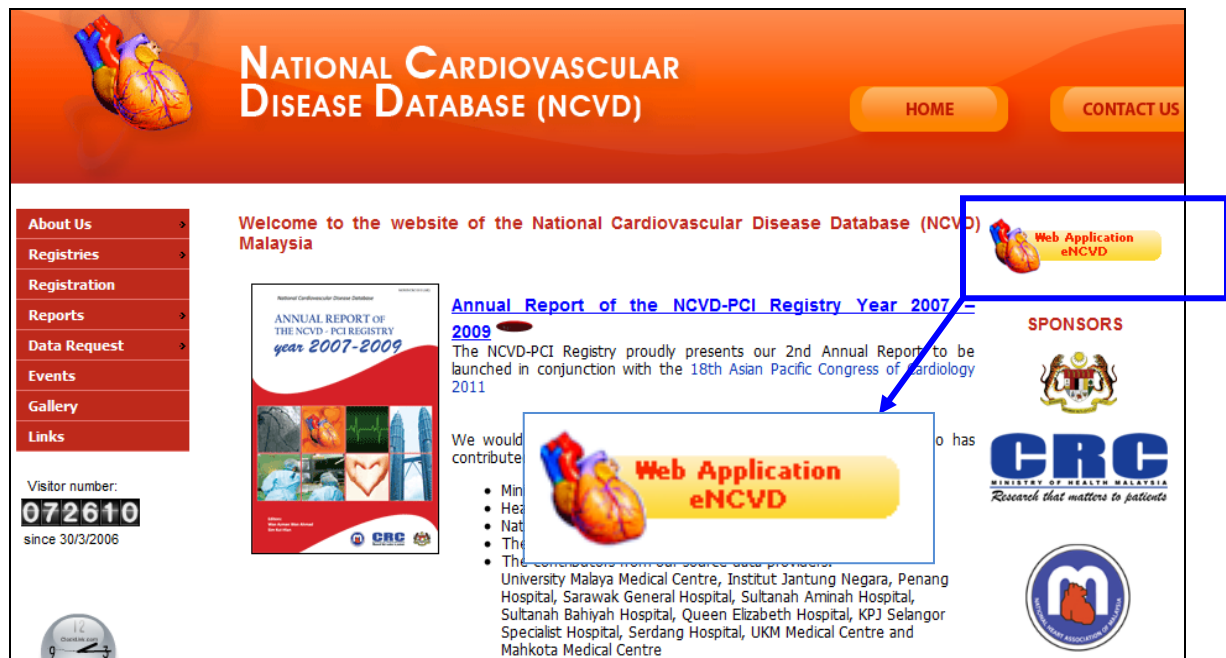
Access control

Only authorised users, for authorised purposes, can gain access to the system. Depending on the assigned role, different roles have different access rights to the web application; i.e. some user may be able to view data only, without the ability to edit the data.

Access the NCVD website at <http://www.acrm.org.my/ncvd>

The NCVD homepage will be displayed as shown in Figure 1.0

Figure 1.0 Homepage of the National Cardiovascular Disease Database (NCVD)



Click on the icon below



and the eNCVD welcome page will be displayed as



Figure 1.1 eNCVD welcome page

The screenshot shows the eNCVD welcome page. On the left is a sidebar with a heart icon and links: Home, About Us, CRF / Data Standard, Manual, and Feedback. The main content area has a central login box with the text 'To access NCVD web application Sign in to NCVD'. It contains fields for 'Username: sdpr1' and 'Password: *****', a 'Sign in' button, and a 'Forgot password?' link. Below the login box is a VeriSign Secure Site logo and text stating the site uses VeriSign SSL for secure e-commerce and confidential communications, with a link to 'ABOUT SSL CERTIFICATES'. To the right of the login box is a smaller box with the same text as the central one, but with a blue border and an arrow pointing to the 'Sign in' button. Below this is a 'Need Assistance?' section with contact information for registration and technical problems, and operating hours: Monday - Friday 8.30am - 5pm.

To access the eNCVD web application, key in your **username** and **password** in the designated column and click on '**Sign in**' button.

(Note: You are required to change your password every 3 months for security reasons)

User authentication

There are two levels of user's authentication. After user logs in using username and password, an SMS containing authentication code will be sent to user's mobile phone. User then types in the **authentication code** given in the designated box displayed on **Confidentiality Statement** page as shown in Figure 1.2

(Note: The password sent via SMS will be different for each new log in)

Alternatively, for SDP users with poor phone line reception, type the fixed password (given to you by the NCVD RCC, by request) in the authentication page.

Figure 1.2 Confidentiality Statement page

The screenshot shows the Confidentiality Statement page. On the left is a sidebar with a heart icon and links: Home, About Us, CRF / Data Standard, Manual, and Feedback. The main content area has a central box with the text 'Please key in the authentication code that has just been sent to you via SMS.' It contains fields for 'Username: sdpr1' and 'Auth Code: *****', a 'Submit' button, and a 'Auth Code help' link. Below the input fields is a red text overlay that says 'Authentication code received via sms'. To the right of the input box is a smaller box with the same text as the central one, but with a blue border and an arrow pointing to the 'Submit' button. Below this is a 'Need Assistance?' section with contact information for registration and technical problems, and operating hours: Monday - Friday 8.30am - 5pm. In the bottom right corner, there is an image of a Nokia mobile phone displaying a text message from +60126847189 with the code Q3N84A - from NCVD.

The next page brings the user to the *Patient List* page as in Figure 1.3



Patient list shows all of the patients registered by your centre, in a descending order (recently entered patient will be top of the list). Column 'Reporting Centre' should show your centre's name.

Figure 1.3 Patient List page

No.	Patient ID	Patient Name	Old IC	MyKad/MyKid	Other ID document no	Date of Birth	ACS Notification	PCI Notification	Outcome
1	25015	MOND JUNUS IBRAHIM		600520-95-6031		20-05-1960			Alive
2	25014	ABDUL MANAF B HO DOLAH		690111-08-5379		11-01-1969			Lost to Follow up
3	22617	TEST3333		881111-11-1111		13-11-1991			Dead
4	22616	TEST2222		880602-08-8888		02-06-1988			Missing
5	22467	JOSE		770522-10-5533		22-05-1977			Alive
6	18787	SITI RAHMAY		123456-00-9098		11-08-1983			Discharged
7	19671	JOSE LUIS PENALVO			9F0923445	03-06-1980			Missing
8	19669	HARLAMIAH		111213-02-1460					Missing
9	14283	Luis Penalvo		701111-18-1111		11-11-1970			Alive
10	13786	HUANG LI			X00123	20-12-1980			Missing
11	12943	test 2		330313-23-3333		13-03-1933			Alive
12	12937	TEST 1		330313-33-3333		13-03-1935			Lost to Follow up
13	12301	dorothy dya		780616-10-1234		16-06-1978			Alive
14	10860	SS	901223						Transferred to another centre
15	10858	MIRA			5115003	11-11-1951			Missing
16	10806	MIJI		666666--					Missing
17	10790	Miya		830811-14-6080		11-08-1995			Dead

Reporting Centre

Name of Source Data Provider (SDP)/ Hospital where the patient is admitted.

Patient ID (Pt ID)

ID which is uniquely given to each patient registered in the registry web.

Patient Name

Please enter patient's full name with the correct spelling in capital letters.

Old IC

In the event that patient doesn't have MyKad, please enter patient's Old IC.



MyKad/MyKid

Compulsory to enter patient's MyKad as this is the useful criteria used for patient verification.

Other ID document no.

In the event that patient doesn't have MyKad or Old IC, please select Other ID Document No. Please specify the type of document from the drop-down box provided (Registration Number, Passport, Birth Certificate, Mother's I/C, Father's I/C, Armed Force ID, Work Permit #, Date of Birth, Lab Number, Patient ID, Others)

Date of Admission

Date patient is admitted to hospital in dd-mm-yyyy format.

PCI: Date of Procedure

For patients who had undergone PCI, Date of PCI Procedure in dd-mm-yyyy format.

NCVD Application

User is able to filter patient based on record in ACS or PCI or both.

General Information

Radio buttons

Radio buttons are used for data that requires selection of **only one** pre-defined value, as shown below. The default value for all radio buttons is assigned to 'Missing' unless user chooses otherwise (except fields that are specified otherwise).

<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Missing
---------------------------	--------------------------	--

Check box

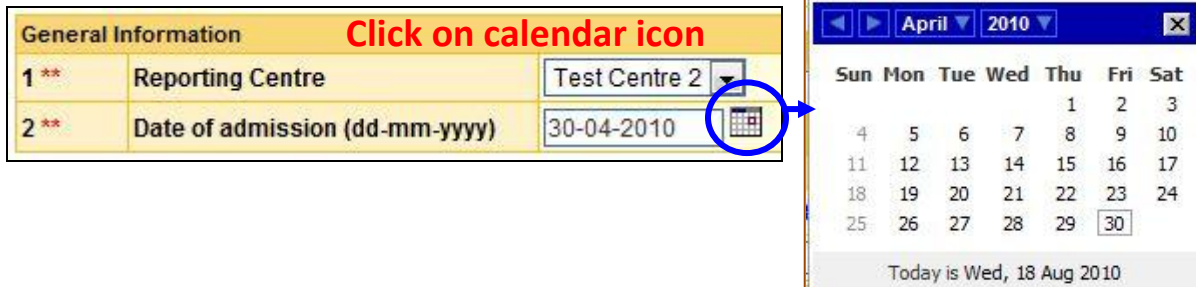
Check box is used for data field which has either **Yes or No values**, as shown below. The default value for all check boxes is set to *Unchecked* unless user chooses otherwise.

<input checked="" type="checkbox"/>	Inferior leads: II, III, aVF
<input checked="" type="checkbox"/>	Anterior leads: V1 to V4 
<input type="checkbox"/>	Lateral leads: I, aVL, V5 to V6
<input type="checkbox"/>	True posterior: V1 V2



Date Picker

To prevent user from entering invalid dates, you are to pick a date from the date picker (located next to every date field). If you click on the calendar icon, a calendar will pop up for you to select the respective date. Alternatively, you can also enter the data manually in the text box provided.



The screenshot shows a form titled "General Information" with two fields. The first field is "Reporting Centre" with a dropdown menu showing "Test Centre 2". The second field is "Date of admission (dd-mm-yyyy)" with a text box containing "30-04-2010". A blue circle highlights a calendar icon next to the date field. A red arrow points from the text "Click on calendar icon" to this icon. A calendar popup is shown to the right, displaying the month of April 2010. The calendar has a header with navigation arrows, the month "April", and the year "2010". The days of the week are listed as Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are arranged in a grid, with the 30th of April highlighted. At the bottom of the calendar, it says "Today is Wed, 18 Aug 2010".

Buttons

Each icon represents different functions as defined in Appendix.

(Note: Please refer to Icons & Functions)

Navigation toolbar

There are **7 navigation items** in the toolbar on top of each page, where the user could click to do a specific task. These include:

- i. Patient
- ii. Pending Task
- iii. Report
- iv. Data Download (*limited access*)
- v. Change Password
- vi. Support
- vii. Logout



Notification Form

Before entering data, please make sure that the 'Reporting Centre' is the NAME OF YOUR CENTRE. **Calendar** button is available to add the admission date. **Date of admission** is default to current date. **PLEASE CHANGE THE DATE ACCORDINGLY.**

*Remember that if the application is left idle for more than **60 minutes**, the application will be logged off automatically. The timer is displayed at the top left of the page viewed and counts down the 60 minutes as shown below:*

The screenshot shows the top section of the form. A blue box highlights a timer displaying '56:11'. To its right is a dropdown menu for 'Reporting Centre' with 'Test Centre 2' selected. Below these are two rows of form fields: '1 ** Reporting Centre' (with a dropdown) and '2 ** Date of admission (dd-mm-yyyy)' (with a date field showing '11-08-2010' and a calendar icon).

ACS Notification

The notification form consists of **11 different sections** that need to be filled in.

This screenshot shows the main body of the ACS Notification form. It includes a 'Patient Information' section with fields for Office Use, Patient Name, and Identification Card Number. A 'General Information' section contains a dropdown for 'Reporting Centre' (set to 'Test Centre 2') and a date field for 'Date of admission (dd-mm-yyyy)' (set to '11-08-2010'). Below this is a row of buttons for different sections: 'Section 1', 'Section 2,3', 'Section 4,5', 'Section 6', 'Section 7,8', 'Section 9', 'Section 10', 'Section 11', 'Audit', and 'ALL'. A 'Save' button is on the right. The 'Update ACS Notification' section is also visible, with fields for 'Number of distinct episodes of angina in past 24 hours' and 'Heart rate at presentation'.

This screenshot shows a close-up of the 'Date of admission (dd-mm-yyyy)' field, which is set to '11-08-2010'. A calendar popup is displayed, showing the month of August 2010. The date '11' is highlighted in the calendar. The calendar also shows the current date as 'Today is Thu, 26 Aug 2010'.



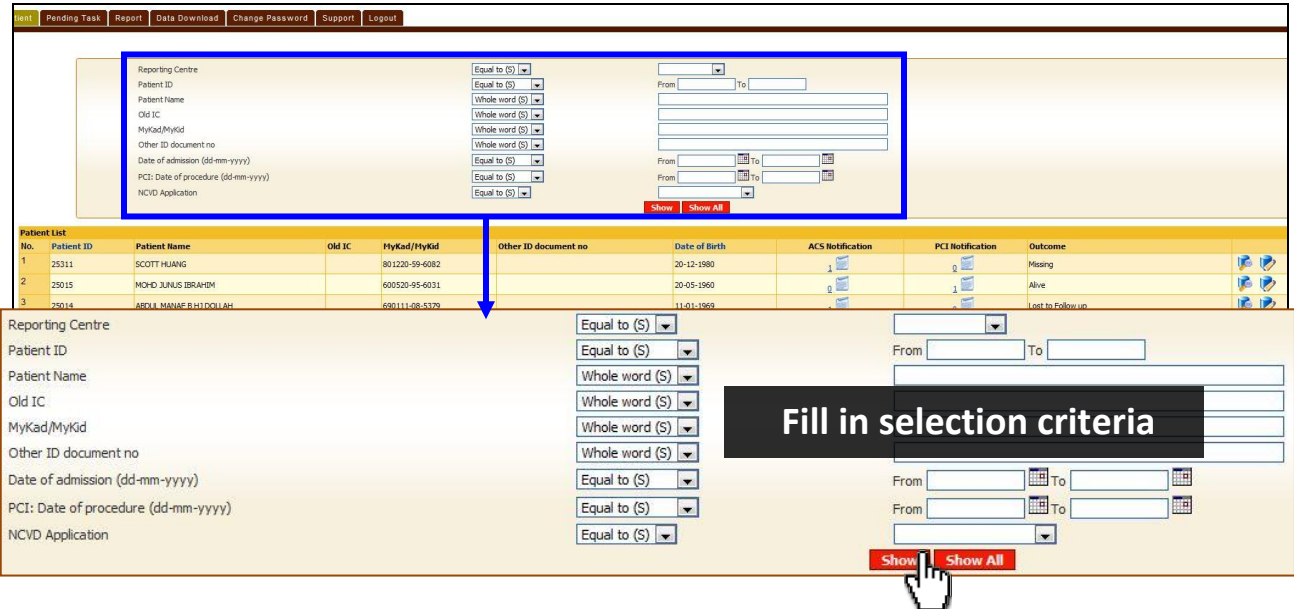
Patient

This tab can be used to search/ view patient list and add/ register patient. When cursor is placed on the 'Patient' tab, dropdown menu is shown as below:



a. View Patient (*Patient List*)

To **VIEW** a patient who has been registered in the database, select 'Patient List' under the 'Patient' tab. Search patient by filling in the selection criteria and click on 'Show' button as shown below:



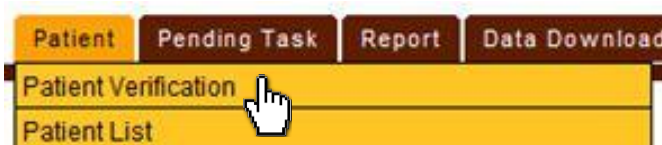
No.	Patient ID	Patient Name	Old IC	MyKad/MyKid	Other ID document no	Date of Birth	ACS Notification	PCI Notification	Outcome
1	25311	SCOTT HUANG		801220-59-6082		20-12-1980	1	0	Missing
2	25015	MOHD JUNUS IBRAHIM		600520-95-6031		20-05-1960	0	1	Alive
3	75014	ABDUL MANAF B H DOLLAH		690111-08-5379		11-01-1969	1	1	Lost to Follow up

b. Register Patient (*Patient Verification*)

To **REGISTER** a new patient, select 'Patient Verification' under the 'Patient' tab. Before registering a patient, please verify that the patient has not been registered in the system before. Below is how you do it:

*(Note: This is an important step - to avoid any **duplication** of patient or notification)*

1. Click on 'Patient Verification' under the 'Patient' tab as shown below:



2. **SEARCH** patient by entering their MyKad and click on 'Search' button

**This search function will search patients from your centre as well as patients that has been registered in the entire registry from other centres*

Patient Verification Before Registration in NCVD

This screen will search records of all registration within NCVD.
Always verify patient's identity before registration.
Only register NEW Patient if record NOT found or the patient identities are NOT the same.

To find a patient, enter 4 characters at one of the field below

Enter MyKad

Patient Name: Whole word (S)
 Old IC: Whole word (S)
 MyKad/MyKid: Whole word (S)
 Other ID document no: Whole word (S)

Search **Reset**


Please enter value for at least one the field to search (e.g Name, MyKad/ MyKid, Other ID document No).

No.	Patient ID	Patient Name	Old IC	MyKad/MyKid	Other ID document no	Date of Birth
Patient List						

Patient Not Found, Kindly check the criteria you have provided, or Click on the Add button below to register a new patient.

Add ACS V1 (before 2013) **Add ACS V2** (only 2013 onwards)

No.	Patient ID	Patient Name	Identification Card Number	Date of Birth	Gender	Ethnic Group	ACS Notification	PCI Notification	Outcome	Patient Info
No record found!										

3. *"Patient Not Found, Kindly check the criteria you have provided..."* – means patient is not registered in the system for ACS or PCI. This is where you register/add notification for ACS or PCI by clicking on the  button. Fill in accordingly by sections and click on 'Save'.

Important:

For ACS Date of Admission before 2013: Click on **Add ACS V1**





For ACS Date of Admission 2013 and onwards: Click on **Add ACS V2**

Once saved, to check if your patient has been entered in the system – click on 'Patient List' and your new entry should be top of the Patient List.



4. For **existing patients**, it will be listed as below:

Patient Name: Contain ("S") (Please key in minimum 4 characters)
 Old IC: Contain ("S") (Please key in minimum 4 characters)
 MyKad/MyKid: Contain ("S") (Please enter with dash eg: 810101-01-0101)
 Other ID document no: Contain ("S") (Please key in minimum 4 characters)

Search **Reset**

No.	Patient ID	Patient Name	Identification Card Number	Date of Birth	Gender	Ethnic Group	ACS Notification	PCI Notification	Outcome	Patient Info
1	12889	ATUN	MyKad : 291007-10-5024	10-08-1927	Female	Kadazan Dusun	1 	1 	Alive: 22-01-2010	 

Indicates the **number of existing notifications** for this patient in the database. E.g. this patient has one ACS admission and one PCI admission

ACS Notification	PCI Notification
1 	1 




**Next step for this is to click to ADD new notification (Please refer to 'Add New Notification')*





c. Add New Notification



To ADD NEW NOTIFICATION

- SEARCH patient via MyKad under 'Patient Verification' OR
- For existing patient (already entered previously) search MyKad under 'Patient List'

Patient List							ACS Notification	PCI Notification	Outcome	Patient Info
No.	Patient ID	Patient Name	Identification Card Number	Date of Birth	Gender	Ethnic Group				
1	12889	ATUN	MyKad : 291007-10-5024	10-08-1927	Female	Kadazan Dusun			Alive: 22-01-2010	

Click on  and next page will be displayed:

ACS Notification List							Add Notification V1 (before 2013)		Add Notification V2 (only 2013 onwards)		
No.	ACS Notif ID	Reporting Centre	Date of admission (dd-mm-yyyy)	Local RN No (if applicable)	Notification	Follow up	Outcome				
						No.	Follow Up Duration	No.	Type of Follow Up	Outcome	Date outcome
1	8864	Trial Centre	01-01-2006			1	30 days	1	30 days	Alive	
						2		2	Notification	Discharged	09-01-2006

 Add Notification V1 (before 2013)
  Add Notification V2 (only 2013 onwards)

Click on **Add Notification V1** for admission before 2013 OR **Add Notification V2** for admission 2013 and onwards.

Fill in accordingly by sections and click on 'Save'.

Once saved, to check if your patient has been entered in the system – click on 'Patient List' and your new entry should be top of the Patient List.

(Note: For existing patient, Section 1 is prefilled based on their previous admission. To edit Section 1, please refer to d. Edit Patient Demographics)

General Information			
1 **	Reporting Centre	Test Centre 2	
2 **	Date of admission (dd-mm-yyyy)	28-08-2010	
Save			
Section 1 Section 2,3 Section 4,5 Section 6 Section 7,8 Section 9 Section 10 Section 11 ALL			
New ACS Notification			
SECTION 1 : DEMOGRAPHICS			
1 **	Patient Name		
2	Local RN No (if applicable)		
3 **	Identification Card Number	MyKad/MyKid	Old IC
		Other ID document no	Specify type (eg. passport, armed force ID)
4 **	Gender	<input type="radio"/> Male <input type="radio"/> Female <input checked="" type="radio"/> Missing	
5 **	a. Date of Birth	5b. Age on admission (Auto calculated)	

*Fields marked with *asterisk are mandatory to be filled in. Failed to do so, user won't be able to save the data. System will prompt user as shown below:*



• SECTION 1 : DEMOGRAPHICS : Patient Name cannot be blank!
 • SECTION 1 : DEMOGRAPHICS : Identification Card Number cannot be blank!
 • SECTION 1 : DEMOGRAPHICS : Gender cannot be missing!
 • SECTION 1 : DEMOGRAPHICS : Date of Birth cannot be blank!
 • SECTION 1 : DEMOGRAPHICS : Ethnic Group cannot be missing!
 • SECTION 7 : CLINICAL DIAGNOSIS AT ADMISSION : Acute coronary syndrome stratum cannot be missing!

General Information

1 ** Reporting Centre

2 ** Date of admission (dd-mm-yyyy)

Save

New ACS Notification

SECTION 1 : DEMOGRAPHICS

1 ** Patient Name Mandatory!

2 Local RN No (if applicable)

Identification Card Number

3 ** Please key in one of the following : 1) MyKad/MyKid 2) Old IC 3) Other ID document No.!

MyKad/MyKid Old IC

Other ID document no Specify type (

4 ** Gender ☐ Male ☐ Female ☒ Missing
Missing not allowed!

5 ** a. Date of Birth Mandatory! 5b. Age on admission (Auto calculated)

d. Edit Patient Demographics (Section 1)

1. To edit **Section 1 Demographics**, click on icon (*Patient List*).

Patient List										Patient Info
No.	Patient ID	Patient Name	Identification Card Number	Date of Birth	Gender	Ethnic Group	ACS Notification	PCI Notification	Outcome	
1	12889	ATUN	MyKad : 291007-10-5024	10-08-1927	Female	Kadazan Dusun			Alive: 22-01-2010	



2. Update/ edit where necessary and click on 'Save' button once completed.







Follow Up Forms









ACS Follow Up (30 days or 1 year)

Add Follow Up



1. To add follow up, click on the follow up icon 

ACS Notification List									
No.	ACS Notif ID	Reporting Centre	Date of admission (dd-mm-yyyy)	Local RN No (if applicable)	Notification	Follow up	Outcome		
1	16115	Trial Centre	20-08-2010		  		No.	Type of Follow Up	Outcome
							1	Notification	Discharged
									Date outcome
									20-08-2010






2. In the case where patient has a few admissions, select notification that you wish to add follow up

ACS Notification List									
No.	ACS Notif ID	Reporting Centre	Date of admission (dd-mm-yyyy)	Local RN No (if applicable)	Notification	Follow up	Outcome		
1	23278	Test Centre 2	01-08-2012	123456	  		No.	Type of Follow Up	Outcome
							1	Notification	Discharged
									Date outcome
									05-08-2012
2	25647	Test Centre 2	08-01-2013	123456	  		No.	Type of Follow Up	Outcome
							1	Notification	Discharged
									Date outcome
									08-01-2013

3. Select the **follow up duration**: 30 days or 1 year? Fill in accordingly and click on 'Save' button once completed entry

General Information	
1	Date of Follow up Notification  <input type="text" value="07-04-2013"/> 
2	Follow Up Duration <input type="radio"/> 30 days <input type="radio"/> 1 year

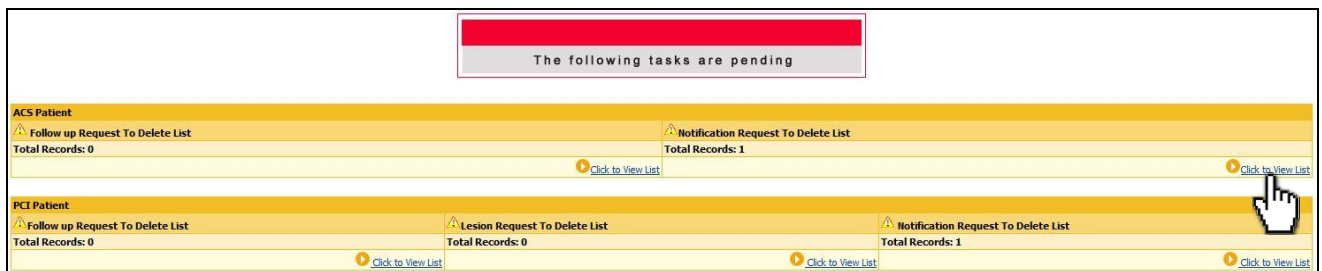
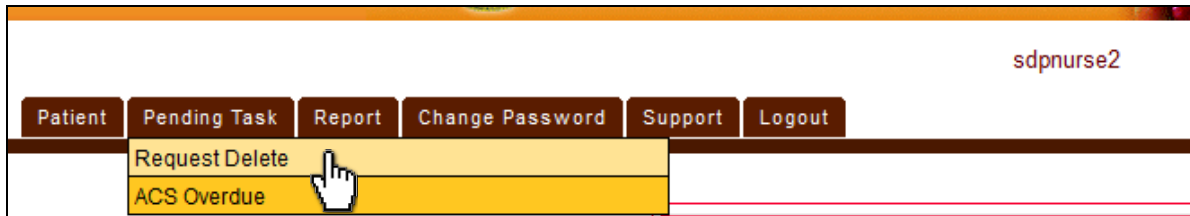
4. Next page will show the follow up has been added to the notification

No.	Follow Up Duration		No.	Type of Follow Up	Outcome	Date outcome	
1	30 days	  	1	30 days	Alive		
			2	Notification	Discharged	08-01-2013	




Request to Delete

User can request to delete their entry if they've mistakenly duplicated the patient's data. Click on **'Request Delete'** and you will see the summary page of requests to delete by your centre. Page will list *'Total records'* of requests to delete by applications (ACS or PCI patients) and forms (notifications, follow ups). Click on **'Click to View List'** to see the full list:



Full list shown as below:

ACS Patient												
⚠ Follow up Request To Delete List							⚠ Notification Request To Delete List					
Total Records: 1							Total Records: 0					
Click to View List							Click to View List					



ACS Patient Follow up Request To Delete List												
No.	Patient ID	Notif ID	Reporting Centre	Patient Name	Identification Card Number	Local RN No	Type of Follow Up	Outcome	Request Delete Date	Request Delete Reason	Request Delete By	
1	19787	12854	Test Centre 2	SITI RAHMAH	MyKad/MyKid: 123456-80-9098		30 days	Alive	29-09-2010	duplication	amira	









a. Request to Delete Notification

1. In the case of **duplication** (same date of admission entered twice – see below), click on  for the duplicate notification

Patient Information				
Office Use	Patient ID : 39327			
Patient Name	JOGINDER SINGH			
Identification Card Number	MyKad / Mykid / Old IC	780419-84-5111	Old IC	
	Other ID document no		Specify type (eg. passport, armed force ID)	Missing

 Add Notification V1 (before 2013)
  Add Notification V2 (only 2013 onwards)

ACS Notification List										
No.	ACS Notif ID	Reporting Centre	Date of admission (dd-mm-yyyy)	Local RN No (if applicable)	Notification	Follow up	Outcome			
							No.	Type of Follow Up	Outcome	Date outcome
1	23278	Test Centre 2	01-08-2012	123456			1	Notification	Discharged	05-08-2012
2	25647	Test Centre 2	08-01-2013	123456			1	Notification	Discharged	08-01-2013
3	27141	Test Centre 2	08-01-2013				1	Notification	Discharged	08-01-2013

Selected notification to delete

2. Check if this is the notification that you want to delete. Compulsory* to state your **reason** for request delete in the designated box. Click on 'Request Delete' button


















General Information	
1	Reporting Centre Test Centre 2
2	Date of admission (dd-mm-yyyy) 08-01-2013
Reason <input type="text" value="Duplication of Notification ID 25647"/> Request Delete	
Section 1	Section 2,3 Section 4,5 Section 6 Section 7,8 Section 9 Section 10 Section 11 Audit ALL
SECTION 1 : DEMOGRAPHICS	
1	Patient Name JOGINDER SINGH

Reason Request Delete

**if field is left blank you will not be able to save*



3. Next page will show the specific notification in *faded font* to indicate that this notification has been requested to be deleted. Once requested to delete, the 'Update' icon will not be available

ACS Notification List											
No.	ACS Notif ID	Reporting Centre	Date of admission (dd-mm-yyyy)	Local RN No (if applicable)	Notification	Follow up	Outcome				
1	23278	Test Centre 2	01-08-2012	123456	  	 	No.	Type of Follow Up	Outcome	Date outcome	
							1	Notification	Discharged	05-08-2012	
2	25647	Test Centre 2	08-01-2013	123456	  	 	No.	Type of Follow Up	Outcome	Date outcome	
							1	Notification	Discharged	08-01-2013	
3	27141	Test Centre 2	08-01-2013		 	 	No.	Type of Follow Up	Outcome	Date outcome	
							1	Notification	Discharged	08-01-2013	

4. To notify the NCDV RCC please send standard email to the NCDV RCC as below:

Send

To...

Cc...

Account

Subject: Request to Delete

Email to: amirah@malaysianheart.org

OR gunavathy@malaysianheart.org

I'd like to request for deletion of ACS Notification ID 10214 as there was an error during saving progress causing duplication of notification. *(please change accordingly)*

Patient details as below:

SDP: Hospital ... *(please change accordingly)*

Patient Name: Mariammah Palaniappan *(please change accordingly)*

MyKad: 123456-78-9023 *(please change accordingly)*

Patient ID: 17866 *(please change accordingly)*

Notification ID: 10214 *(please change accordingly)*

AutoLesion ID: 234 *(if required)*









Reason for deletion: Notification duplication due to error *(please change accordingly)*

Details to include in email:

- 1) SDP / Hospital
- 2) Patient Name
- 3) MyKad
- 4) Patient ID
- 5) Notification ID/ Lesion ID
- 6) Reason for deletion

b. Request to Delete Patient ID


Each patient registered in the registry web is given **one unique Patient ID** throughout the country. This is where **patient verification** steps are important to avoid duplication of Patient ID. Below example of Patient ID duplication where few Patient IDs share the same MyKad number:

Patient List									
No.	Patient ID	Patient Name	Identification Card Number	Date of Birth	Gender	Ethnic Group	ACS Notification	PCI Notification	Patient Info
1	6736	TEST 200708241	MyKad : 111111-11-1111		Male	Missing	1	0	 
2	6941	TEST 123456	MyKad : 111111-11-1111		Male	Malay	1	0	 
3	6983	TEST 123	MyKad : 111111-11-1111	01-01-1972	Male	Malay	2	0	 
4	4989	TEST JY 1	MyKad : 111111-11-1111		Male	Missing	3	0	 



1. Please follow the steps shown in '**Request to Delete Notification**'
2. Email to the NCDV RCC for further action. Please refer to the standard email.





c. Request to Delete Follow Up

1. To request delete follow up, identify the correct notification and click on  icon in the 'Follow up' column

Patient Information				
Office Use	Patient ID : 24287			
Patient Name	LUKEE			
Identification Card Number	MyKad / Mykid / Old IC	711202-13-4828	Old IC	
	Other ID document no		Specify type (eg. passport, armed force ID)	Missing



 Add Notification V1 (before 2013)
  Add Notification V2 (only 2013 onwards)

ACS Notification List																							
No.	ACS Notif ID	Reporting Centre	Date of admission (dd-mm-yyyy)	Local RN No (if applicable)	Notification	Follow up	Outcome																
1	16088	Trial Centre	18-08-2010			<div>  </div> <table border="1"> <thead> <tr> <th>No.</th> <th>Follow Up Duration</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Others</td> </tr> </tbody> </table>	No.	Follow Up Duration	1	Others	<table border="1"> <thead> <tr> <th>No.</th> <th>Type of Follow Up</th> <th>Outcome</th> <th>Date outcome</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Others</td> <td>Transferred to other hospital</td> <td>20-08-2010</td> </tr> <tr> <td>2</td> <td>Notification</td> <td>Missing</td> <td></td> </tr> </tbody> </table>	No.	Type of Follow Up	Outcome	Date outcome	1	Others	Transferred to other hospital	20-08-2010	2	Notification	Missing	
No.	Follow Up Duration																						
1	Others																						
No.	Type of Follow Up	Outcome	Date outcome																				
1	Others	Transferred to other hospital	20-08-2010																				
2	Notification	Missing																					

2. State your reason to delete follow up and click on 'Request Delete'

General Information		
1	Date of Follow up Notification	20-08-2010
2	Follow Up Duration	Others
Reason		<input type="text"/>
		Request Delete
<div> <div>Section 1</div> <div>Section 2</div> <div>Section 3</div> <div>Section 4</div> <div>Section 5</div> <div>Audit</div> <div>ALL</div> </div>		
SECTION 1: OUTCOME		

3. Next page will show the particular Follow Up is **dimmed**, to indicate that user has requested to delete this follow up

ACS Notification List																							
No.	ACS Notif ID	Reporting Centre	Date of admission (dd-mm-yyyy)	Local RN No (if applicable)	Notification	Follow up	Outcome																
1	16088	Trial Centre	18-08-2010			<div>  </div> <table border="1"> <thead> <tr> <th>No.</th> <th>Follow Up Duration</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Others</td> </tr> </tbody> </table>	No.	Follow Up Duration	1	Others	<table border="1"> <thead> <tr> <th>No.</th> <th>Type of Follow Up</th> <th>Outcome</th> <th>Date outcome</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Others</td> <td>Transferred to other hospital</td> <td>20-08-2010</td> </tr> <tr> <td>2</td> <td>Notification</td> <td>Missing</td> <td></td> </tr> </tbody> </table>	No.	Type of Follow Up	Outcome	Date outcome	1	Others	Transferred to other hospital	20-08-2010	2	Notification	Missing	
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1	Others																						
No.	Type of Follow Up	Outcome	Date outcome																				
1	Others	Transferred to other hospital	20-08-2010																				
2	Notification	Missing																					





Common problem

Unable to Add Notification

Normally user will face this problem if patient is recorded as '**Died**' (outcome for PCI: Died). There won't be any icon to add notification.

What do you need to do?

Contact or email to the NCVD RCC with the required details and we will guide you on the next step.

Standard email to the NCVD RCC:

Send	To...	Email to: amirah@malaysianheart.org OR gunavathy@malaysianheart.org
Account ▾	Cc...	
Subject:	Add New Notification - patient deceased	
<p>Patient below is reported as deceased in the NCVD-PCI Registry. Please assist in adding new notification for this patient in ACS.</p> <p>SDP ID: Hospital</p> <p>Patient Name: Mohd Jaafar Hamzah <i>(please change accordingly)</i></p> <p>MyKad: 123456-78-1020 <i>(please change accordingly)</i></p> <p>Patient ID: 17866 <i>(please change accordingly)</i></p>		
<div>Details to include in email:<ol style="list-style-type: none">1) SDP2) Patient Name3) MyKad4) Patient ID5) ACS/PCI</div>		

Audit

This section is useful to keep track of the last person who did the changes to the information.

Section 1	Section 2,3	Section 4,5	Section 6	Section 7,8	Section 9	Section 10	Section 11	Audit
View ACS Notification								
Audit								
1	Request Delete		<input type="checkbox"/>					
2	Request Delete Date							
3	Request Delete By		0					
4	Request Delete Reason							
5	Date time Registered		29-07-2010 11:04:00					
6	Registered By		sdpr1					
7	Date time Last Updated		29-07-2010 11:04:00					
8	Last Updated By		sdpr1					
9	Reason For Change		ACSMMain;Insert					



Icons & functions

Different icon represents different functions:

Icon	Function	Icon	Function
	To show number of notification		To request record to be deleted
	To Add New record		To Add New Follow Up
	To View existing record		Calendar icon
	To Edit/ Update record		Instant data definition
	To Request to Delete record		Mandatory field

Different color to differentiate time frame	Description
Blue	Buttons for Notification
Red	Buttons for Follow Up
Green	Buttons for Outcome

Figure	Function
	Non-editable text box
	Editable text box, requires manual data entry
	Drop-down box - select input from the list provided
	Manually enter data or pick from the calendar provided
	To view all records that fulfill the criteria entered
	To show all records (ignoring any criteria entered)





Helpdesk support

For assistance in completing your application for access or if you experience technical difficulties while using the web application, including problems related to data entry; please contact:

NCVD Registry Coordinating Centre (RCC) Personnel

S Gunavathy Selvaraj

Email: gunavathy@malaysianheart.org

Noor Amirah Muhamad

Email: amirah@malaysianheart.org

The NCVD Management Office

Contact 03-4023 1500

Fax 03-4023 9400

Address **National Cardiovascular Disease Database (NCVD)**
c/o National Heart Association of Malaysia (NHAM)
Heart House, First Floor, Medical Academies of Malaysia
210 Jalan Tun Razak, 50400 Kuala Lumpur, MALAYSIA





Notes

Note:

The NCVD User's Manual for NCVD-ACS & PCI Registry Web Application is subject to future amendments for better quality of the NCVD.

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Prepared by: NCVD Management Team, April 2013

Strictly for training purposes only

