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*

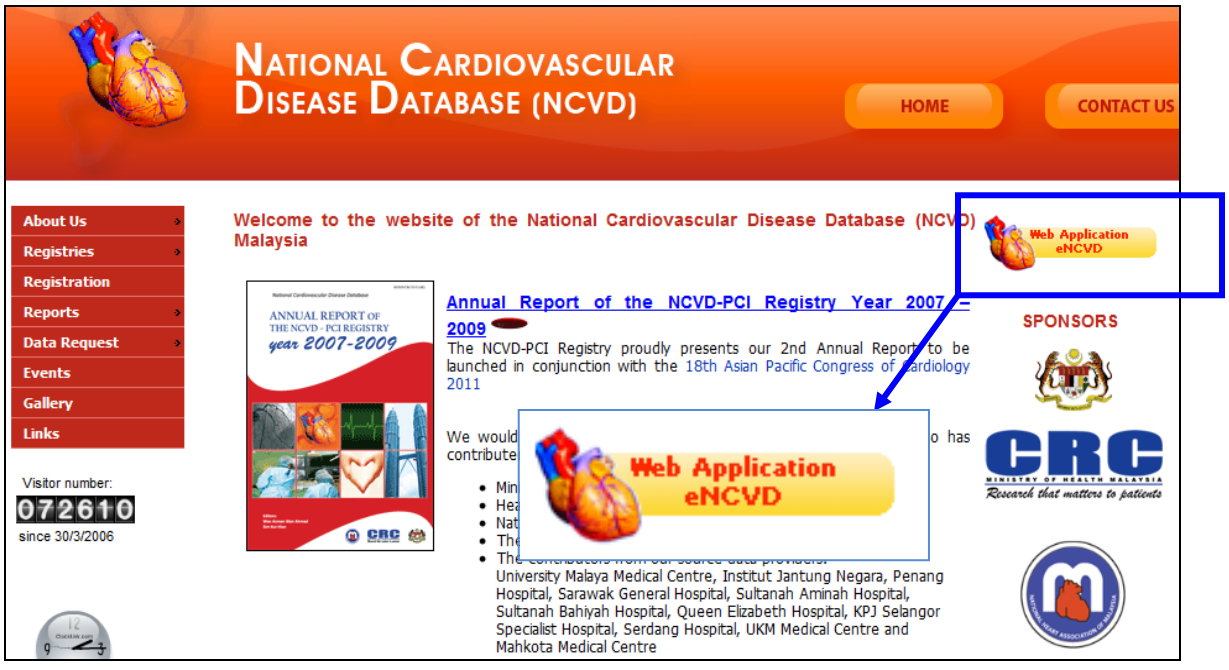
Fill in the **Authorisation List** form for the purpose of access control and individually sign the **Security Policy** form to receive your username and password.

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

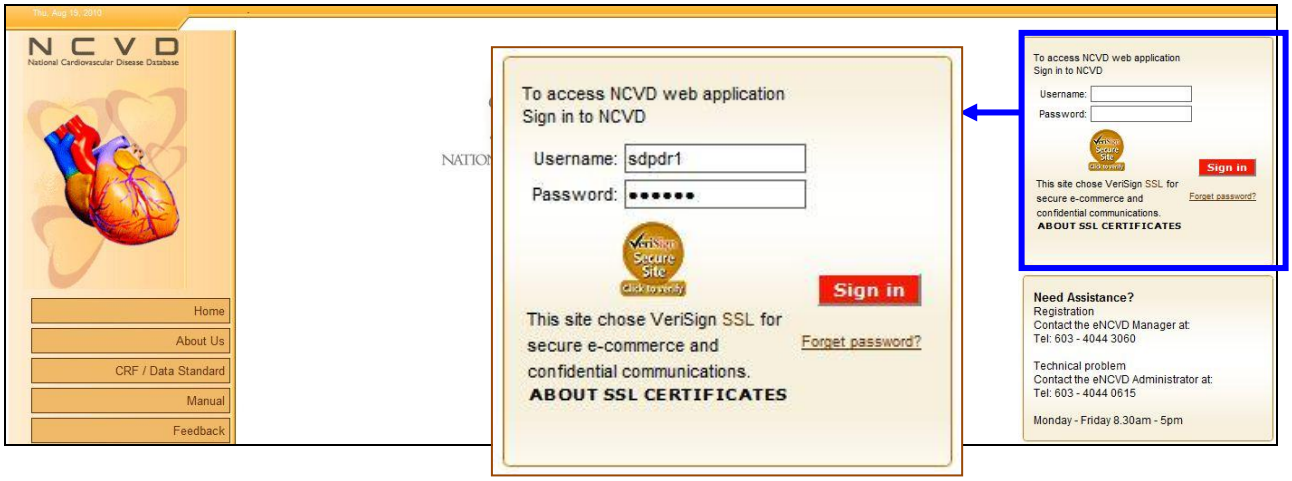
Figure 1.0 Homepage of the National Cardiovascular Disease Database (NCVD)



Click on the icon

and the eNCVD welcome page will be displayed as below

Figure 1.1 eNCVD welcome page



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)

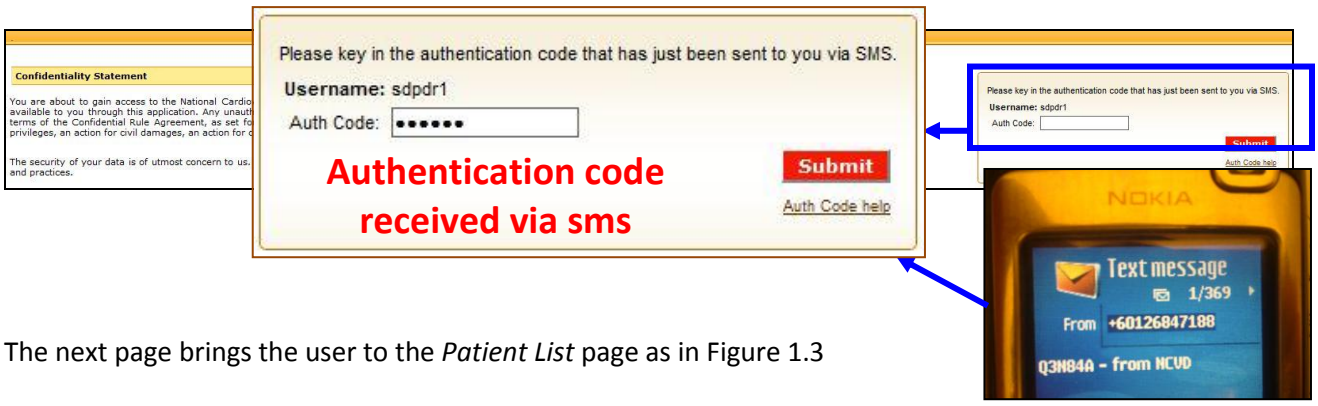
User authentication

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

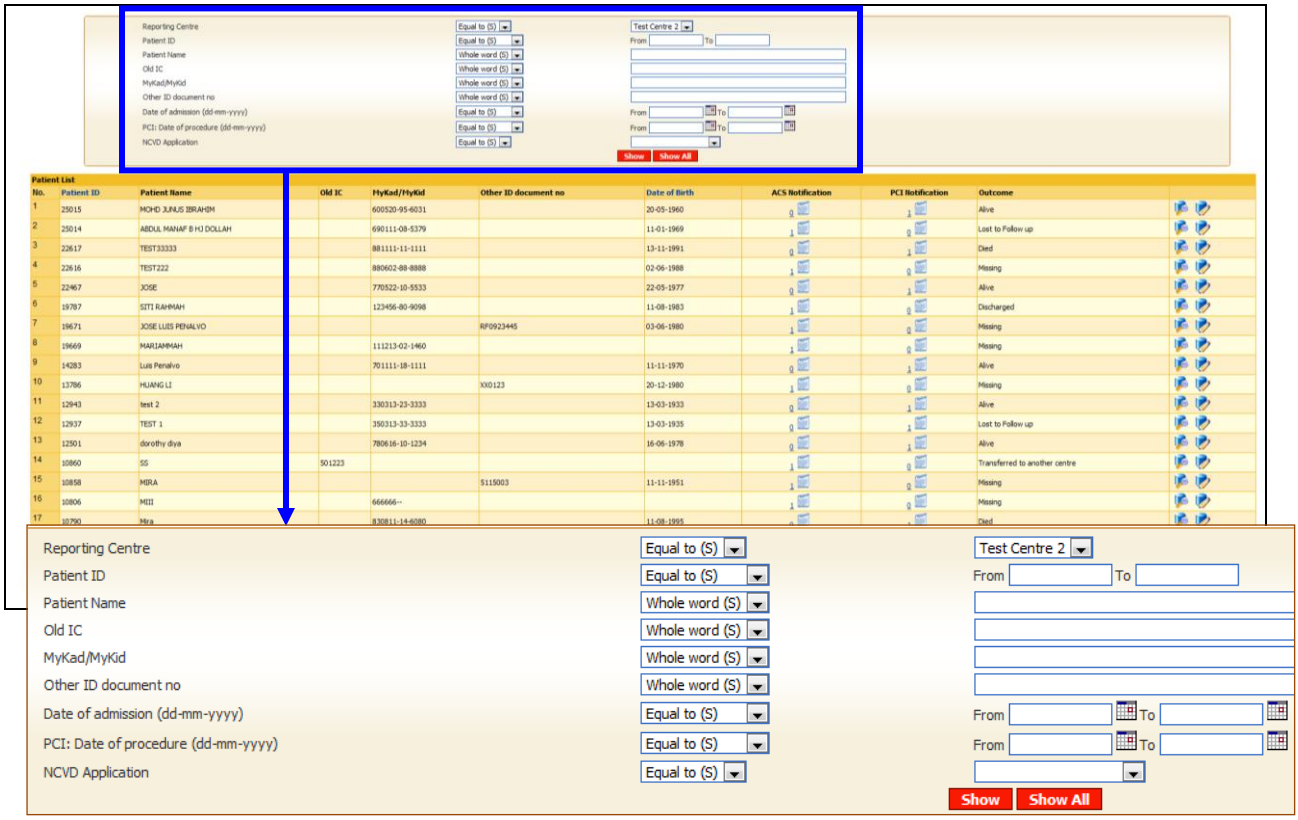


The next page brings the user to the *Patient List* page as in Figure 1.3

Patient List

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



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.

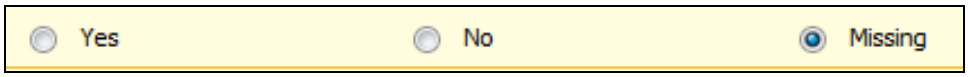
NCVD Application

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

General Information

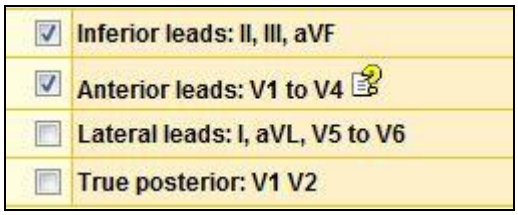
Radio buttons

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).



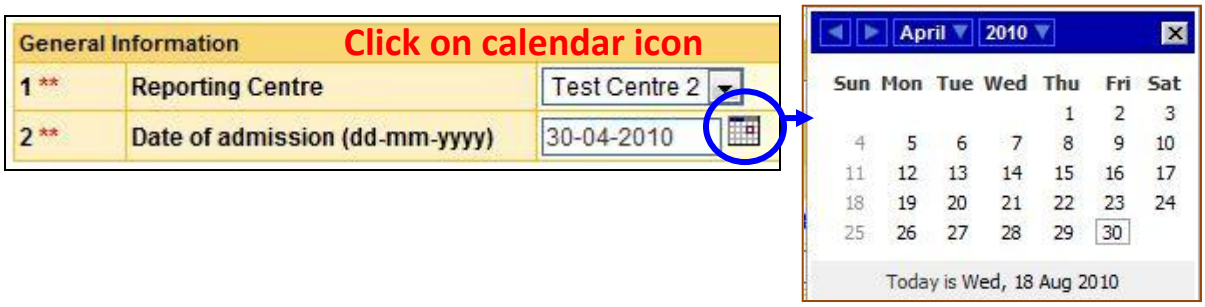
Check box

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.



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.



Buttons

Each icon represents different functions as defined in Appendix.
(Note: Please refer to Icons & Functions)

Navigation toolbar

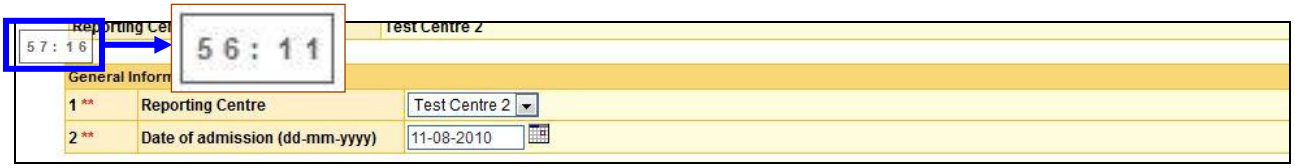
There are **7 navigation items** in the toolbar on top of each page, where the user could click to do a specific task. These include:

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

Notification Form

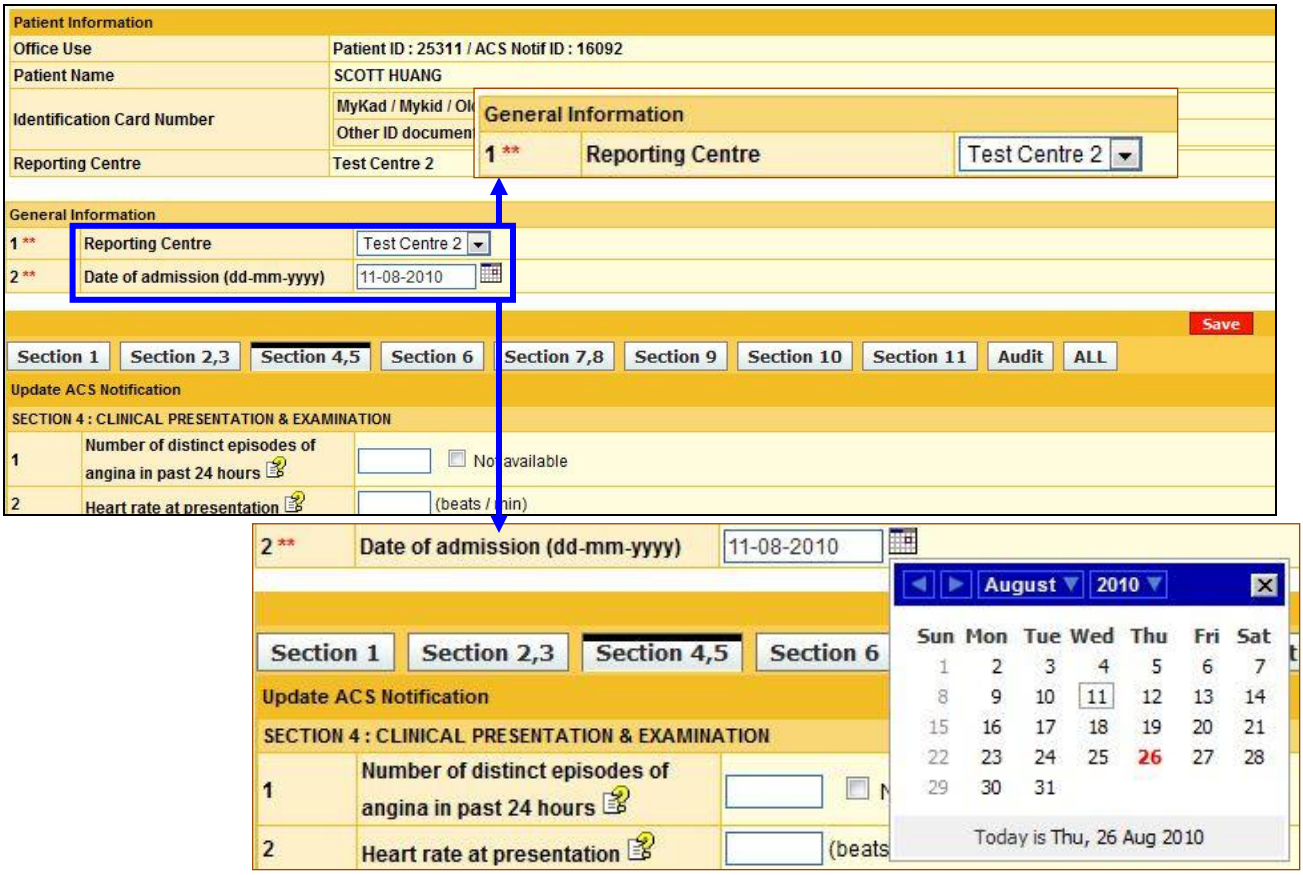
Before entering data, please make sure that the 'Reporting Centre' is the NAME OF YOUR CENTRE. **Calendar** button is available to add the admission date. **Date of admission** is default to current date. **PLEASE CHANGE THE DATE ACCORDINGLY**.

*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:*



ACS Notification

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

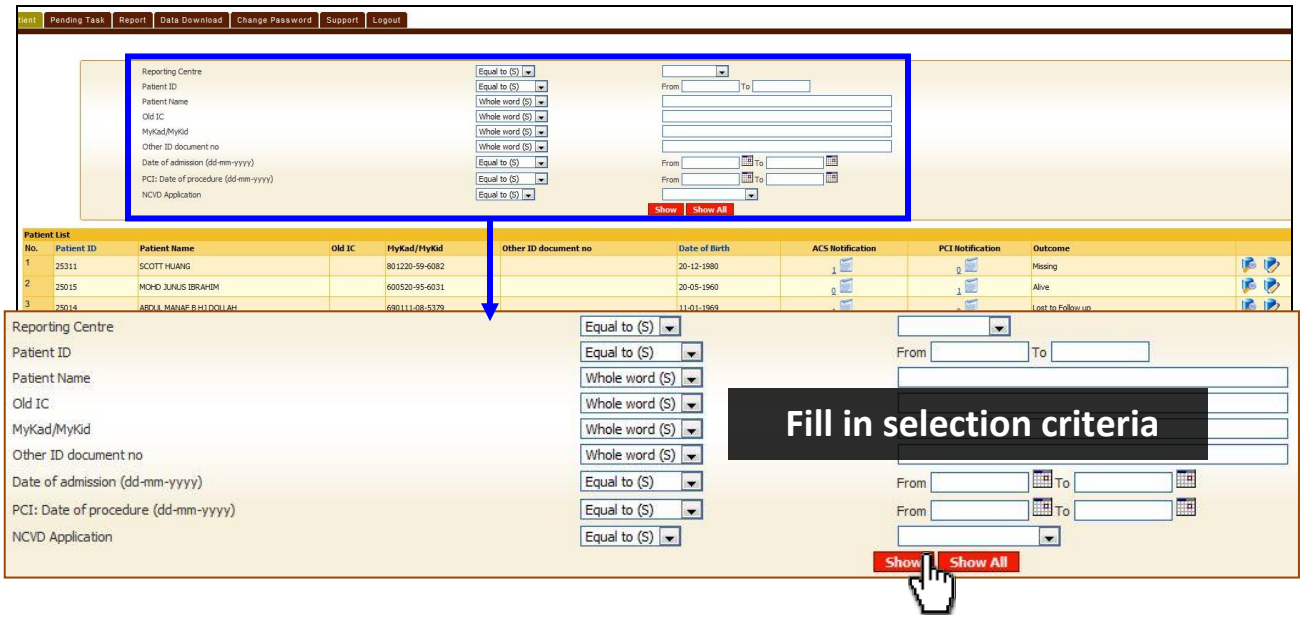


Patient

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:

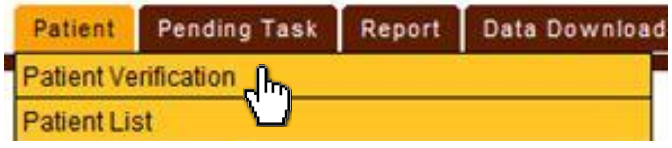


b. Register Patient *(Patient Verification)*

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:

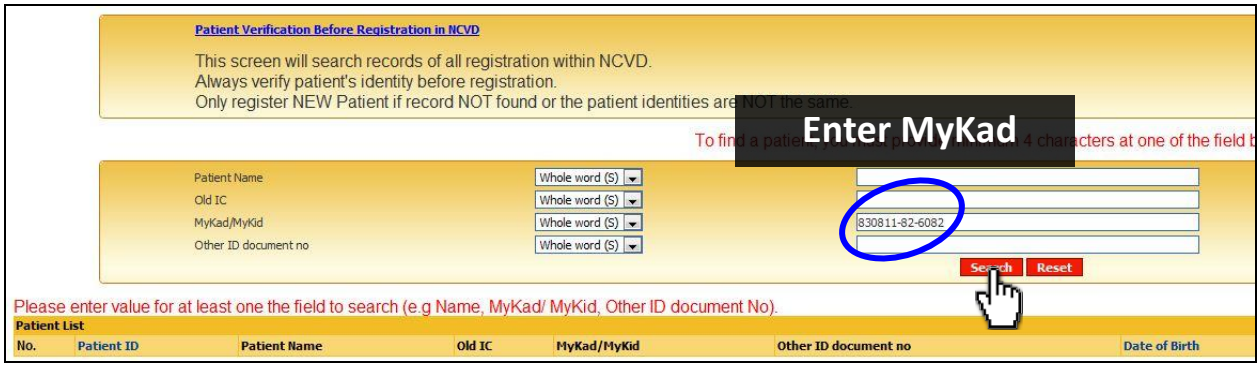
*(Note: This is an important step - to avoid any **duplication** of patient or notification)*

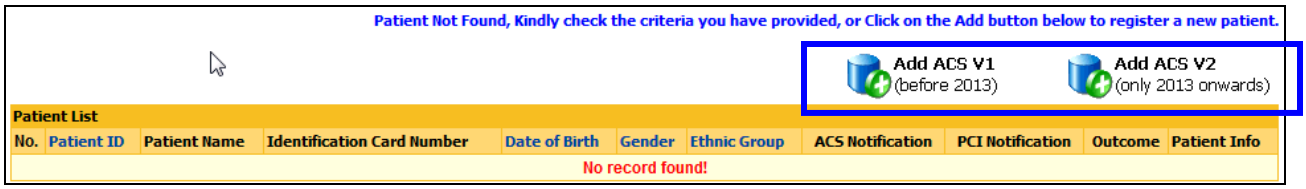
1. Click on 'Patient Verification' under the 'Patient' tab as shown below:



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*





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'.

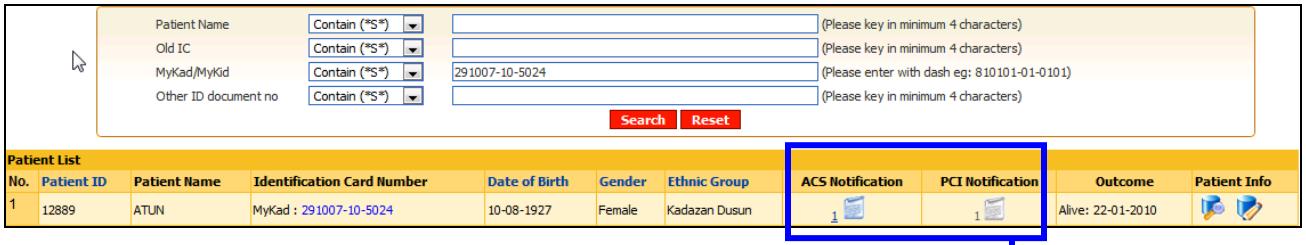
Important:

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

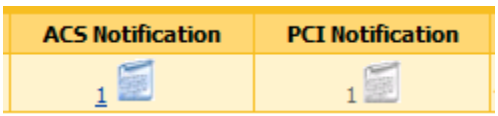
For ACS Date of Admission 2013 and onwards: Click on **Add ACS V2**

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:



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

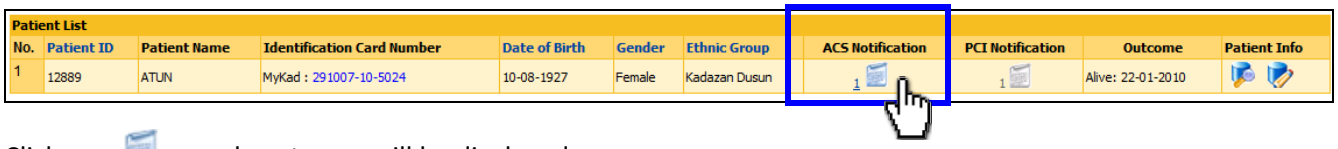


**Next step for this is to click to ADD new notification*
(Please refer to 'Add New Notification')

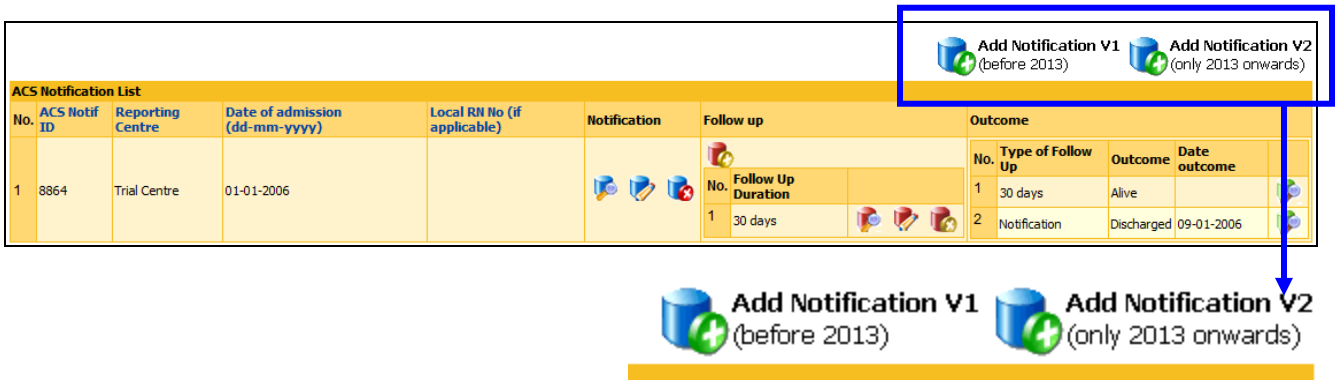
c. Add New Notification

To **ADD NEW NOTIFICATION**

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



Click on and next page will be displayed:

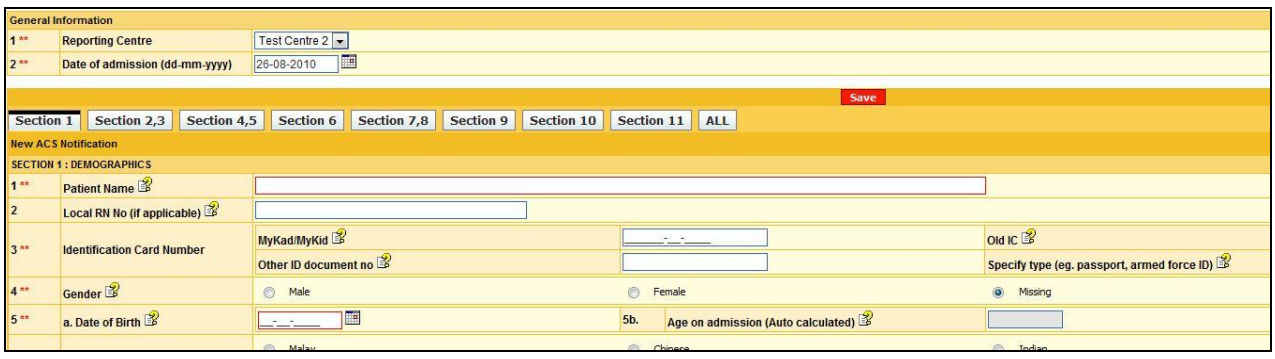


Click on **Add Notification V1** for admission before 2013 OR **Add Notification V2** for admission 2013 and onwards.

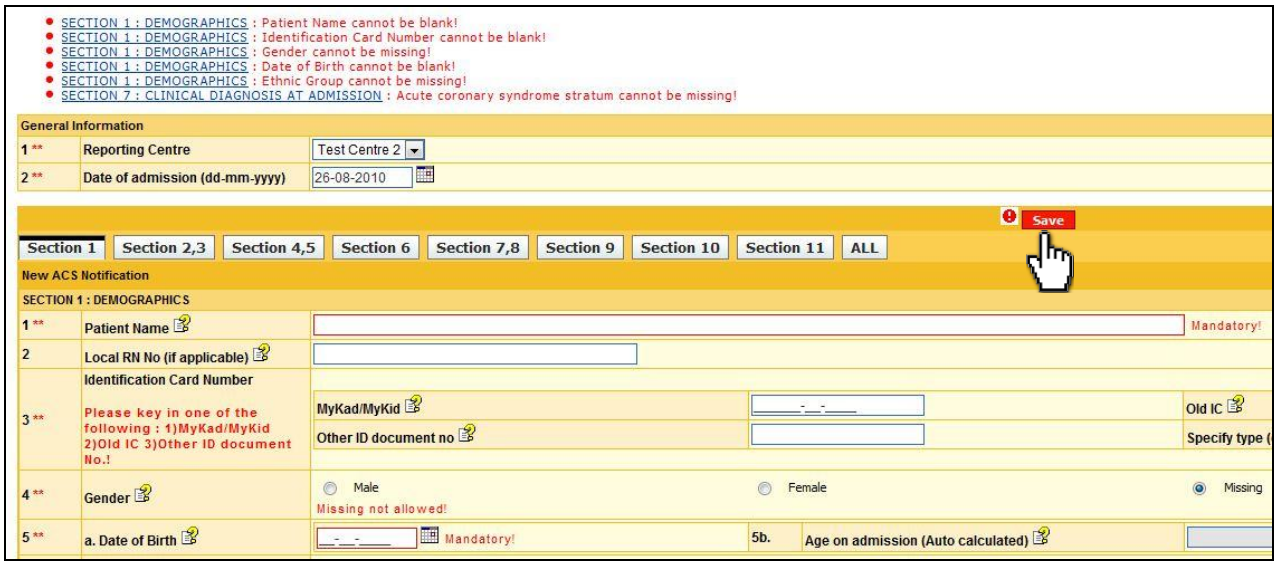
Fill in accordingly by sections and click on 'Save'.

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**)*

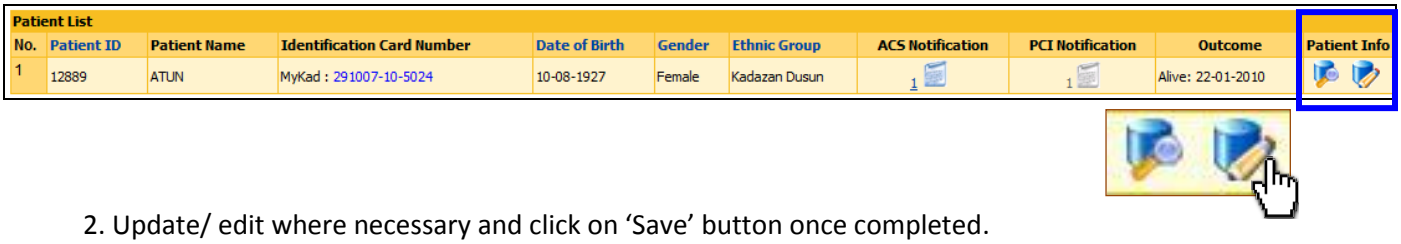


*Fields marked with ***asterisk** are mandatory to be filled in. Failed to do so, user **won't be able to save the data**. System will prompt user as shown below:*



d. Edit Patient Demographics (Section 1)

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



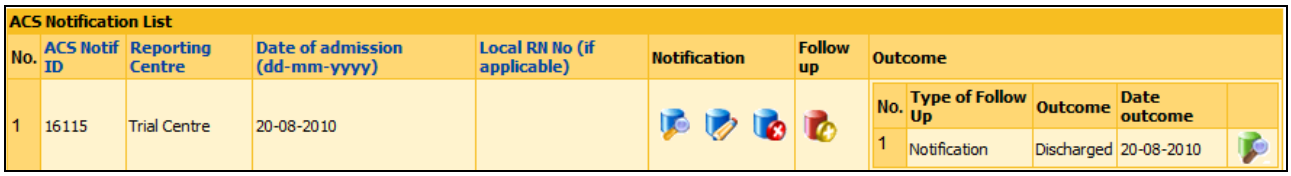
2. Update/ edit where necessary and click on 'Save' button once completed.

Follow Up Forms

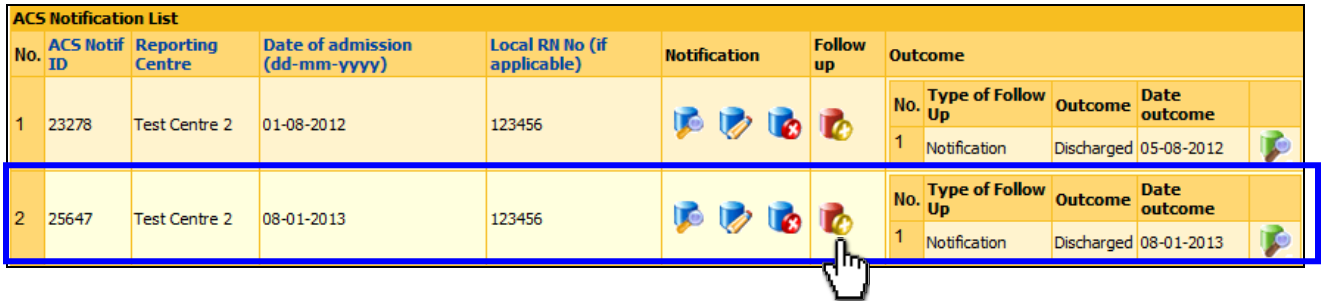
ACS Follow Up (30 days or 1 year)

Add Follow Up

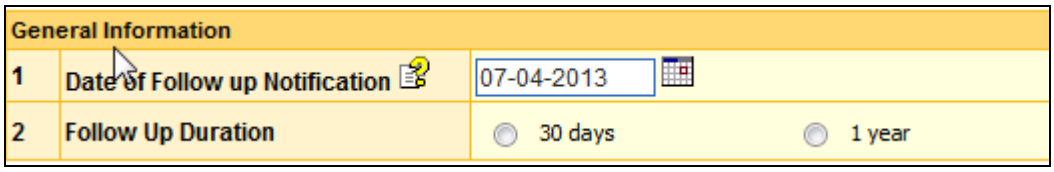
1. To add follow up, click on the follow up icon



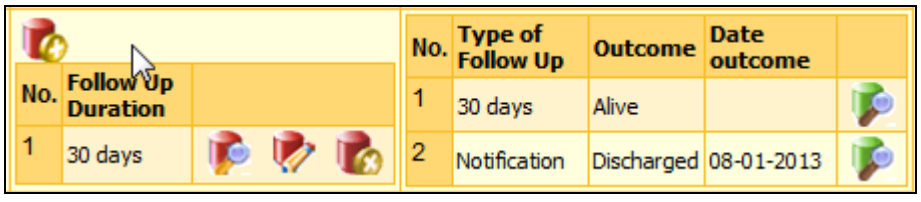
2. In the case where patient has a few admissions, select notification that you wish to add follow up



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

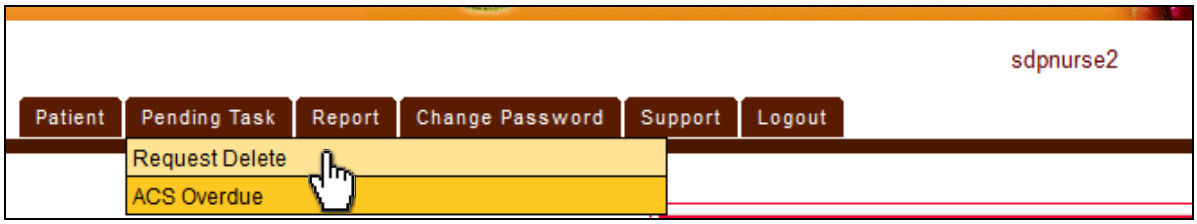


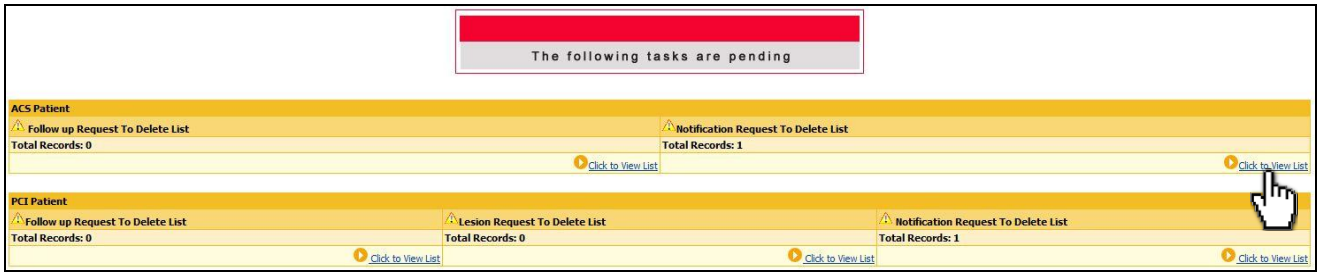
4. Next page will show the follow up has been added to the notification



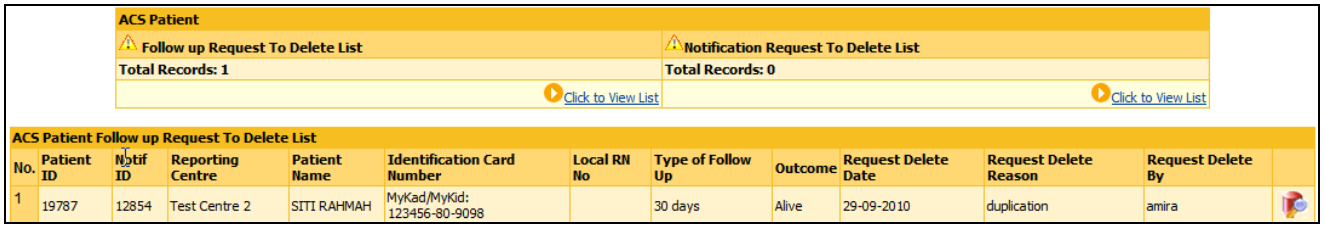
Request to Delete

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:



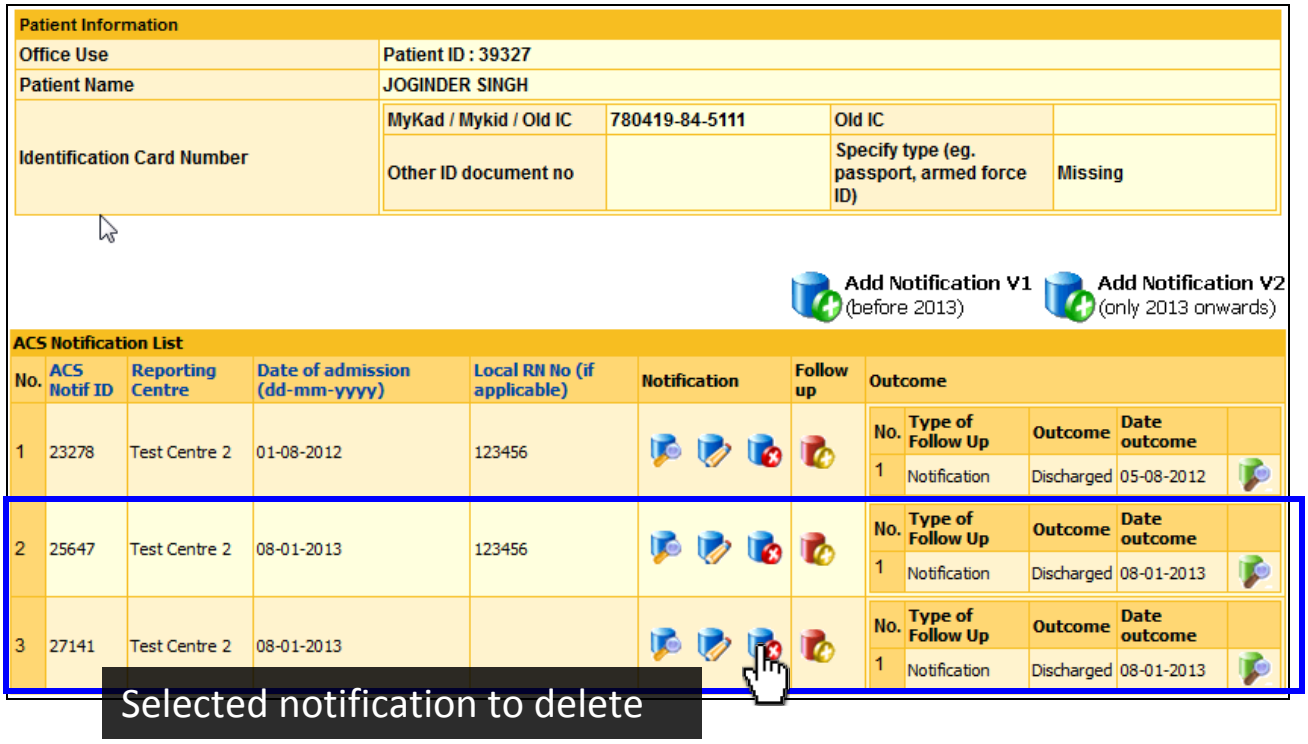


Full list shown as below:

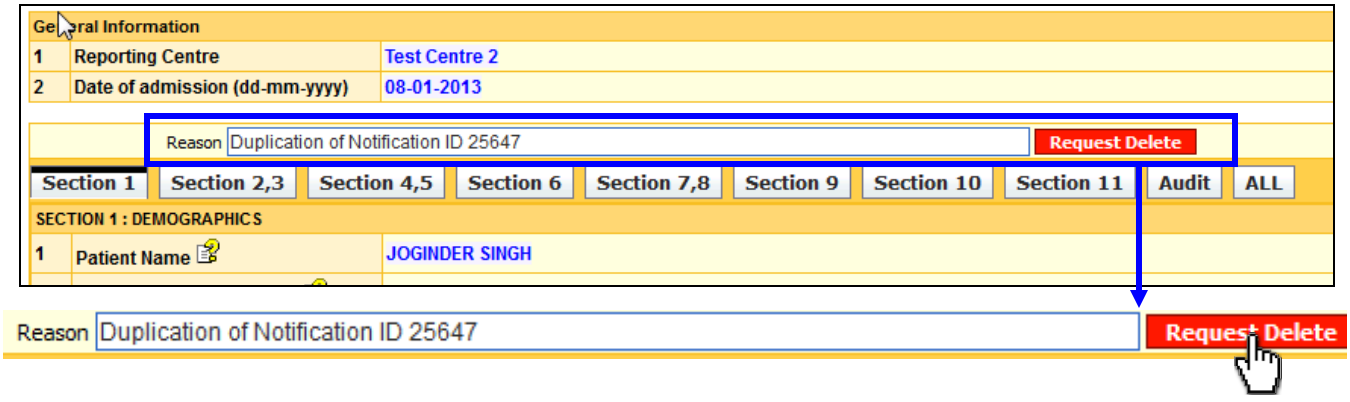


a. Request to Delete Notification

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

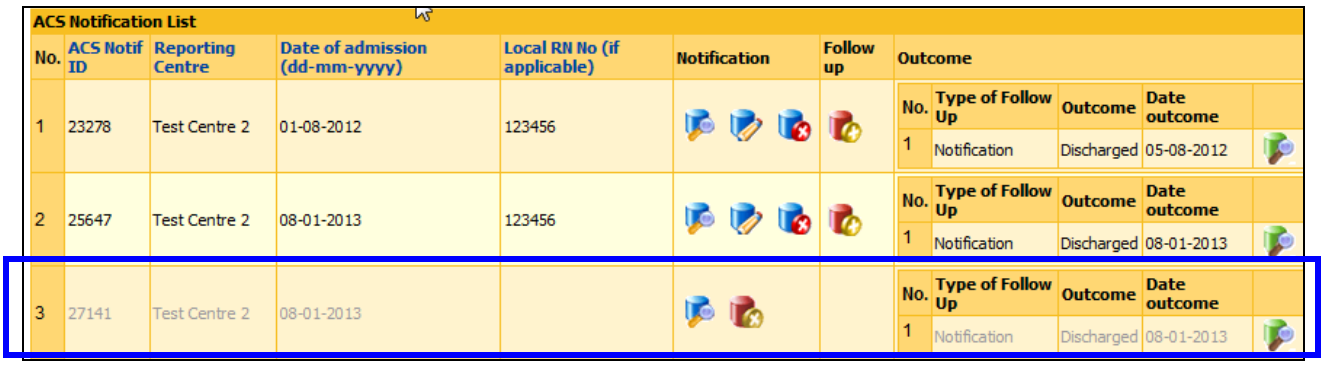


2. Check if this is the notification that you want to delete. Compulsory* to state your ***reason*** for request delete in the designated box. Click on 'Request Delete' button

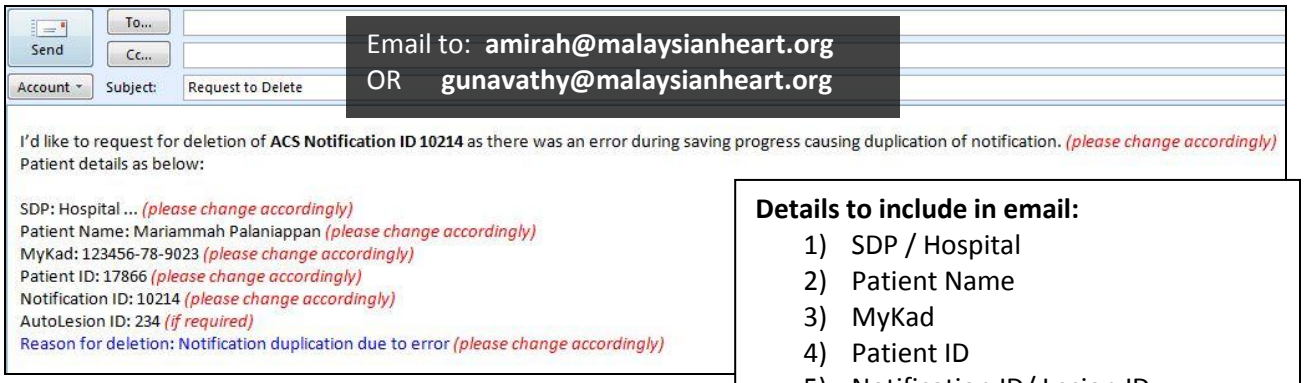


**if field is left blank you will not be able to save*

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



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

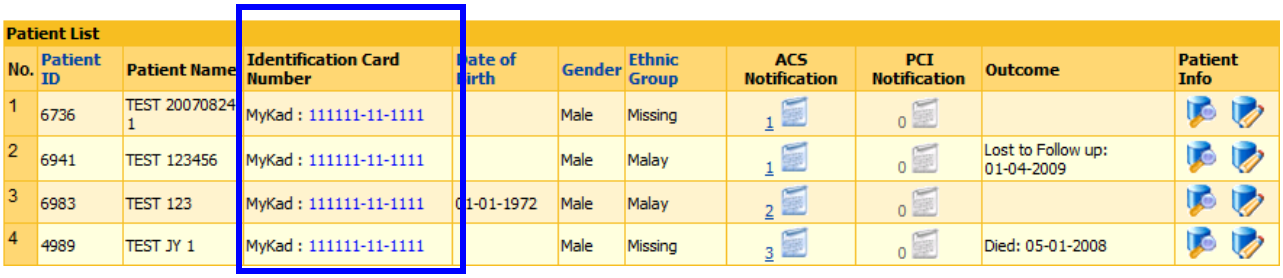


Details to include in email:

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

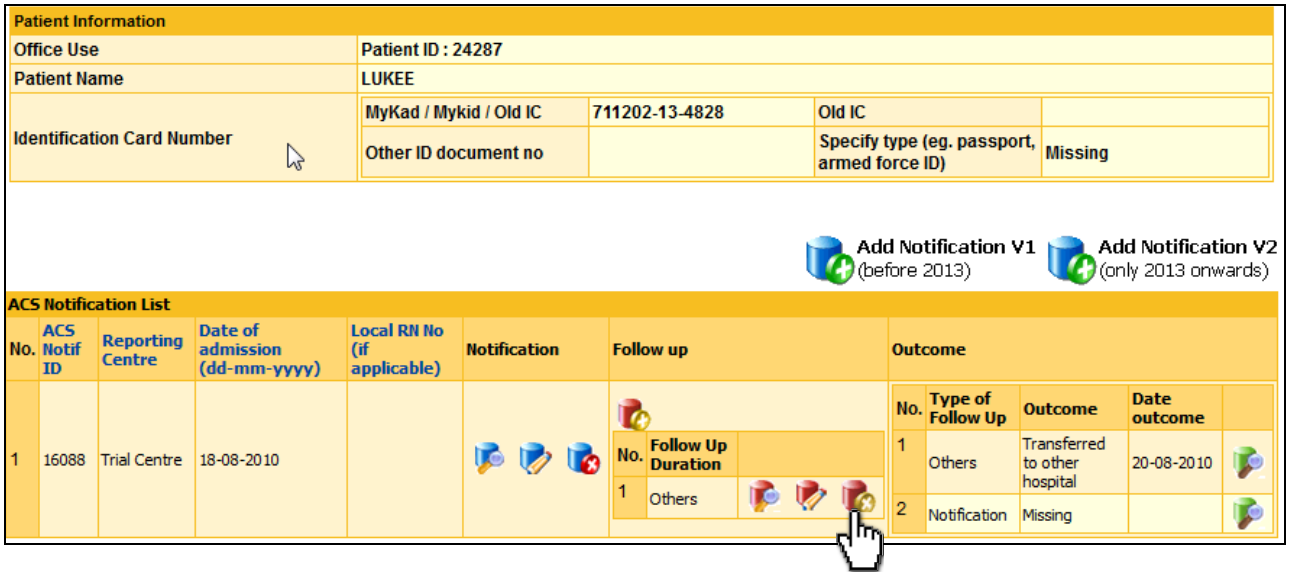
Each patient registered in the registry web is given **one unique Patient ID** throughout the country. This is where ***patient verification*** steps are important to avoid duplication of Patient ID. Below example of Patient ID duplication where few Patient IDs share the same MyKad number:



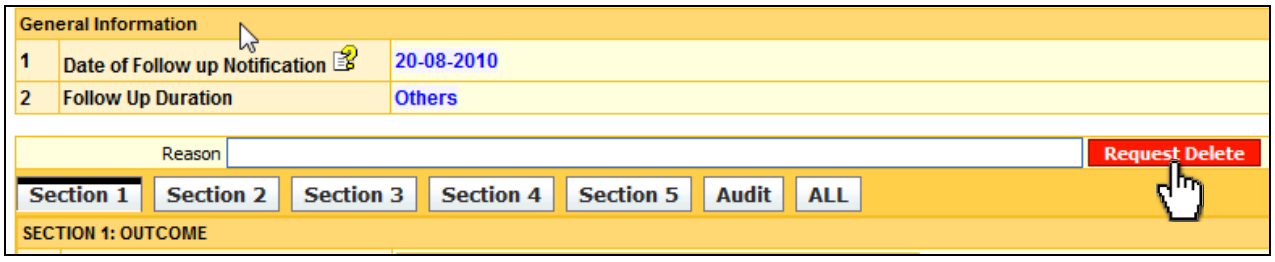
1. Please follow the steps shown in ***'Request to Delete Notification'***
2. Email to the NCVD RCC for further action. Please refer to the standard email.

c. Request to Delete Follow Up

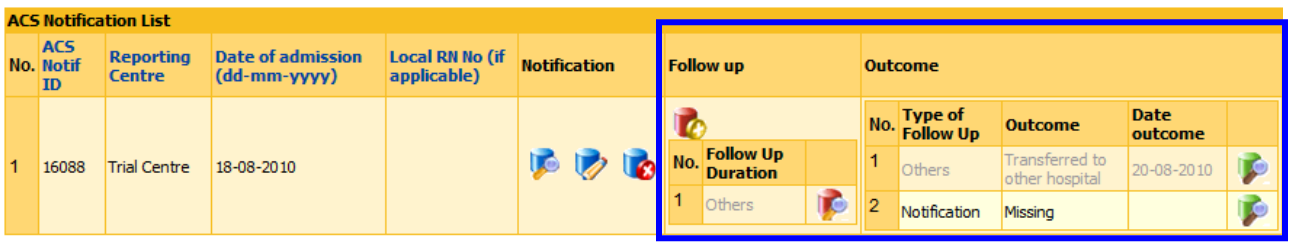
1. To request delete follow up, identify the correct notification and click on icon in the 'Follow up' column



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



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



Common problem

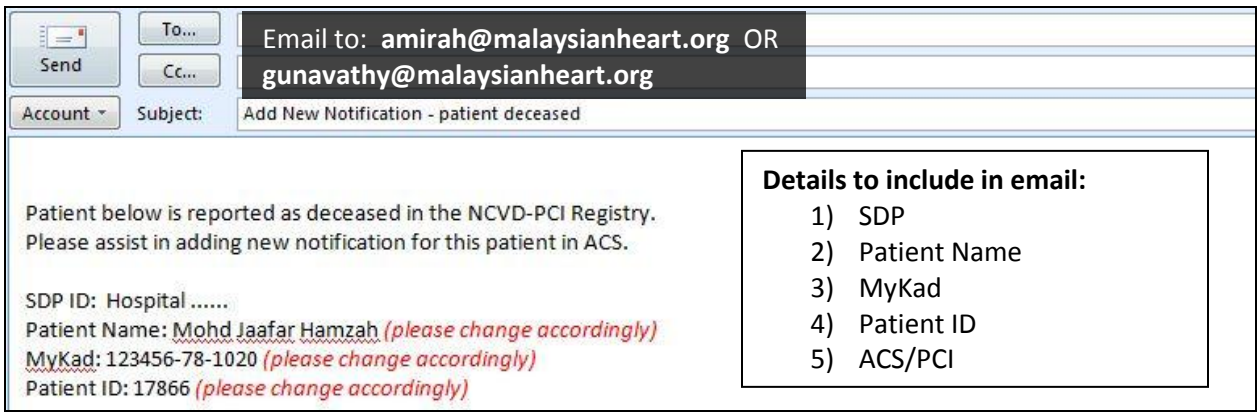
Unable to Add Notification

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:



Audit

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

Icons & functions

Different icon represents different functions:

Icon	Function
	To show number of notification
	To Add New record
	To View existing record
	To Edit/ Update record
	To Request to Delete record

Icon	Function
	To request record to be deleted
	To Add New Follow Up
	Calendar icon
	Instant data definition
	Mandatory field

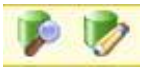
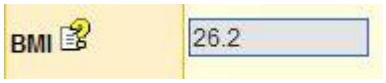
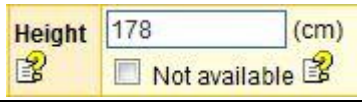
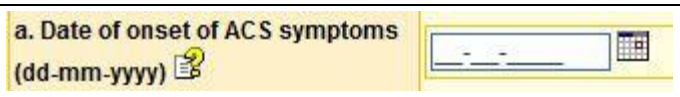
Different color to differentiate time frame		Description
Blue		Buttons for Notification
Red		Buttons for Follow Up
Green		Buttons for Outcome

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.

© National Cardiovascular Disease Database (NCVD)
Prepared by: NCVD Management Team, April 2013
Strictly for training purposes only