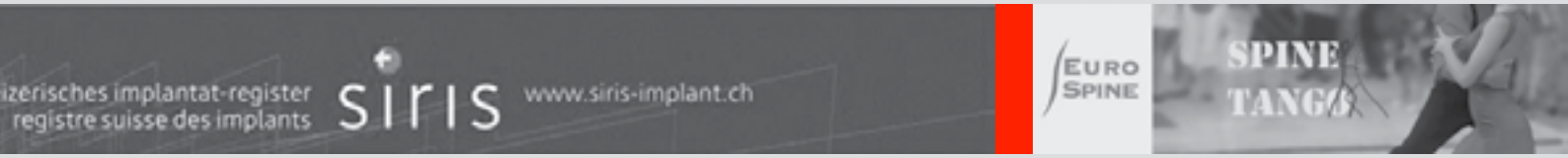
UNIVERSITÄT BERN

MEM Research Center

Memdoc Manual
for Entering and Querying Data



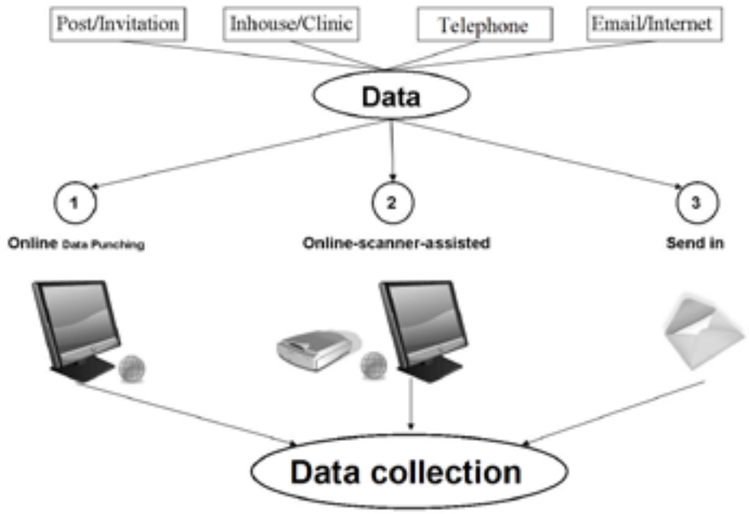
Content:

Introduction 4
Data Entry 4
Security 4
Optional Hardware/ Scanner 6
General Marks 6
Registration 7
User-ID and Password 7
Determine your profile 7
Forgotten password 12
Enter Data 13
Document a patient record 13
Create a new Patient 13
Search a Patient 14
Formlist 15
Case-ID 17
Create questionnaire 19
New e-Form 19
Implant tracking / Component 22
Implant tracking with Sedico 23
Manual implant data input 23
Edit Implant Notebook 26
Submission 28
Clinical Tools 29
Download data 29
Online statistics 33
Selection of patient samples 34
Output parameter 36
Statistical analysis of Surgery forms 37
Statiscal analysis of followup forms 44
Comparative statistical analysis (benchmarking) 44
Add-on questions 51
a. New subform 53
→ *Question-Generator - step1* 53
→ *Question-Generator – step 2* 54
→ *Question-Generator – step 3* 56
To use your additional subform for entering data 60
b: Add new question(s) to an existing subform 61
c: Change an activated subform 62
Form viewer 63
Follow-up Calendar 65
Follow-up due list 65
Search results: 66
Follow up Interval view 67
Opening the Excelfile 68
User Tools 69
Modify user information 69
Change password 69
Change details 70
Add Profile 71

Introduction

Data Entry

There are 4 possible ways forms and questionnaires can be transferred to the database (Fig. 1)
1) Online data entry via the web-interface (no software to be installed)
2) OMR (Optical Mark Reader) i.e. scanner-assisted entry of paper forms
3) Paper based data capture with mailing to the IEFM or other partner institutions for OMR scanner-assisted entry of paper forms
4) Hybrid method of online data entry and OMR scanner-assisted entry of paper forms (not pictured)



In the rectangles multiple methods of gathering patient and physician generated data are shown (per mail, in house, outpatient clinics, telephone and new electronic media). The goal to generate a comprehensive database is achieved by collecting data of the patient layer and the clinic/physician layer. Having created a consistent data set the options of analyses are almost unlimited. Outcome evaluation can now be done in particular.

Security

The model of the MEMdoc and MEMdoc-Module system is designed around the principle of data separation. The MEMdoc central server, housed at the MEM Research Center (MEMcenter) in Bern, hosts the main application and the central database containing all study definitions and clinical study data. Satellite MEMdoc-Module servers located throughout the world store all personal data about users, institutions and patients. At the core of the system is an innovative and patent-pending architecture in which the web

browser of the client is used as a hub to seamlessly segregate and integrate the data between the MEMdoc-Module and the MEMdoc central server.
This design provides tightly integrated communication between the servers while increasing the security and privacy of both systems. This has been accomplished using a light weight JSON server and incorporation of SSL encryption on each module. Flexible data sharing options have been designed to restrict or expand data access to suit individual needs. Finally, data consistency is controlled through systematic validation of received data and a rollback in case of errors.
Each module server contains a local MySQL database, an Apache web server and the custom MEMdoc-Module application. This server can sit within the same clinic as the user or in some remote location depending on the needs of the group hosting the module. The physical and network security of this server is left up to the hosting entity. Some groups choose to restrict access to the module to users within the local subnet while others allow open access from anywhere. The module database contains all user and clinic information as well as the basic demographic data of patients. No medical data is stored on the module server.
All users from every MEMdoc-Module make their initial connection to the MEMdoc central server that houses the core MEMdoc application as well as all clinical study definitions. The MEMdoc application then recognizes the URL of the connection to determine which MEMdoc-Module to utilize and delivers the appropriate custom module application to the user's web browser. Each time a user requests data the application contacts both the local MEMdoc-Module and MEMdoc central database (Oracle) to seamlessly integrate the data from each for display. Newly entered data is likewise split so that only internal numeric identifiers for the user, patient, clinic, department and module are stored on the MEMdoc central database. All medical data is retrieved from and stored directly to the MEMdoc central server and linked to the module by these internal identifiers. Medical data never passes through the MEMdoc-Module server and is never stored on the MEMdoc-Module server. The birth year and gender of each patient are the only pieces of personal information stored on the MEMdoc central database for performing pooled statistics.
The physical and network security of all the MEMdoc servers is maintained by IEFM at the MEM Research Center. This includes the MEMdoc central (web) server, the MEMdoc database server and the MEMdoc statistics (SAS) server. All servers are physically housed at the MEMcenter in a dedicated, locked, climate controlled and monitored server room. The network is protected by a enterprise level firewall with real-time gateway anti-virus, anti-spyware, anti-spam and intrusion prevention. The firewall only allows access to the servers from the outside via port 443. Additional access is restricted to connections from within the MEMcenter. Web security is controlled by a DigiCert certified SSL web server certificate with 256-bit encryption on the MEMdoc central server and on each satellite module. Each server is continuously monitored to log all connections and to detect any suspicious activity. Additionally, any modules that are hosted at the MEMcenter fall within the same security parameters.

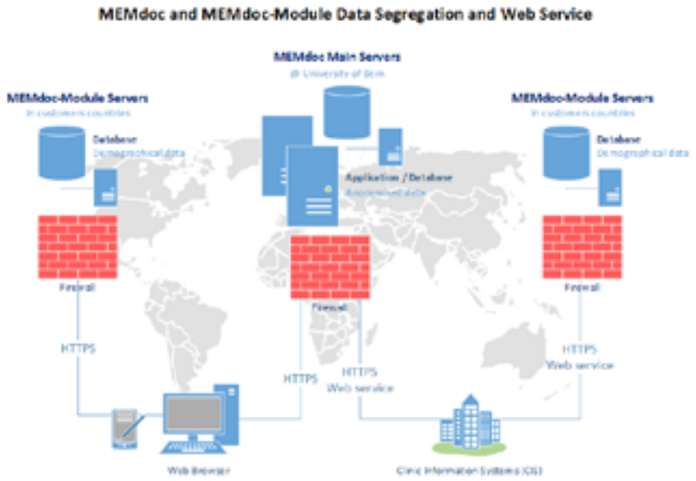


Fig. 29. Data segregation

Optional Hardware/ Scanner

By scanning the OMR forms by oneself we use the OMR 50E Scanner (datawin).
The OMR 50E mark reader is an optical mark reader designed for manual feed. It reads marks, crosses, bars, dots and various other types of markings. It processes automatically printed documents (e. g. laser printouts) as well as blind color forms and qualitatively high-grade (dimensionally accurate) copies.
The read head can be folded back without the use of tools in order to carry out cleaning or maintenance operations. The compact structure of the device allows it to be positioned at a slant as an ergonomic desktop model.
For further technical data we refer to the Company link:
http://www.datawin.de/fileadmin/user_upload/datawin/prospects_eng/OMR50E_E.pdf

General Marks

Orange marks are not found on the papersheets or online, they are added in this manual for explanation.

: This sign marks very important things you should read and remember.

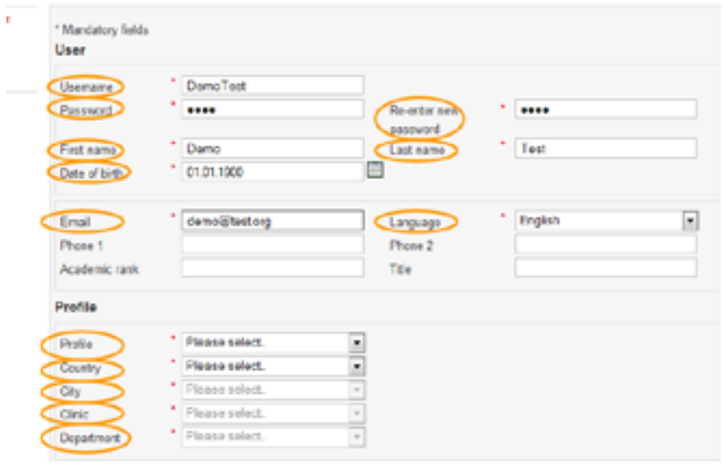
Registration

If already registered, log in with your username/password and proceed to Chapter “Enter Data”

User-ID and Password

If you want to become a new user of the Spine Tango Registry you need to register in the module.
For entering a new account go to new user.

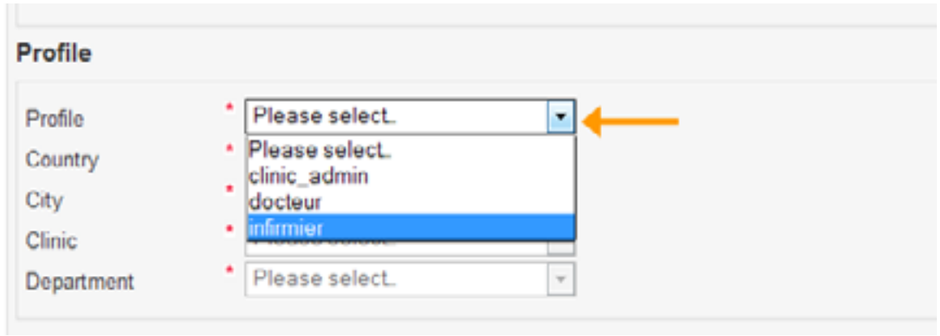
You can choose your User I.D. and you password!
Fill out all fields marked with a star.
Please make sure that your email is correct for contact data.



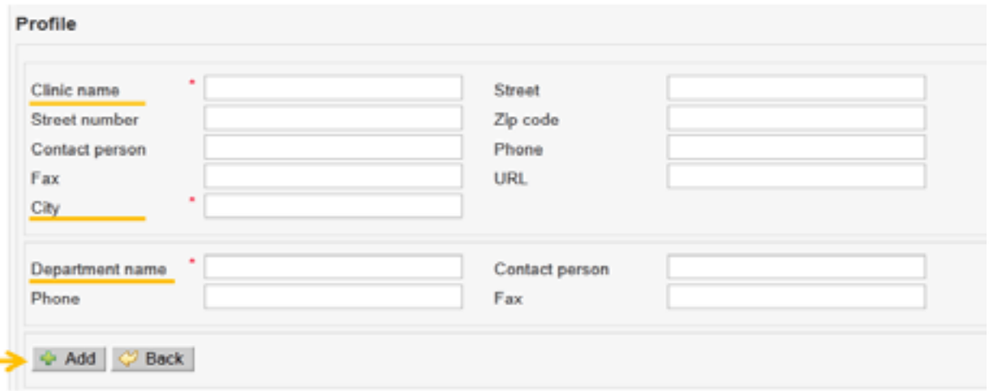
Determine your profile

With entering a new user profile your account profile needs to be determined.If you are the first person registering for one clinic you need to be the clinical administrator.

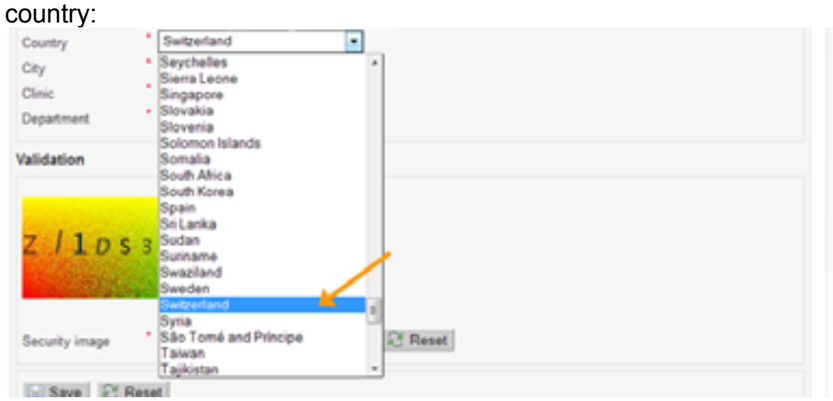
Memdoc Manual



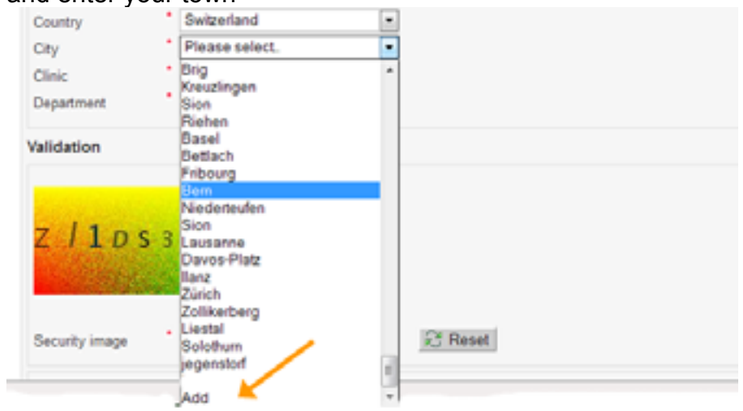
If you register for a clinic which is already registered in the spine tango you have to choose this clinic at the profile menu.If your clinic does not exist in the module yet, you have to enter all the required data and add the clinic.



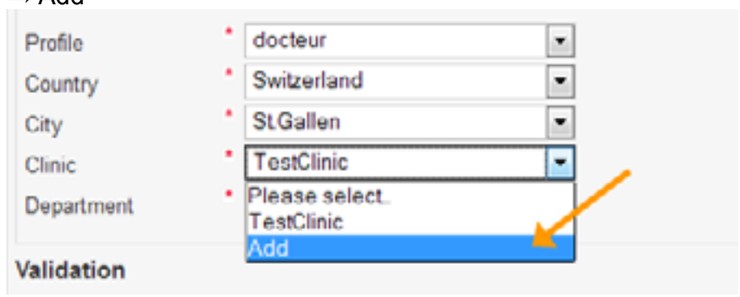
In details this means you have to enter the whole clinic profile with all of the required information on country, city, clinic and department as following:
country:



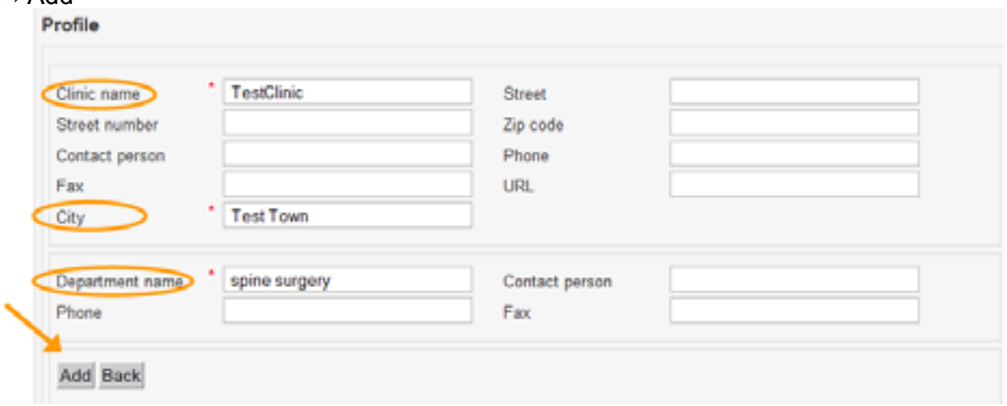
City:
If the given possibilities do not apply, select:
→ Add
and enter your town



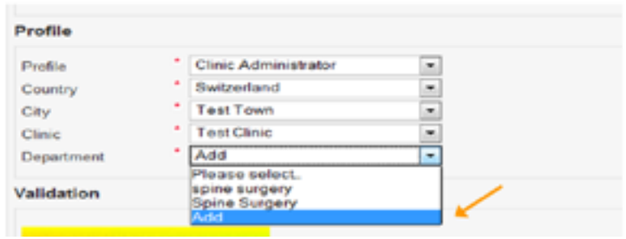
Clinic:
If the given possibilities do not apply, select:
→ Add



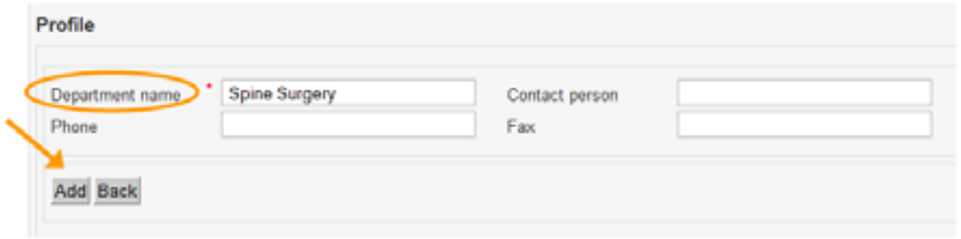
If you add a new City / Clinic, fill out all mandatory fields (marked with a star) and select:
→ Add



Department:
If the given possibilities do not apply, select:
→ Add
and specify



add a new Department, fill out the marked fields and select:
→ Add

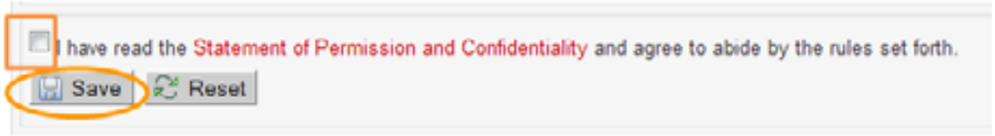


Next validate with the secuity Image:

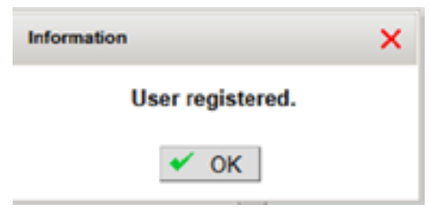
Please read the “code” in the Validation-Field and write it into the requested field.
Example:

If you

At the end, please read the “Statement of Permission and Confidentiality” carefully and tick the field to go on. Then select:
→ Save



If erverything was entered correctly the following window opens:

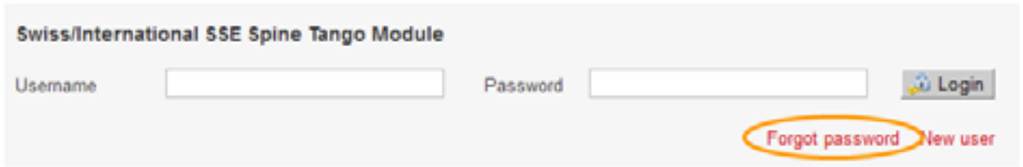


You will recieve a confirmation mail of your registration.
That’s why it is very important to enter a correct email address!
For now you cannot enter data. You need to wait for activation from the module administrator.
If your account is activated you will receive another confirmation email.
Then you can login with you self chosen User ID and password and start entering.

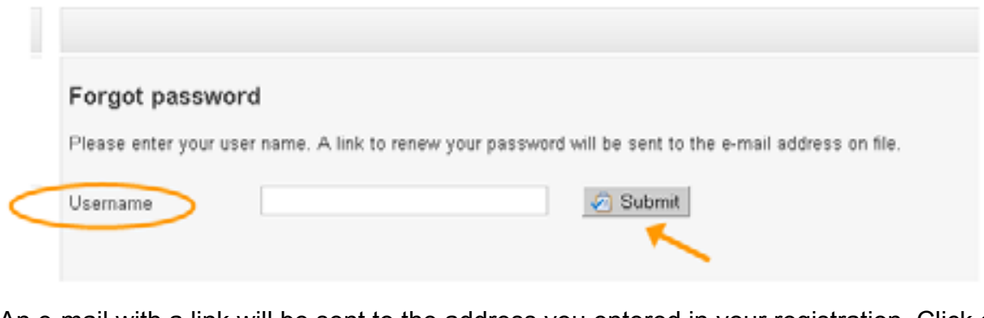
Mem doc Manual

Forgotten password

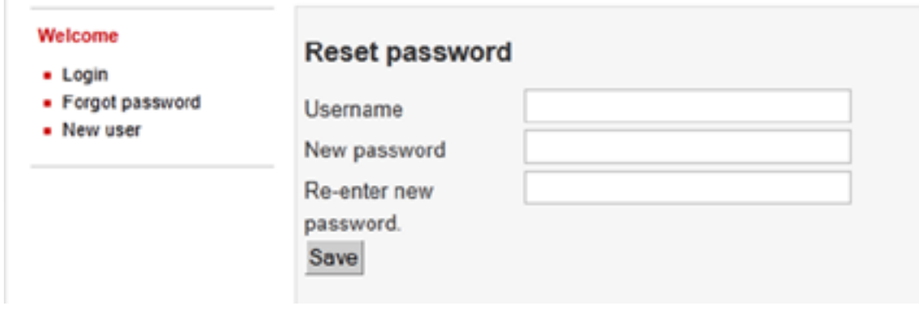
In case you forgot you password, select:
→ Forgot password
at the login page



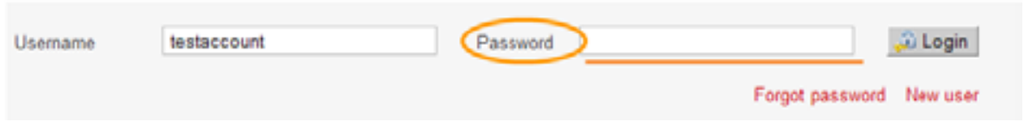
Now enter your Username and select:
→ Submit



An e-mail with a link will be sent to the address you entered in your registration. Click on the link and the following window will open:



Enter your username and the new password in the required fields and save.

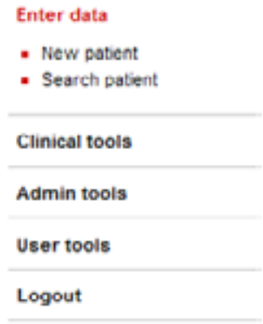


Enter Data

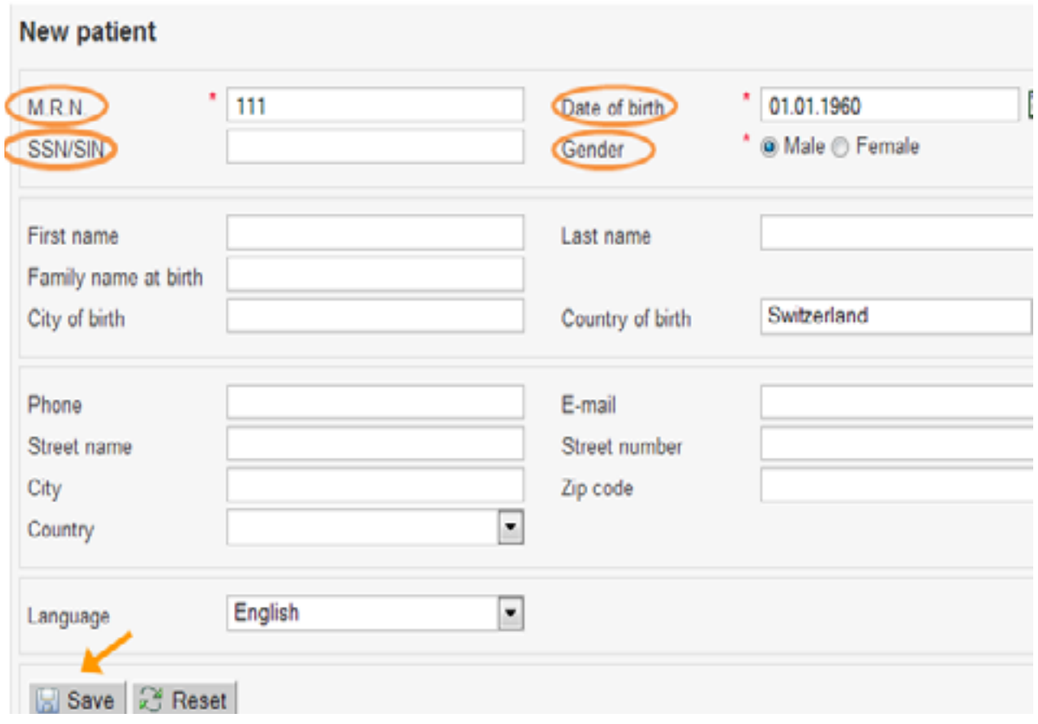
Document a patient record

Enter data for a new patient - create a new mask.
Enter data for an existing patient - search the patient and create a new e-form.

Create a new Patient
Select:
→ Enter Data
→ New Patient



Please fill out at least the mandatory fields marked with a star (*):
Department; MRN - Medical Record Number; Date of birth; Gender

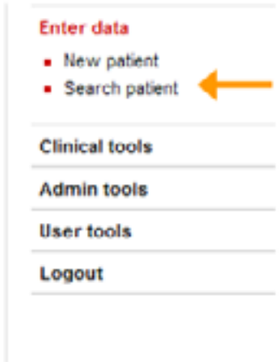


Me mdoc Manual

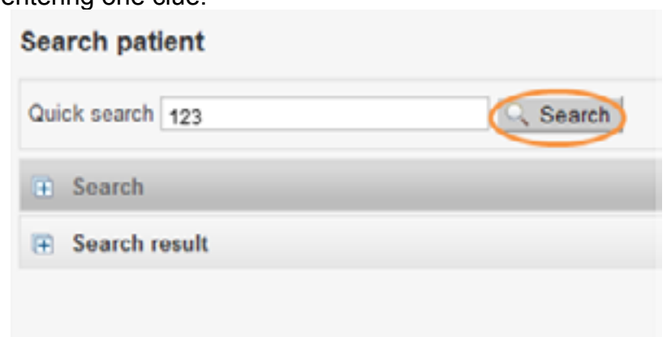
Click on:
→ Save
to store the information and proceed to the form list:

Search a Patient

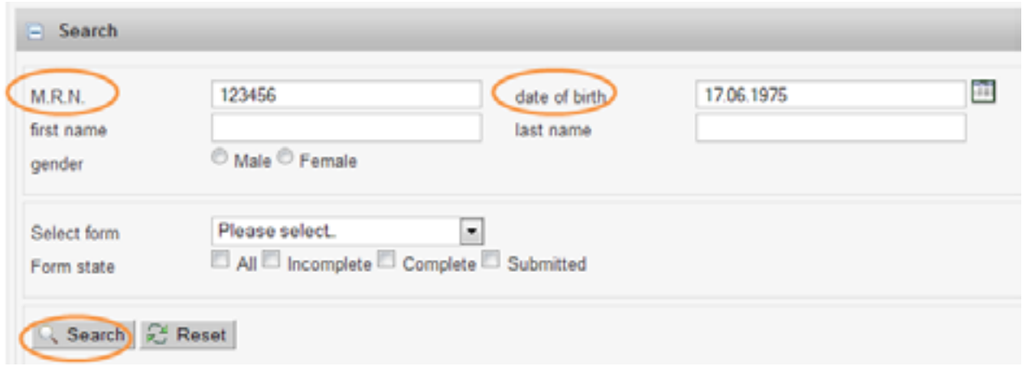
Select:
→ Enter data
→ Search patient



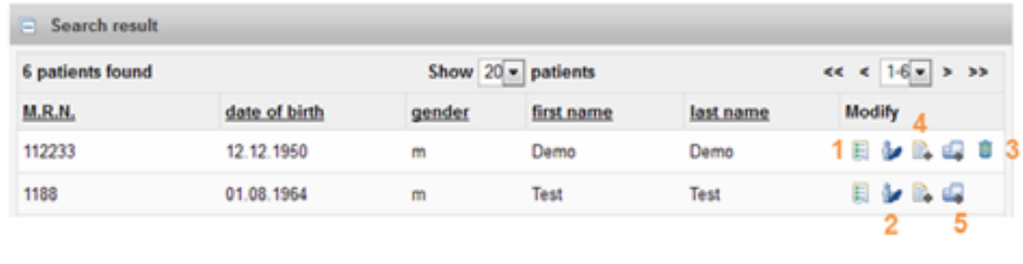
The easiest way to search is the quick search by simply clicking the search button or entering one clue.



You can also limit your search with MRN or date of birth, or you can search with every shown criterion



You can also show all patients with a special form or with a special form state.The search results shows all the patients which match your search criteria.
If there is only one patient, the details will appear automatically.



1: to open the form list click:

2: if you click this, you open the demographic data of a patient and can add more information or change them

3: you can only delete a patient file when there are no e-forms existing

4: Click here to directly open a new e-form for this patient.

5: Click here to directli scan a new OMR form for this patient.

Formlist

The Form List shows all the existing forms for this patient.
There are 3 possible states (Status) for the e-forms:

- incomplete: not all the subforms are filled out and saved

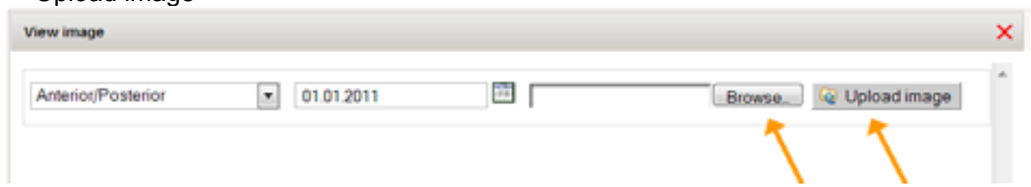
- to submit: all the subforms are filled out and saved and the e-form can be submitted.
- submitted: you can only view the data and not edit them anymore.

There is no possibility to change the data or add data to a submitted e-form (except by contacting the data center).

The legend to the various symbols of the form list looks as followed:

Edit
Print
Upload Image
Delete

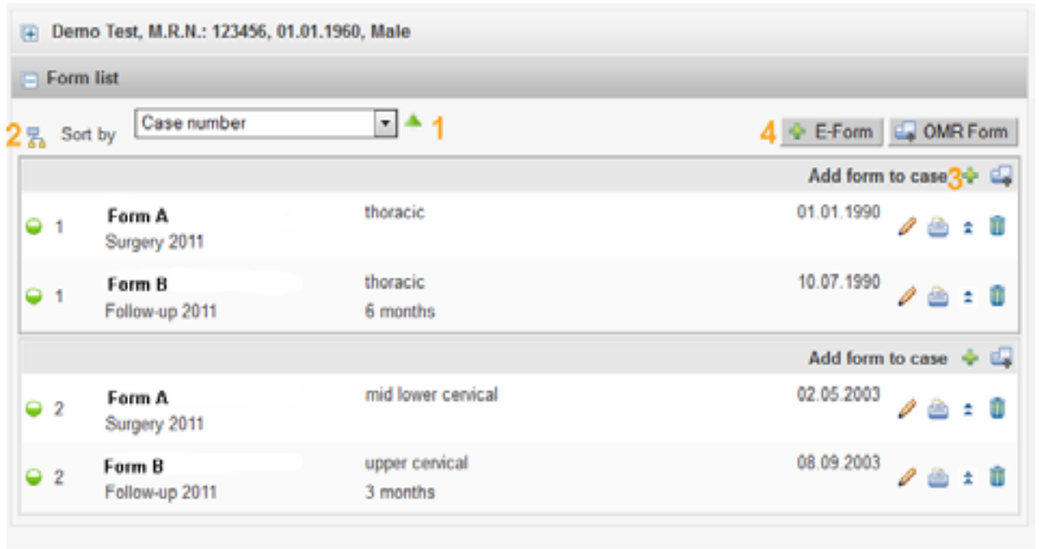
Upload Image:
With this function you can upload a x-ray image. Just choose the location, the date and browse it on your computer. Select:
→ Upload image



To view your image, delete it or add a new one, now select:
→

Case-ID

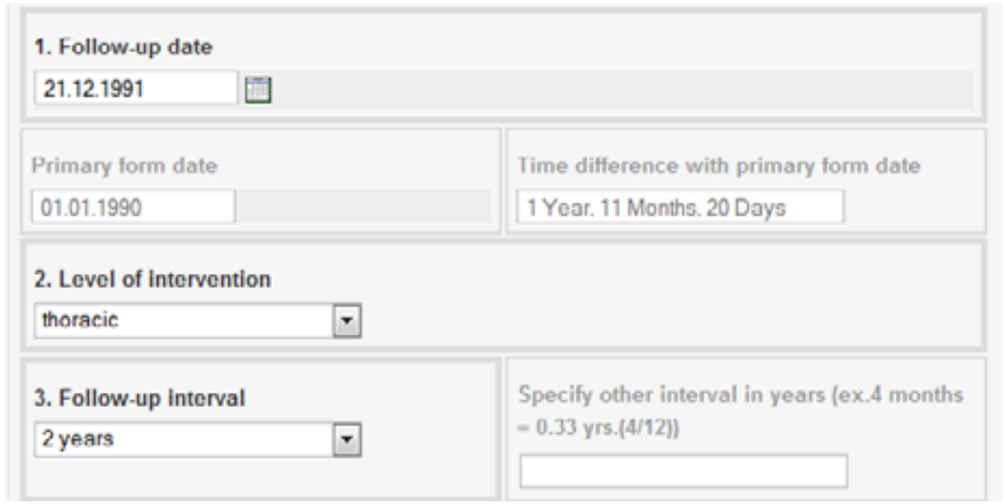
The Formlist is normally sorted by cases. A case includes all forms regarding one injury eg. A fracture. All treatments like surgery or follow-ups should be integrated in this case. This is very useful for evaluating purposes, overview and also for users to keep records of their Follow-ups etc. Cases will be numbered from 1 upwards.



Under the header you have the option to sort all your cases and forms (1). The sorting will always be conducted within the cases first and after that in general, but the cases will stay. The green arrow allows to switch the sorting direction, eg. Date descending or ascending.
The Icon to the left lists the patient forms independently of the cases (2).

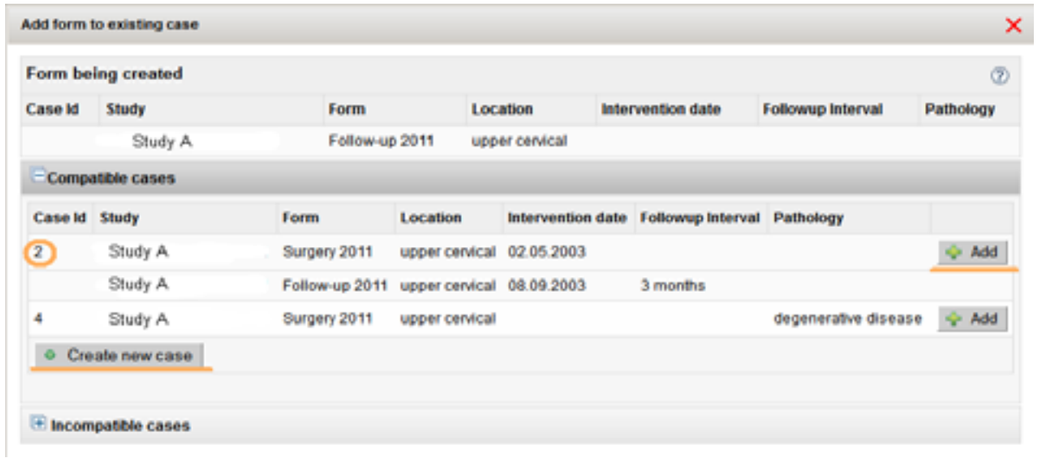
Now to add a new form to a case, for example a follow-up-form, please click the green + in the corresponding case (3). The location will be completed automatically and after you apply the date of the FU, also the follow-up-interval will be calculated.

Memdoc Manual



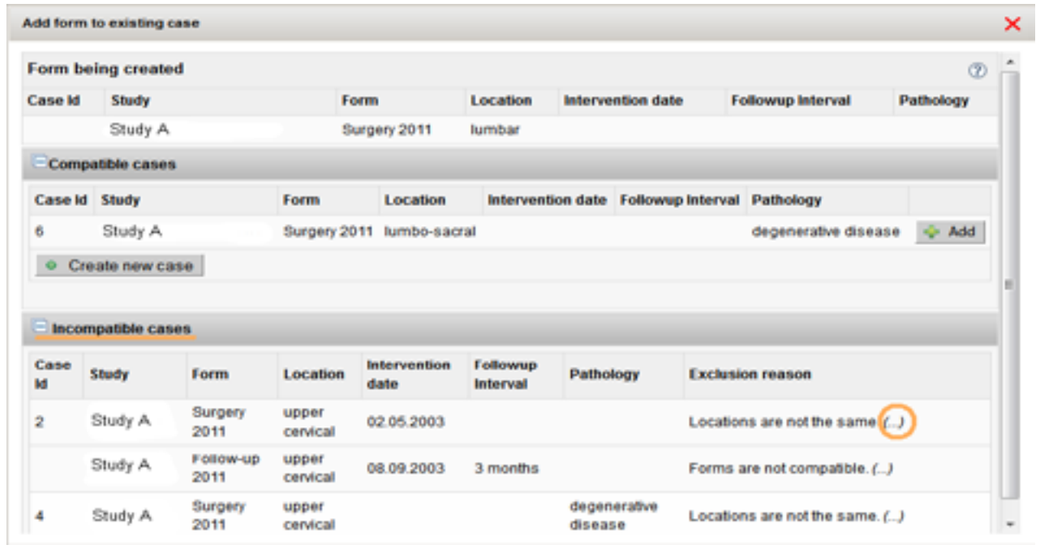
A new case is generated when a different problem/injury occurs, that is not related with the first whatsoever -> Button E-Form (4).

If you create a new Form with “E-Form” (e.g. a Follow-up Form) you will be shown all options of cases (Filtered by location, study etc.). If you choose one, your FU-form will be integrated in this case, click -> “Add”.
If you would like to create a new case because the treatment is not connected with any other case before, click -> Create new case.



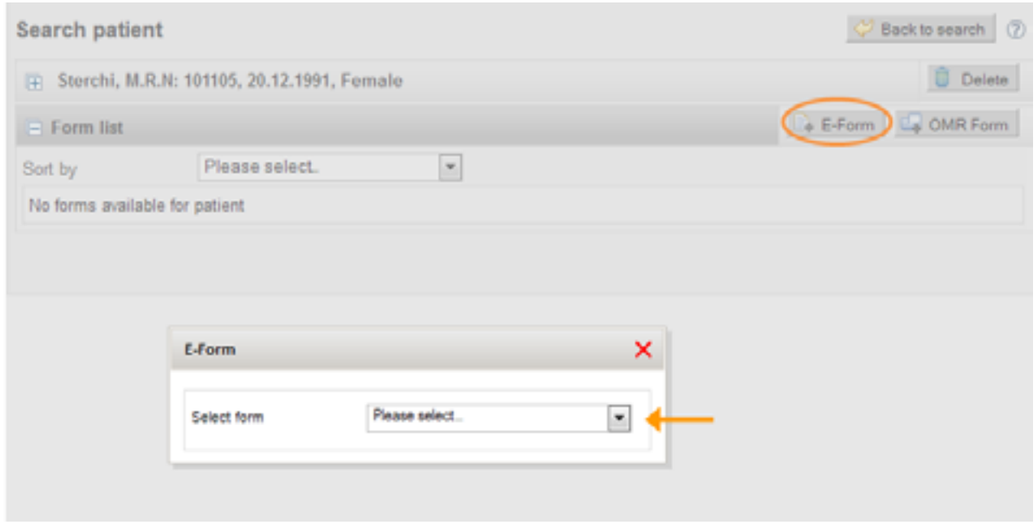
If you mistakenly add a form to a wrong case, you can move it again by clicking on the case number in front of the form (circle). All possible cases will be shown in a pop-up window for you to choose.

Some cases in the form list will be incompatible for various reasons (not same study, not same level etc.). You see these cases by clicking on the grey bar saying “incompatible cases”. On the left side, there is a short explanation why the case is incompatible which can be extended by clickling on the brackets (...).

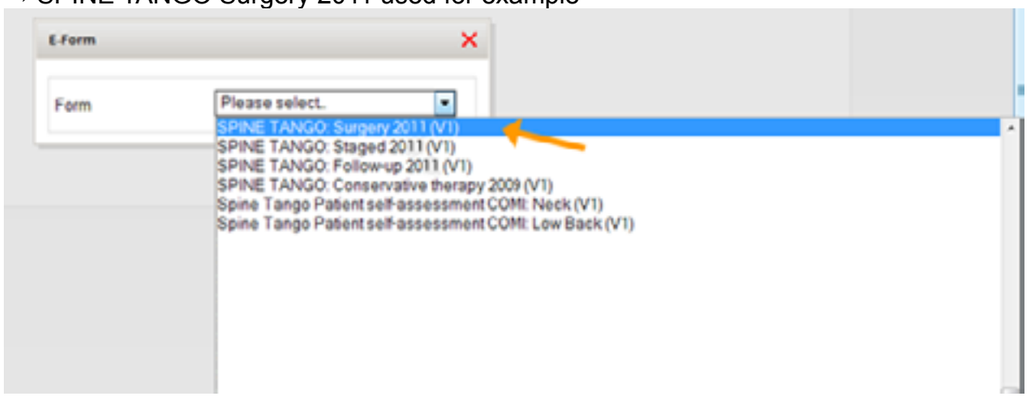


Create questionnaire

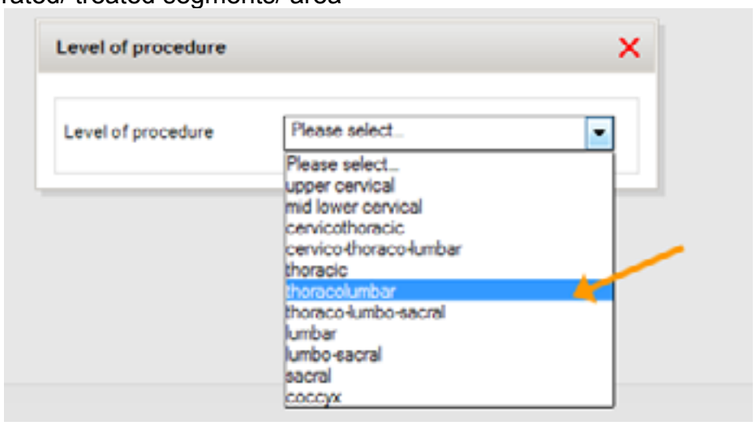
New e-Form
To enter data, create a new e-form:
→ + E-Form
→ Choose Form:



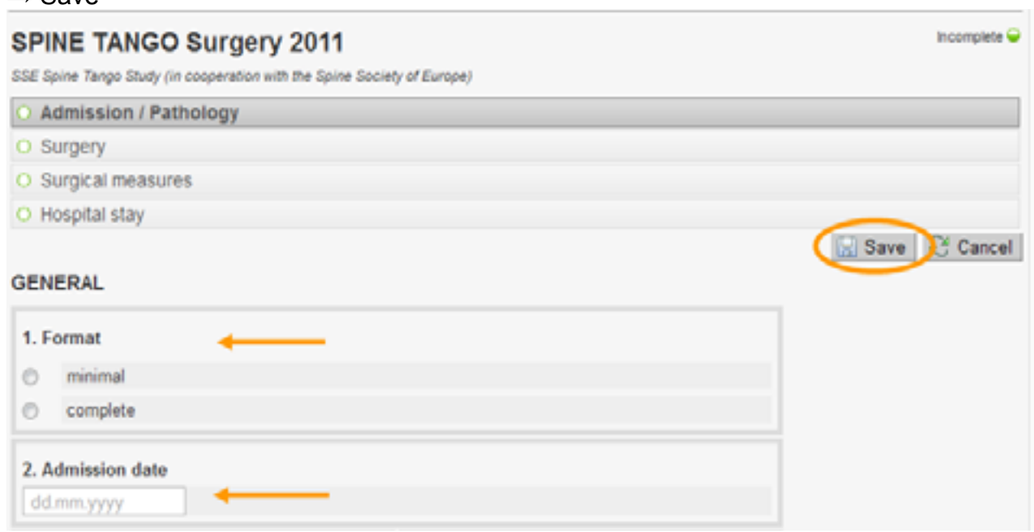
→ SPINE TANGO Surgery 2011 used for example



Location:
→ select operated/ treated segments/ area



Enter the data at all the shown subforms and save each single one !!!
If you choose “minimal” in the first question, only the minimum of needed questions will appear. In “complete”, you will have to answer all questions.
→ Save



Spine Tango Form used for example

Only when all requested questions are answered the data will be saved and the there will be filled, green circle which means: completed and saved.

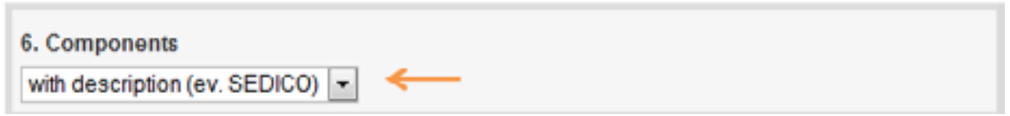
You can leave the form anytime to find your saved data again when you come back.
When you make changes and don’t save them, you will lose them!
If you make changes to an already completed, but not yet submitted form, the subform will be marked brown. You won’t be able to submit the form now, you first have to either save or reset the subform where you changed something. This is to ensure that you don’t lose any changes.

When all subforms except Additional are saved and show a green and filled circle, you can/should submit the case/e-form. Select:
→ Submit

Spine Tango Form used for example

Implant tracking / Component

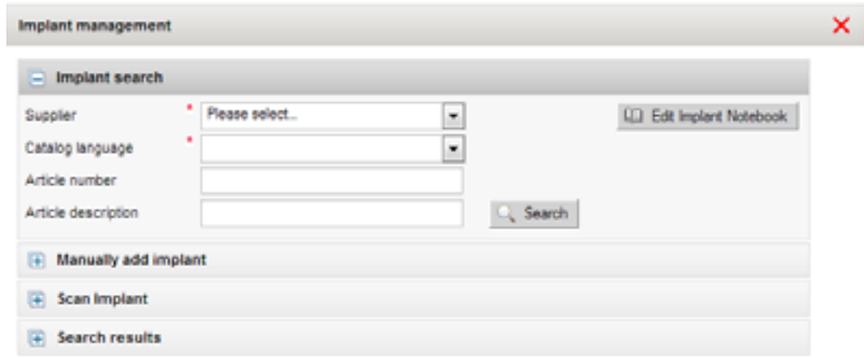
For implant tracking or manual implant description, question 14 (Implant Characteristics) at the bottom of the Subform Surgery needs to be answered with “yes”. Then, select:
→ Save



An extra subform Components is triggered that way and will appear:

To identify the implants you can either scan the implant-codes with SEDICO/ GHX, search the electronic supplier catalogues or enter the implant information manually. First, select:
→ Add implant

This window will appear:



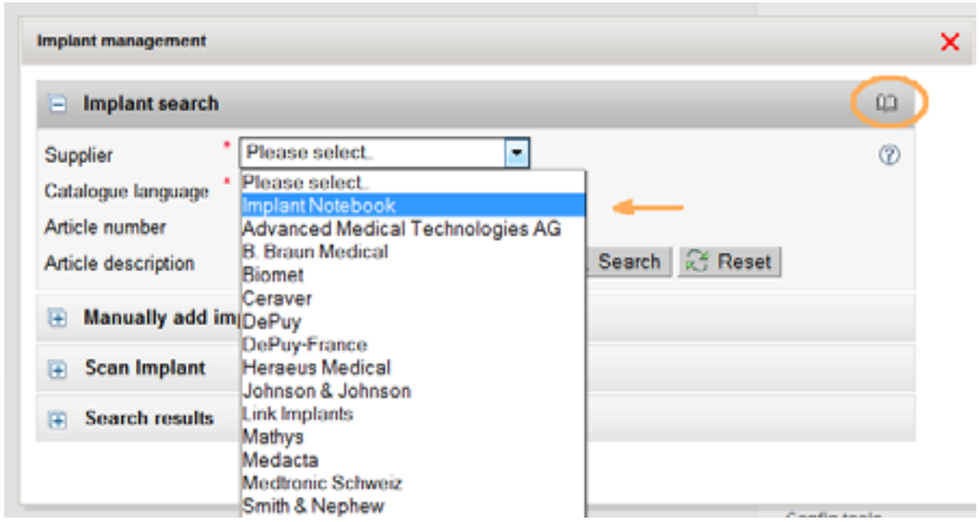
Implant tracking with Sedico

SEDICO/ GHX: The implant barcodes can be scanned directly after surgery.
To match with the right patient, four criteria have to be consistent:
- Medical Record Number (MRN)
- Surgery date has to match the scan date
- Location chosen during scanning and location indicated for the e-form (e.g. “lumbo-sacral)
- Clinic: your scanner is linked to your Spine Tango clinic account with a code during installation. This code does not have to be entered again for implant tracking.

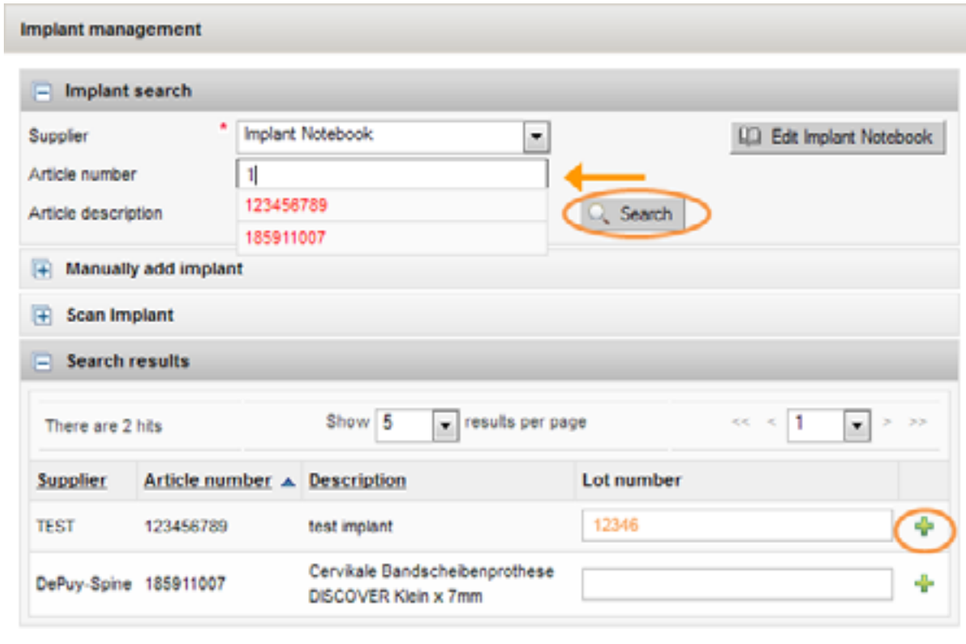
If these four criteria match, AND the scanner is operated in ordering/tracking or solely tracking mode, the implants will be inserted into the “Components” subform automatically.

Manual implant data input

You can use your personal Implant Notebook and choose the right implants.
(To create your own Implant Notebook, click on ‘Edit Implant Notebook’ (circled)).

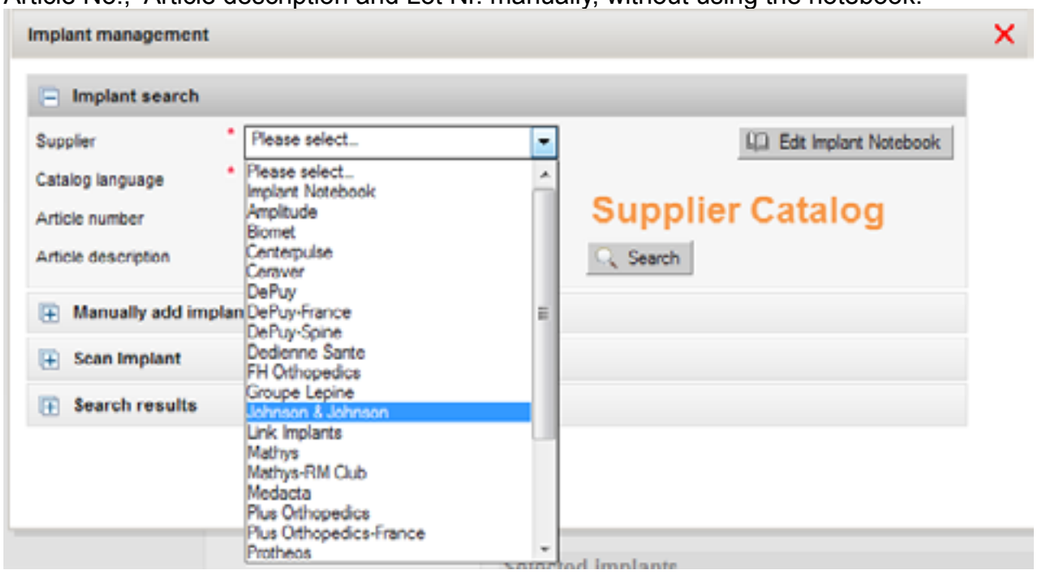


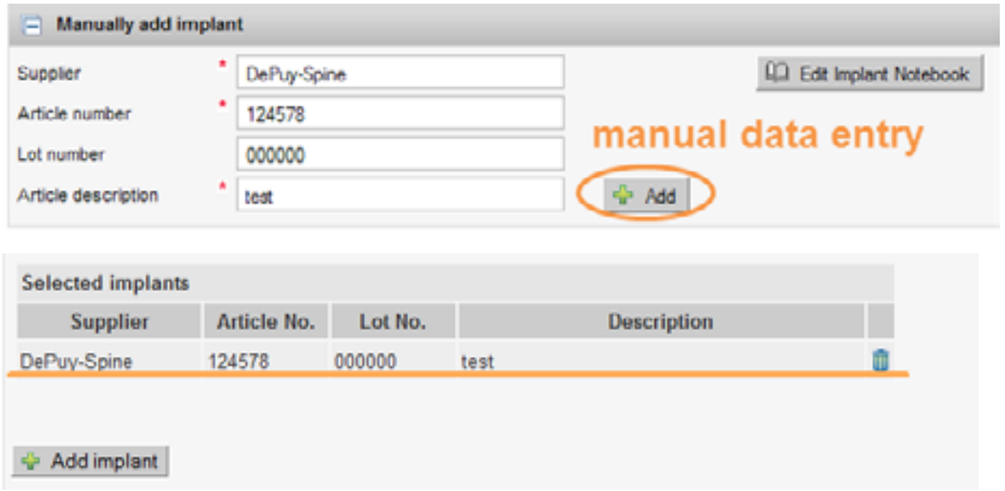
You can insert the beginning of an article number to fasten your search OR you can just select:
→ Search
and the whole notebook will appear. To choose an implant, click:
→ ✚
If desired, the Lot-number can be manually added for each component before adding it.



After you have chosen all Implants, close the window and your list of selected implants will appear. To delete an implant, select:
→ Delete

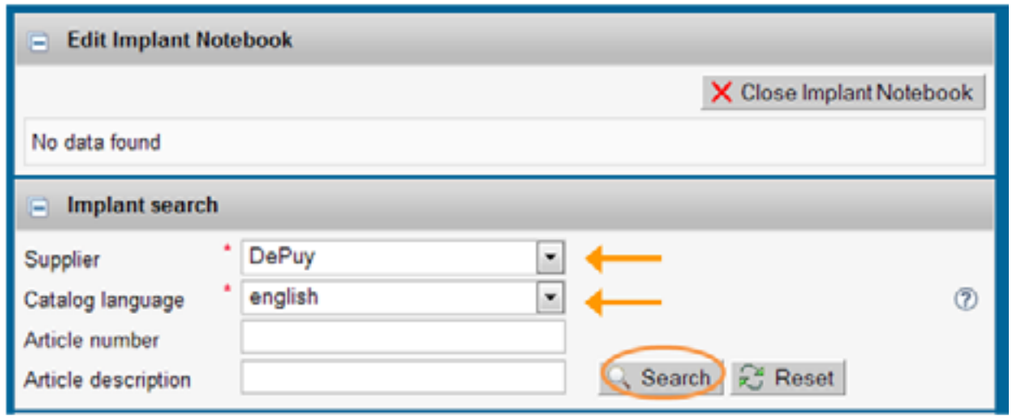
You can also search the Supplier Catalogues for other Components or enter Supplier, Article No., Article description and Lot Nr. manually, without using the notebook.



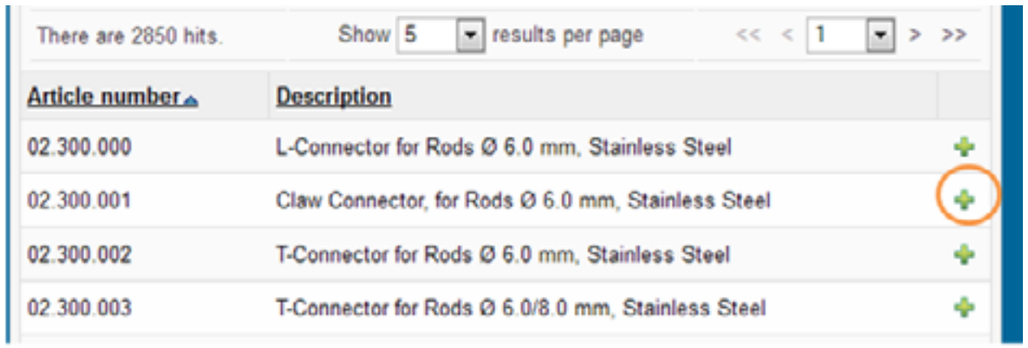


Edit Implant Notebook

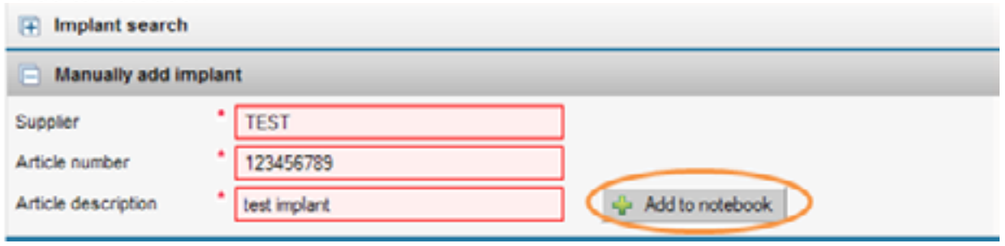
You can insert your own Components by searching implants and add them. Choose minimum the supplier and the catalogue language and then click:
→ Search



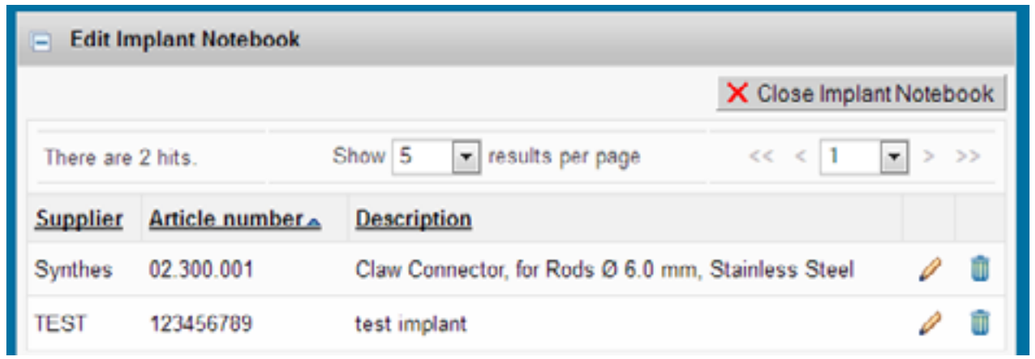
Beyond “Search results” you find all implants that match your search results. To add them to the notebook, select:
→



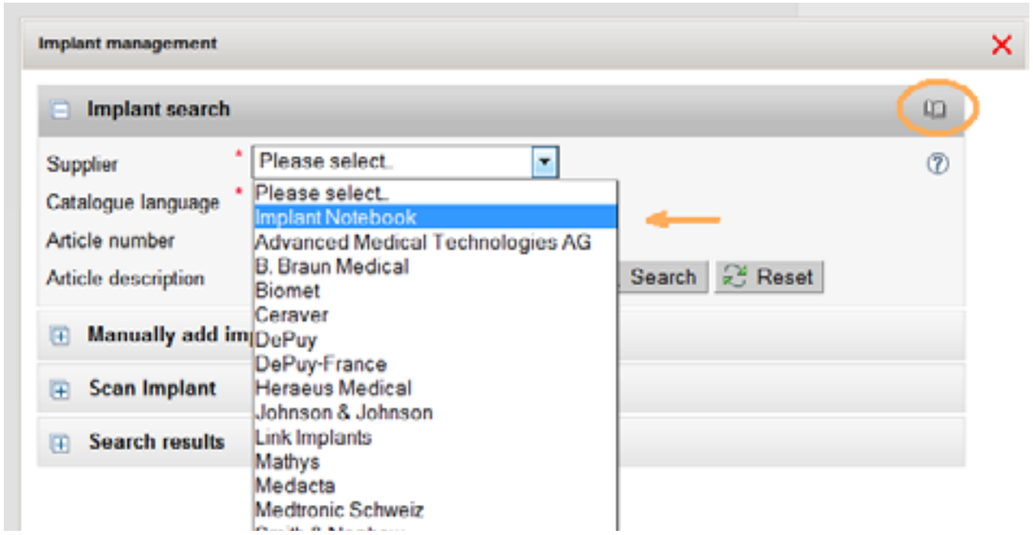
You can as well add components manually. Insert the supplier, the article number and the description and click on:
→ Add to notebook



The next time you open your Implant Notebook all the inserted Components are shown.



Then you can easily link them to your patient by searching the Implant Notebook and selecting the respective Implants:



Submission

When all subforms except Additional are saved and all the circles appear green and filled, the e-form can be submitted. Select:

→ Submit

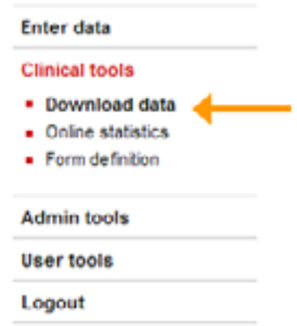
Spine Tango Form used for example

After submission you cannot change or delete your data anymore without personally contacting the data center.

Clinical Tools

Download data

This tool provides you to retrieve data from the server. You will be able to download your personal data as well data created by other users within the module, or across multiple modules, depending on the strength of your user's profile.
Click on:
→ Download data



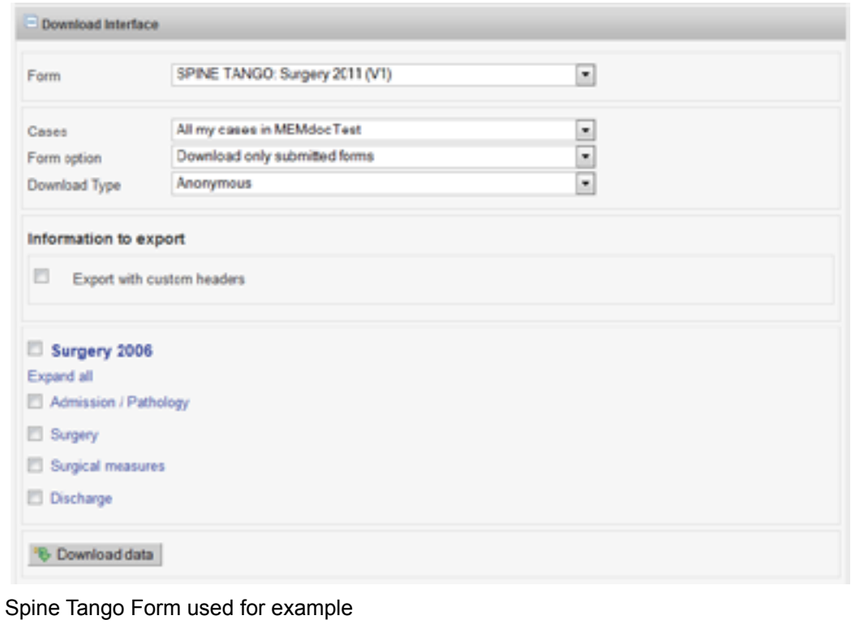
The download data page is comprised by two panels: the available downloads pannel, which lists the set of downloads that you have requested and which have completed successfully; and a download interface pannel, presenting the user all the download options for which his user's profile is configured.
Depending on your profile configuration the panel Download Interface can be as compact as the image illustrates. In this case, you will not be able to configure any of the personal data of patients, users, clinics or departments to be exported.

Step 1:
Choose a form to export.

Step 2:
Choose the scope of the download. Your options below clinic are:
- All my cases
- Cases I created
- Cases I submitted
(- Cases I operated / I assisted) -> only when the chosen form has the "Surgeon /Staff" question.

- "All cases"-options (Every case registered in Module, Clinic, Department). Your options may differ, depending on your profile function. Please check the profile you are currently logged into, in case you have various.

Step 3:
Choose the form state that is relevant for the export.

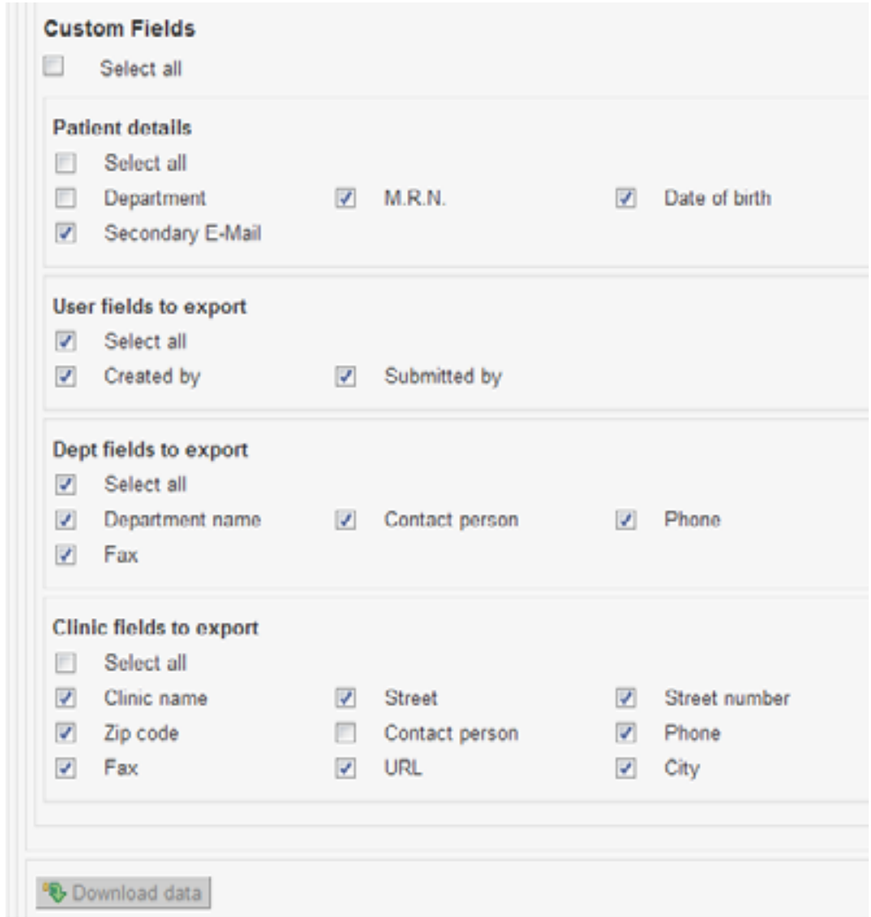


Spine Tango Form used for example

Step 4:
Choose the desired download type. Your options are (again depending on your profile allowance):
- Anonymous data (contains no details regarding the patient)
- Pseudo anonymous data (contains hashed values such as MRN, clinic name, department name)
- Personalized data:
Contains identifiable information about a patient, clinic or department or doctor that you wish to export.

Choose “export with custom headers” in case your study included custom headers (concerning the excel-files).

Specify the exact personal data below in “Custom Fields”:
you can extract information about the patients, the users who operated in the forms, the departments and the various clinics.



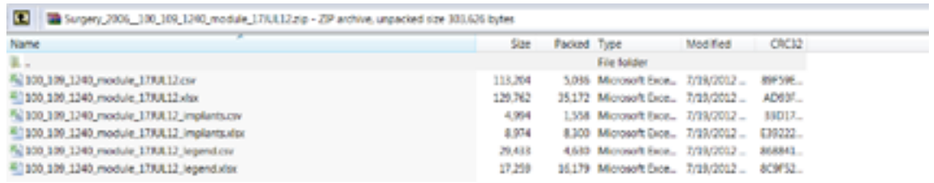
Step 5:
Select the relevant questions / subforms (can be expanded by clicking) to be exported in your file. If you want only few data, reduce the outcome to the questions you like, e.g if you are only interested in Admission / Pathology, Decompression and Fusion:

Step 6:
Click the “Download Data” button.

Wait for a few minutes for the data to become available. This process can take a while, depending on the number of exports that user’s have requested. Also, each module only asks from the central server for data every minute. The export process is a complex process involving large volumes of data for a considerable number of consumers world wide.

As soon as your data is available to be downloaded, it shall appear on the top of the Download Data page.
By clicking either on the name of the file, or on the download icon, a prompt of saving the zip archive shall appear.

The zip archive downloaded should always contain at least two excel files. The comma separated files are encoded using UTF8.
The main data file contains both the clinical data/form answers and the custom field data the user chose to export. The legend file comprises a description of the meaning of question headers of the main export file. Additionally, a third file containing implants will also exist if any of the form data exported was linked to implants data.



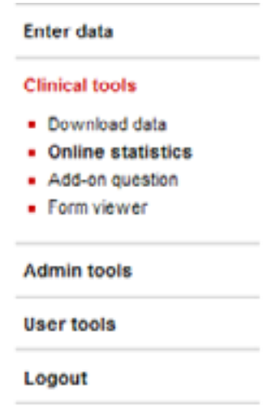
Online statistics

Spine Tango gives you the possibility to create some descriptive online statistics with your data and also to compare your data against the anonymized data pool (benchmarking).

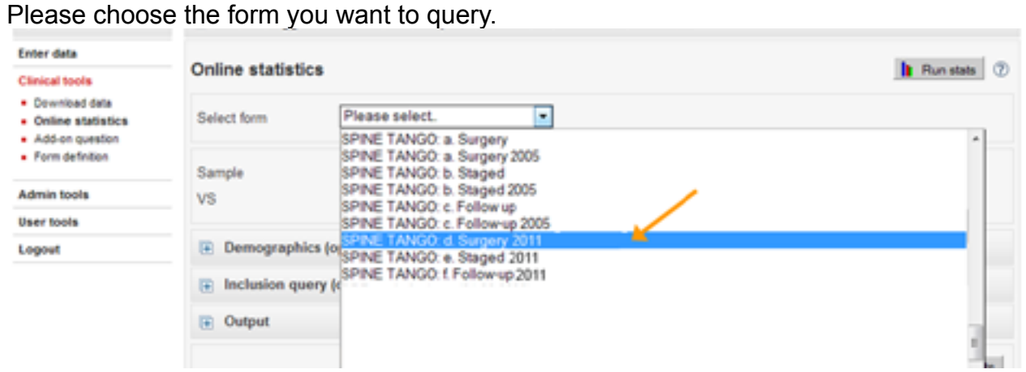
You activate this tool via:

→ Clinical Tools

→ Online statistics



Please choose the form you want to query.

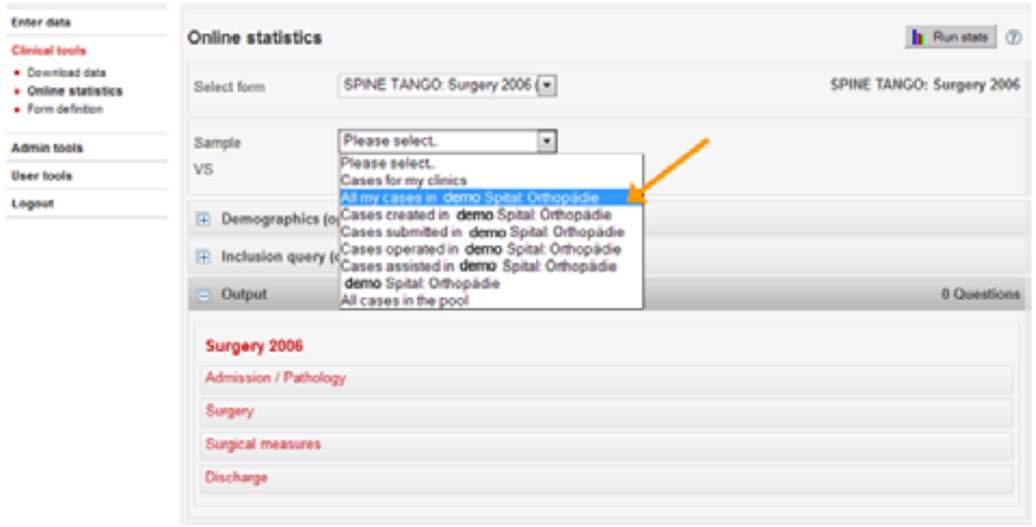


Spine Tango Form used for example

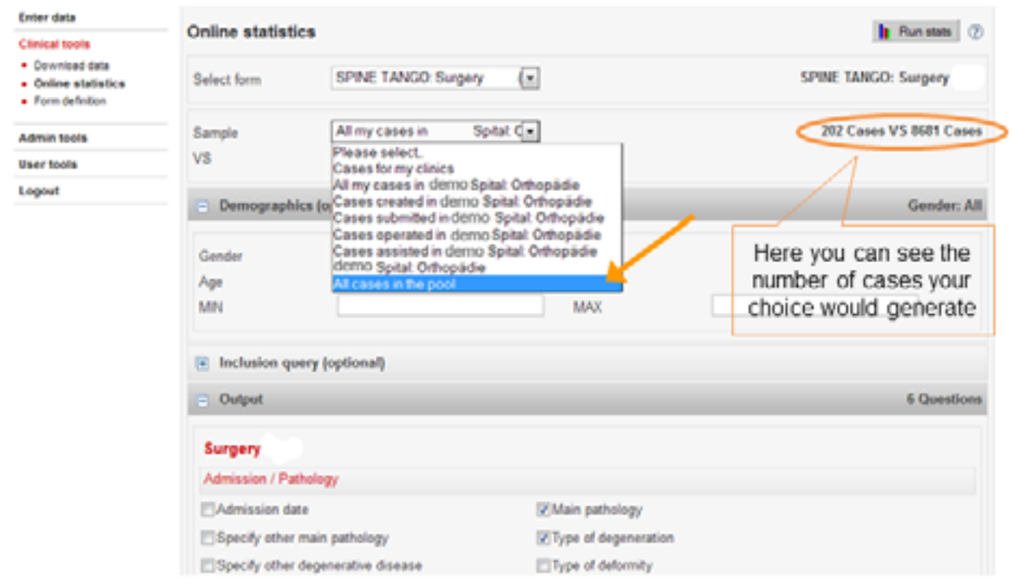
Mem doc Manual

Selection of patient samples

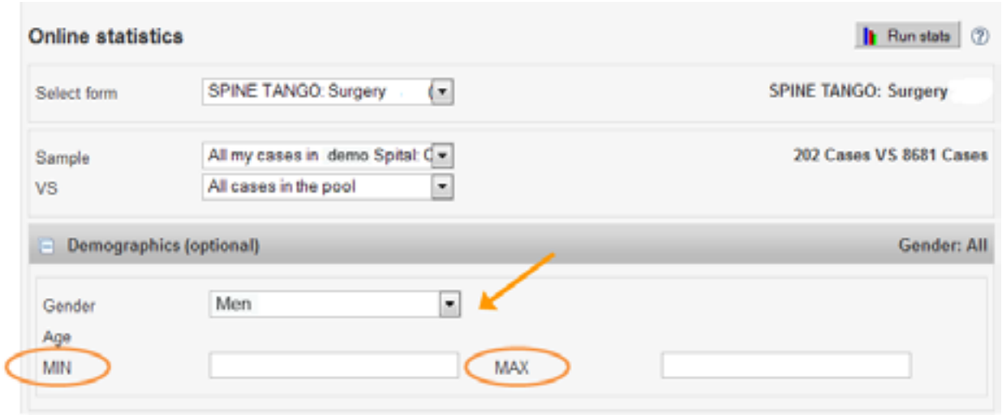
You have different possibilities to view and compare patient samples:
Select a sample first:



You have the same possibilities as in “Download data”.Now decide the cases you want for a comparison.
You can also leave it empty if you don’t want to compare different data.



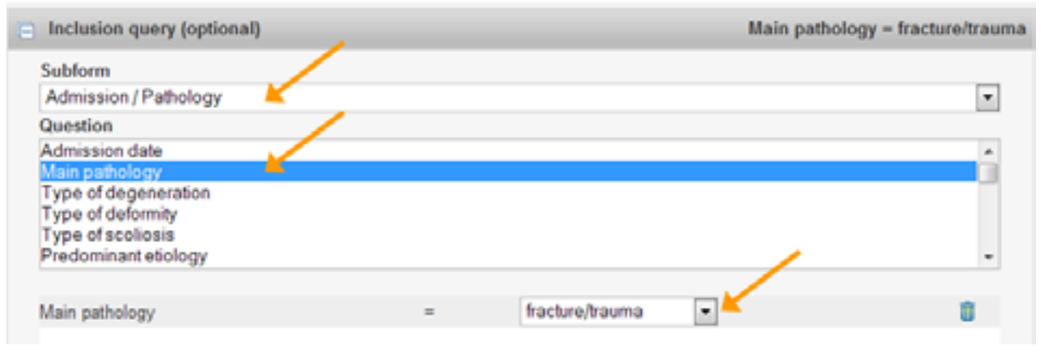
In “Demographics” you can create subsamples of patients by applying certain filter criteria like age or gender. It’s optional, you may also ignore it.



Inclusion query

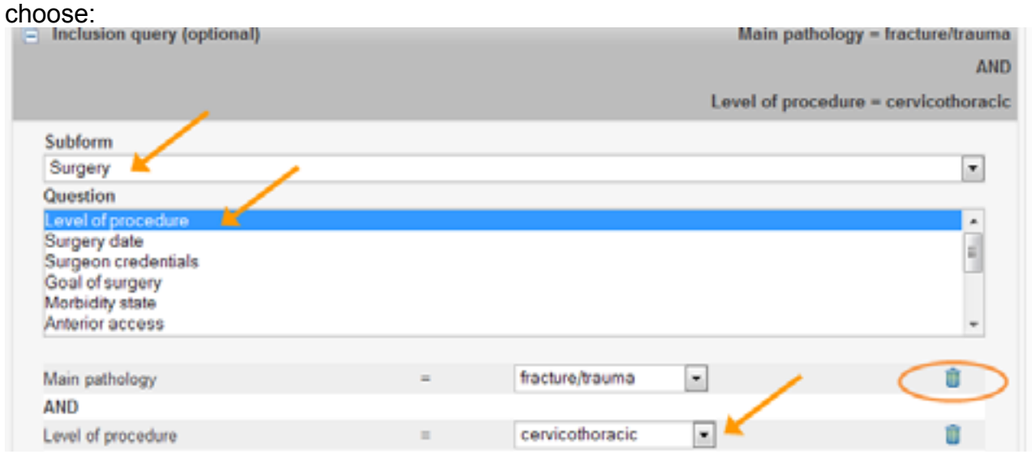
A second possibility to filter the data is the “Inclusion query”:
This is a tool to combine answer-possibilities to generate a well defined patient group.

First choose the subform which the criteria includes you want to determine.
Choose the question and corresponding question you want to analyse.
e.g. Patients with fracture/ trauma as main pathology



For choosing more than one inclusion criteria you can combine several criteria.
If you want to have more than one answer possibility of one question.
e.g. you want to have the patients with fracture/trauma OR pathological fracture:

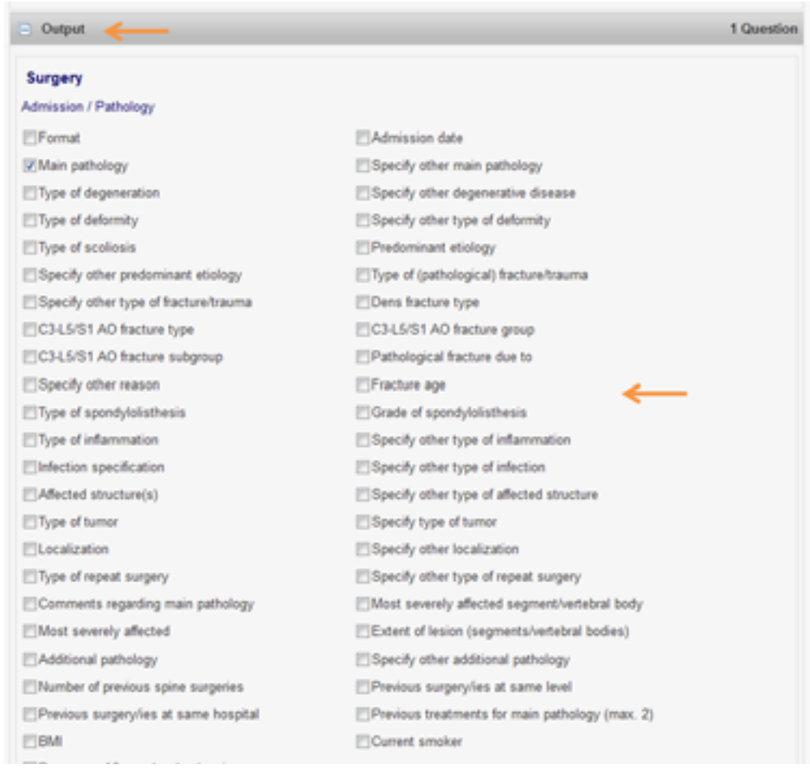
You can also choose critera from different subforms and questions:
e.g. patients with fracture AND trauma only cervicothoracic:
choose:



If you want to delete an inclusion, click on the recycle bin.

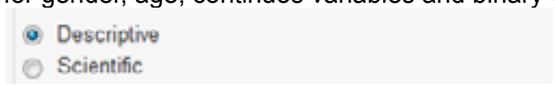
Output parameter

Beyond output please choose all options you wish to analize. Scroll down and select no more than 3-5 outputs at once to reduce calculation times. You can choose options from all subforms.



Spine Tango Form used for example

At last, please choose the type of your statistics.
“Descriptive” means this analysis is without p-values, “Scientific” gives you an analysis with p-values for gender, age, continuos variables and binary variables.

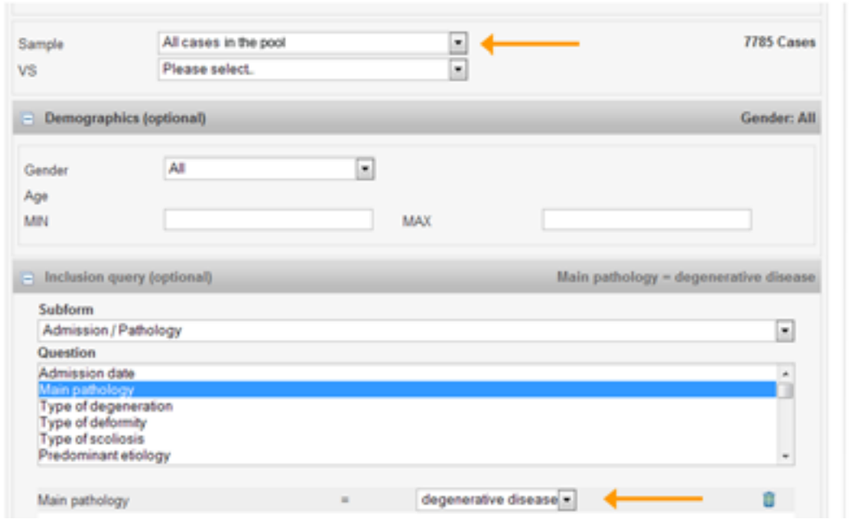


Statistical analysis of Surgery forms

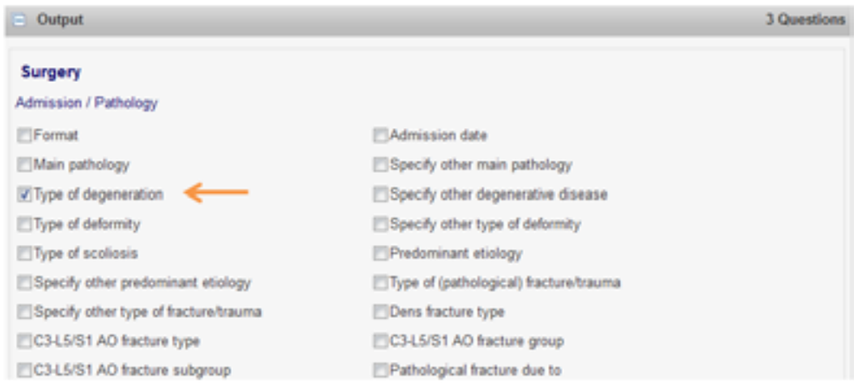
As explained, first you have to select a sample and thereafter you may want to apply filter criteria for this sample.

For example:
We want to look at the distribution of type of degeneration, decompression and fusion in our group of patients with degenerative disease in the complete data pool.
We also want to know about the surgical complications.

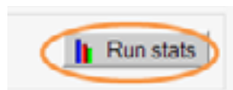
- Viewing all cases in the pool
- No filtering with respect to gender, age, or surgery date, but applying Main Pathology : degenerative disease as filter criterion.



Scroll down and select no more than 3-5 outputs, but select at least one question!
For our example choose the output parameters: type of degeneration, decompression, fusion, surgical complications



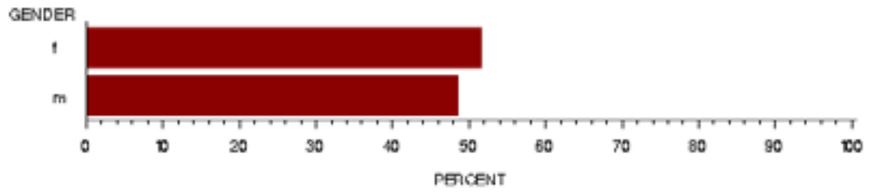
Now, click on:
→ Run Stats



Depending on the size of the patient sample chosen and the number of parameters selected it might take up to half a minute until a SAS output window will open, which shows your statistics as tables and graphs. The graphs are pictures and can be used in e.g. Power Point presentations with a right mouse click. The tables must be marked with the left mouse button, copied, and then inserted into the slides.
The graphs of the parameters are always shown in percent. The frequencies are listed in the tables.
The statistics always show the Gender and Age distribution of your group:
Spine Tango Form used for example

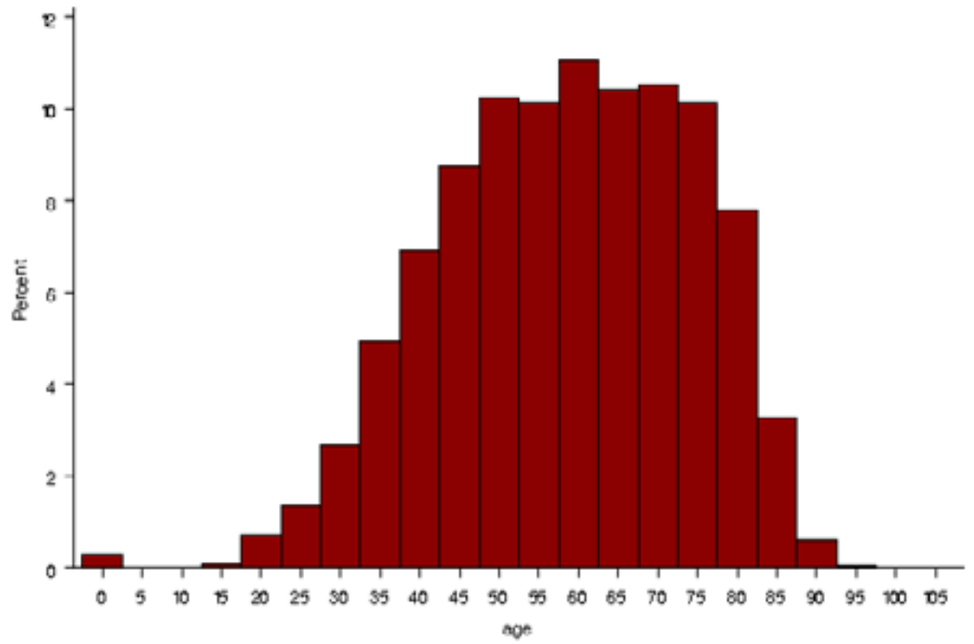
Gender Distribution

GENDER	Frequency Count	Percent of Total Frequency
f	3466	51.52
m	3261	48.48
	6727	100.0



Age Distribution

Analysis Variable : age					
N	Minimum	Median	Maximum	Mean	Std Dev
6727	0.00	69.00	107.00	68.39	15.65



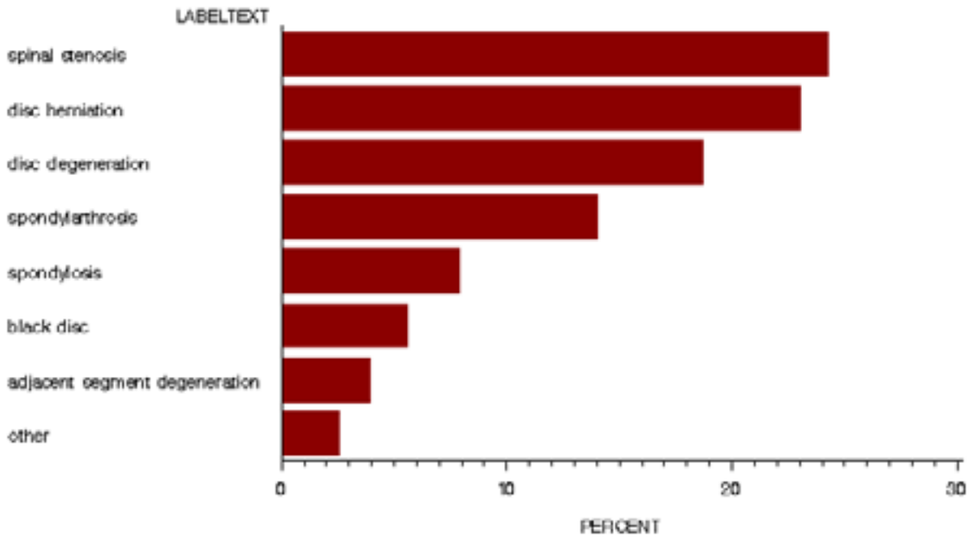
According to your selection of outcomes, in this example:
→ Distribution of type of degeneration

Distribution of Type of degeneration

LABELTEXT	Frequency Count	Percent of Total Frequency
spinal stenosis	3339	24.26
disc herniation	3166	23.01
disc degeneration	2575	18.71
spondylarthrosis	1931	14.03
spondylosis	1088	7.91
black disc	760	5.52
adjacent segment degeneration	542	3.94
other	361	2.66
	13761	100.0

emdoc Manual

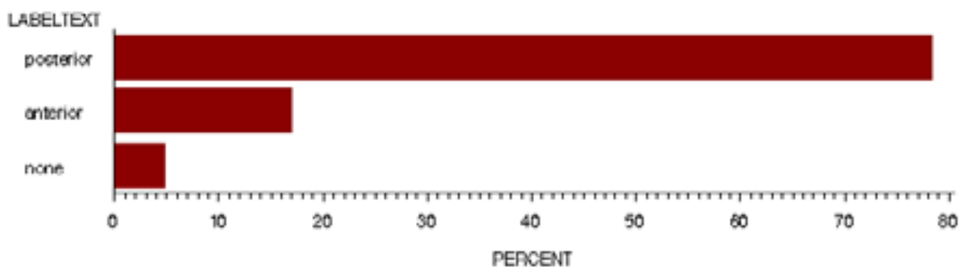
Introduction
Online Data and Entry Tools: Registration - Enter Data - Clinical Tools - User Tools
Current chapter: Clinical Tools



→ Distribution of decompression

Distribution of Decompression

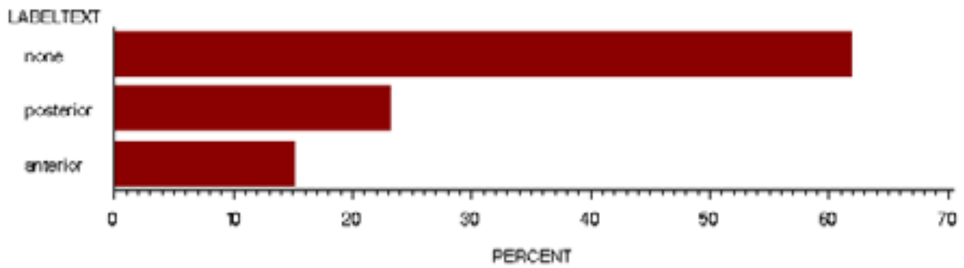
LABELTEXT	Frequency Count	Percent of Total Frequency
posterior	5443	78.32
anterior	1179	16.90
none	328	4.72
	6950	100.0



→ Distribution of fusion

Distribution of Fusion

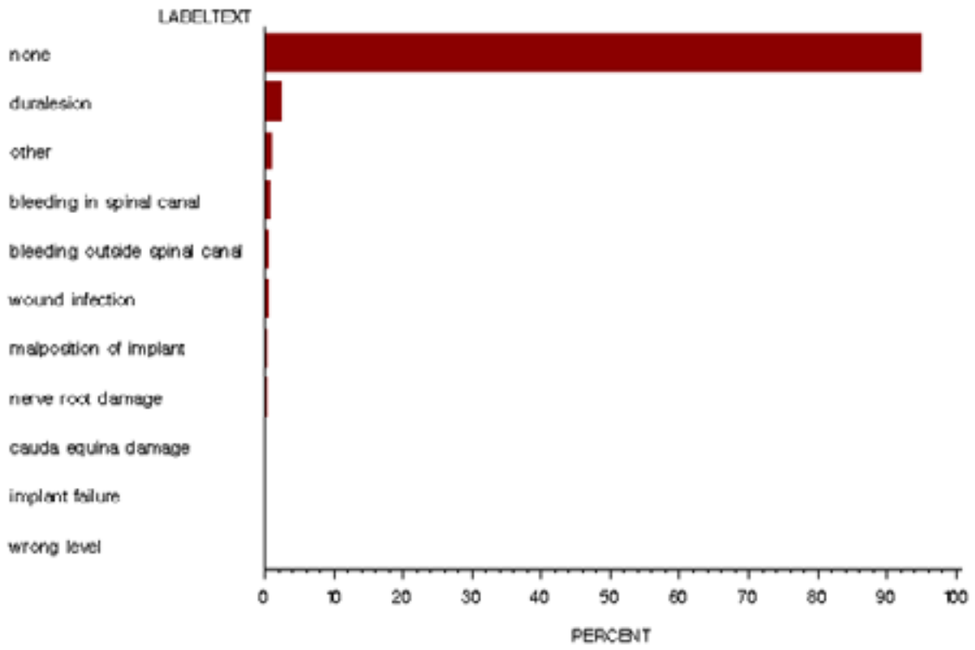
LABELTEXT	Frequency Count	Percent of Total Frequency
none	4358	61.78
posterior	1630	23.11
anterior	1066	15.11
	7054	100.0



→ and distribution of surgical complications is displayed as output.

Distribution of Surgical complications

LABELTEXT	Frequency Count	Percent of Total Frequency
none	6291	94.93
duralesion	156	2.35
other	59	0.89
bleeding in spinal canal	40	0.60
bleeding outside spinal canal	26	0.39
wound infection	24	0.36
malposition of implant	16	0.24
nerve root damage	15	0.23
cauda equina damage	3	0.05
implant failure	2	0.03
wrong level	2	0.03
	6624	100.0



Statiscal analysis of followup forms

In the same manner statistical analysis from the followup forms can be performed, Except for that you need to choose the Followup form in selection of forms!

The selection of the patient sample as well as the inclusion criteria can be chosen like shown before.

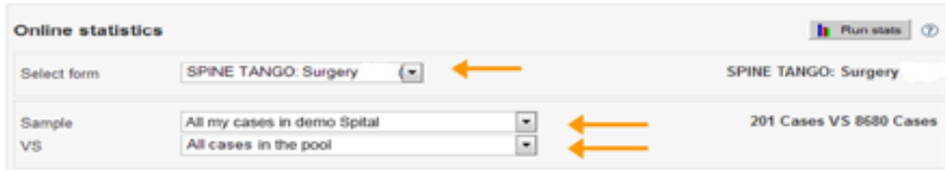
The output parameter can be choosen from the followup form.

The chosen parameters from the followup form are shown according to the FU Intervall.

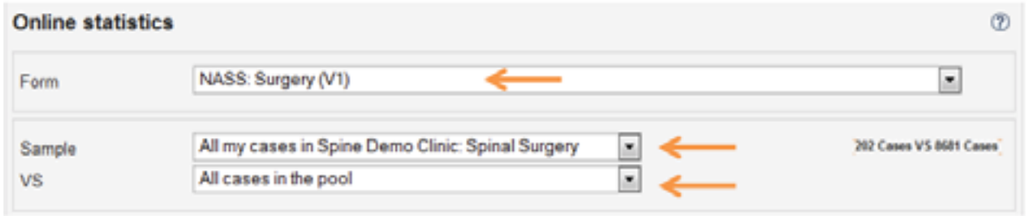
Comparative statistical analysis (benchmarking)

In this online statistical function you can also perform a comparative statistical analysis e.g compare your data with the data of the complete pool.
Apply the same procedure as for the statistical analysis before.

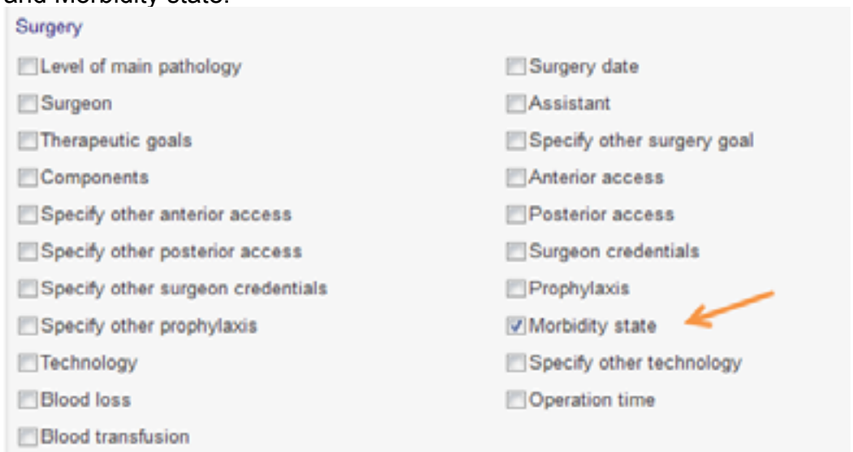
When selecting a sample e.g. click on: “My data” for comparison VS: “All cases”.



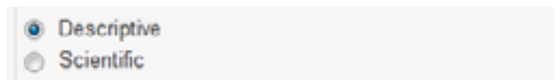
Then again you can select the required output criteria.
In this example we chose: Main pathology:



and Morbidity state:



We want a descriptive analysis:



Now select:
→ Run stats

In this comparison your data is shown in red, the pool data in grey:

Memdoc Manual

→ distribution of gender
Again, the demographic data (age and gender) are automatically shown for the groups.

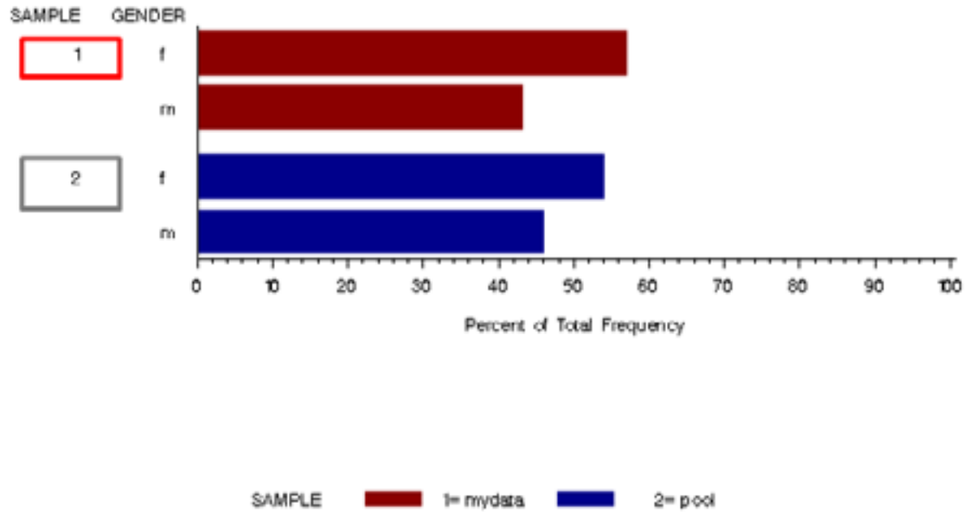
Gender Distribution

SAMPLE	GENDER	Frequency Count	Percent of Total Frequency
1	f	114	56.72
1	m	87	43.28
2	f	4690	54.03
2	m	3990	45.97

Gender Distribution - Testing for Significant Difference

Number of Subjects in the Stratum	Chi-Square	DF for Chi-Square	P-value for Chi-Square	Fisher's Exact Test P-value (2-Tail)
8881	0.56997	1	0.45027	0.47446

The second table shows results from the Chi-Square and Fisher's Exact test. The test proves if the distribution of gender in the two samples is random (p-value > 0.05) or if there is a significant difference between the samples (p-value < 0.05). The usual rule of thumb for deciding whether the chi-squared approximation is good enough is that the chi-squared test is not suitable when the expected values in any of the cells of a contingency table are below 5, or below 10 when there is only one degree of freedom (this rule is now known to be overly conservative). In such small samples the results of Fisher's Exact Test should be used.
For further information, visit:
http://math.hws.edu/javamath/ryan/ChiSquare.html



→ distribution of age

Age Distribution

Analysis Variable : age

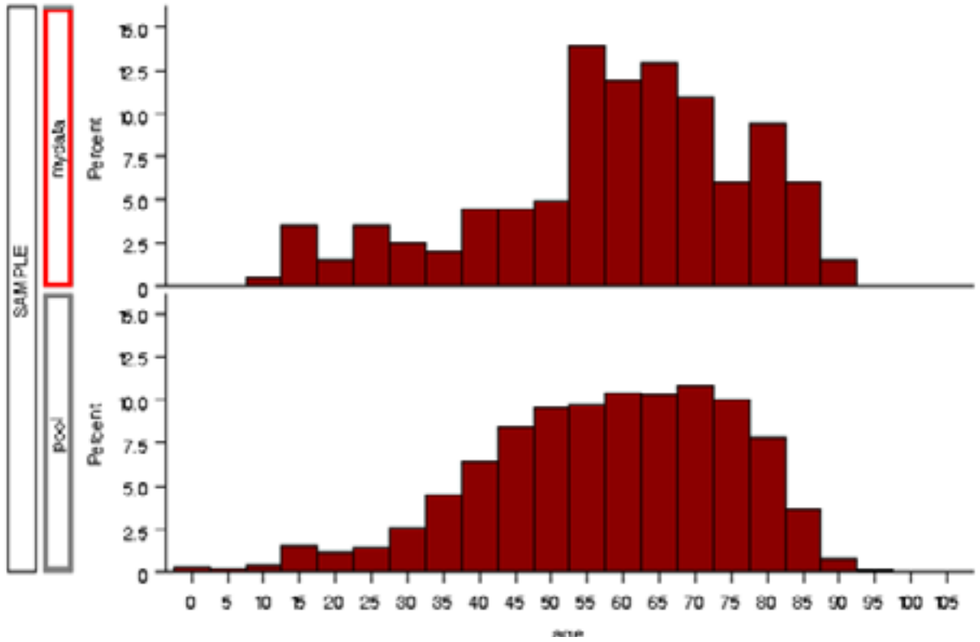
SAMPLE	N Obs	N	Minimum	Median	Maximum	Mean	Std Dev
1	201	201	10.00	61.00	90.00	58.67	18.36
2	8680	8680	0.00	59.00	107.00	57.80	17.17

Age Distribution - Testing for Significance

Analysis Variable	Two-sample Wilcoxon Statistic	P-value, Wilcoxon Test (Two-sided)	Kruskal-Wallis Statistic	Degrees of Freedom, Kruskal-Wallis Test	P-value, Kruskal-Wallis Test
age	935336	0.23472	1.41204	1	0.23472

The Wilcoxon Test is a non-parametric test for assessing whether two independent samples of observations have equally large values. The Kruskal-Wallis Test is a non-parametric method for testing equality of population medians among groups.
The two tests are quite similar and therefore they have similar p-values. If the p-values are >0.05 the distribution is natural, else there is a significant difference.
For further information, visit:
http://en.wikipedia.org/wiki/Mann-Whitney_U
http://en.wikipedia.org/wiki/Kruskal%E2%80%93Wallis_one-way_analysis_of_variance

Memdoc Manual



→ distribution of Main Pathology

Distribution of Main pathology

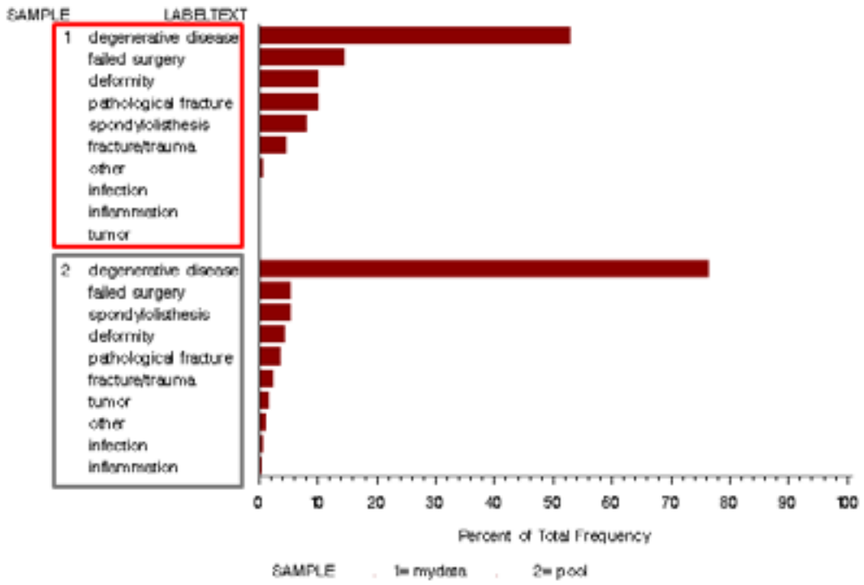
SAMPLE	LABELTEXT	Frequency Count	Percent of Total Frequency
1	degenerative disease	106	52.74
1	failed surgery	29	14.43
1	deformity	20	9.95
1	pathological fracture	20	9.95
1	spondylolisthesis	16	7.96
1	fracture/trauma	9	4.48
1	other	1	0.50
2	degenerative disease	6822	76.29
2	failed surgery	461	5.20
2	spondylolisthesis	447	5.15
2	deformity	363	4.18
2	pathological fracture	308	3.55
2	fracture/trauma	199	2.29
2	tumor	127	1.46
2	other	85	0.98
2	infection	49	0.56
2	inflammation	29	0.33

Distribution of Main pathology - Testing for Significance

Number of Subjects in the Stratum	Chi-Square	DF for Chi-Square	P-value for Chi-Square
8881	94.6208	9	2.0082E-16

The Chi-square Test here shows a p-value of 2.01*10^-16, which is far below 0.05 and, hence, significant. The low p-value means that the distribution is not explainable only by chance. In the example the distributions of main pathology are significantly different in the two samples.

emdoc Manual



→ distribution of Morbidity State

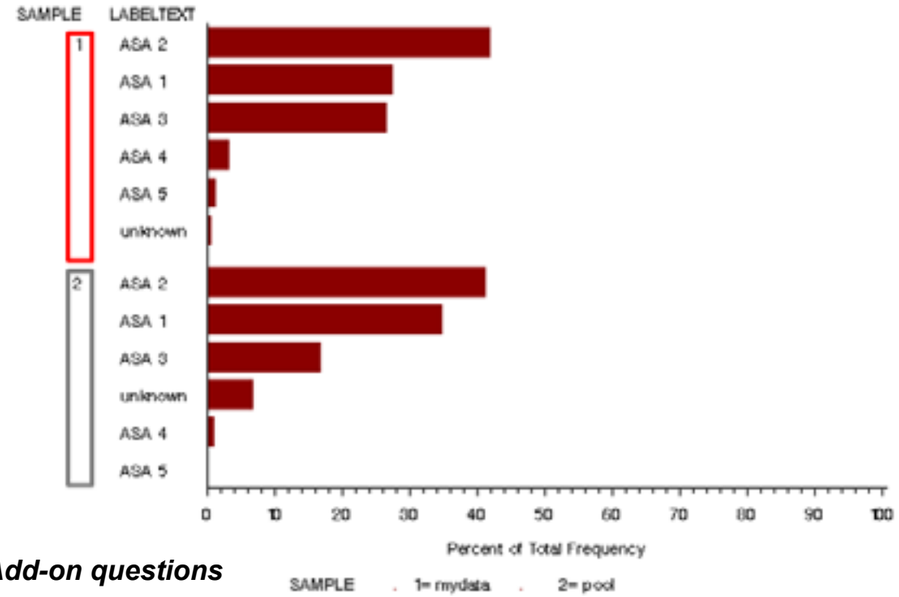
Distribution of Morbidity state

SAMPLE	LABELTEXT	Frequency Count	Percent of Total Frequency
1	ASA 2	84	41.79
1	ASA 1	55	27.36
1	ASA 3	53	26.37
1	ASA 4	6	2.99
1	ASA 5	2	1.00
1	unknown	1	0.50
2	ASA 2	3515	41.04
2	ASA 1	2970	34.68
2	ASA 3	1436	16.76
2	unknown	571	6.66
2	ASA 4	74	0.86
2	ASA 5	1	0.01

Distribution of Morbidity state - Testing for Significance

Number of Subjects in the Stratum	Chi-Square	DF for Chi-Square	P-value for Chi-Square
8769	90.3870	5	5.5722E-18

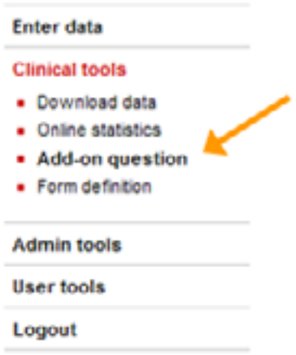
Here we get the same “Testing for Significance” as in “Main Pathology”. The result is similar too, the P-value is very small. The unnaturally accumulation is in option “ASA 2”.



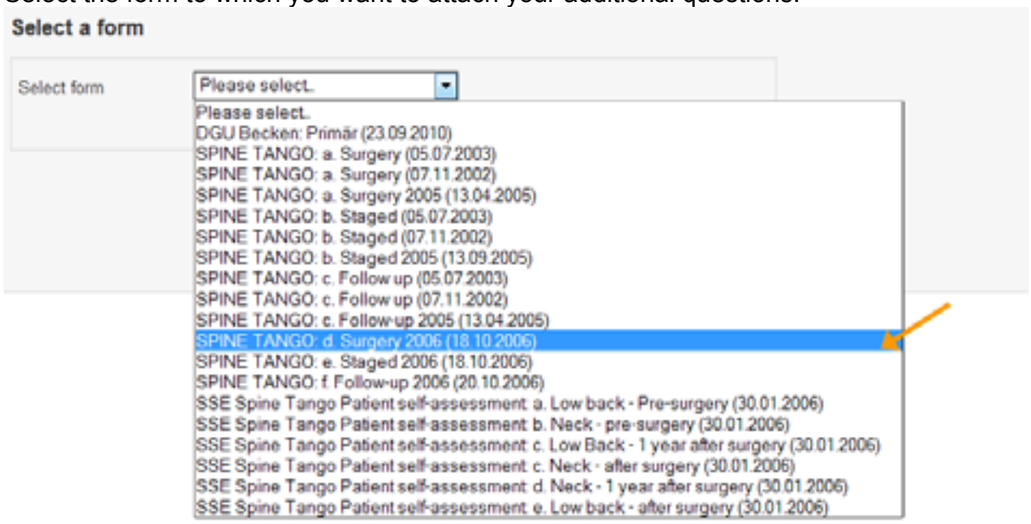
Add-on questions

This function is only available for clinical administrators.
In this section you can create your own subform for customized online data entry in addition to an existing form. That means that the questions/ the additional subform is related to one form (eg. The surgery form or the followup form). The generated additional subform is available for all registered members of your department.

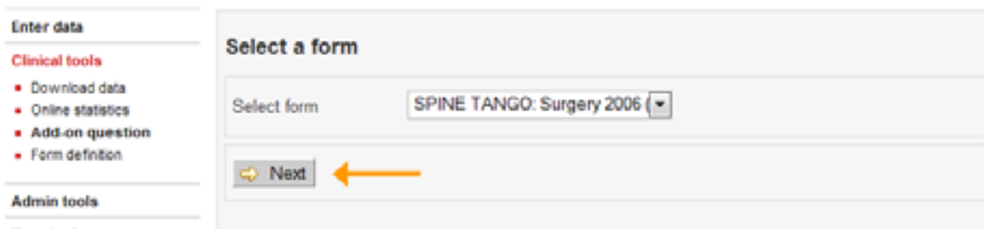
Click on Add-on question



Select the form to which you want to attach your additional questions:



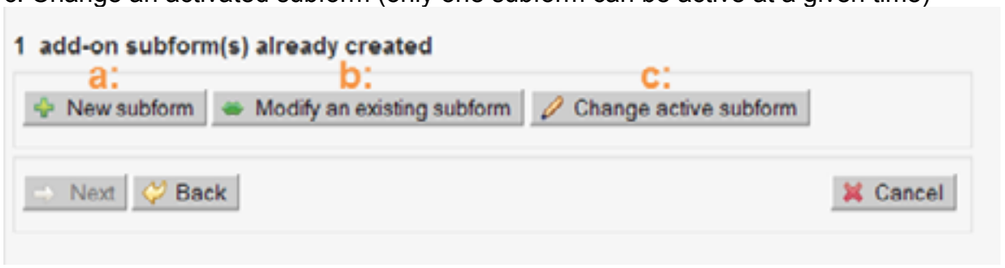
Spine Tango Form used for example
→SSE Spine Tango Surgery for example and select:
→ Next



If you have not created a subform yet, create a new one
→ OK

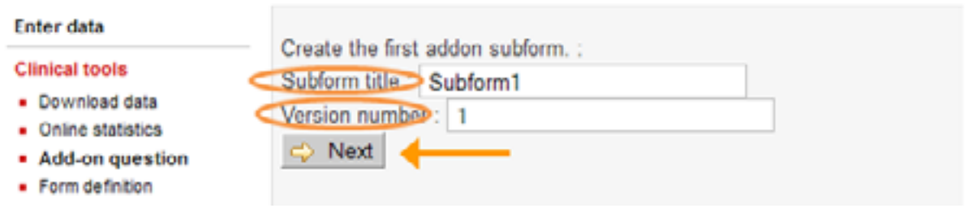
If there is already an existing subform for additional questions you have different possibilities:

a: Create a new subform
b: Add new question(s) to an existing subform
c: Change an activated subform (only one subform can be active at a given time)



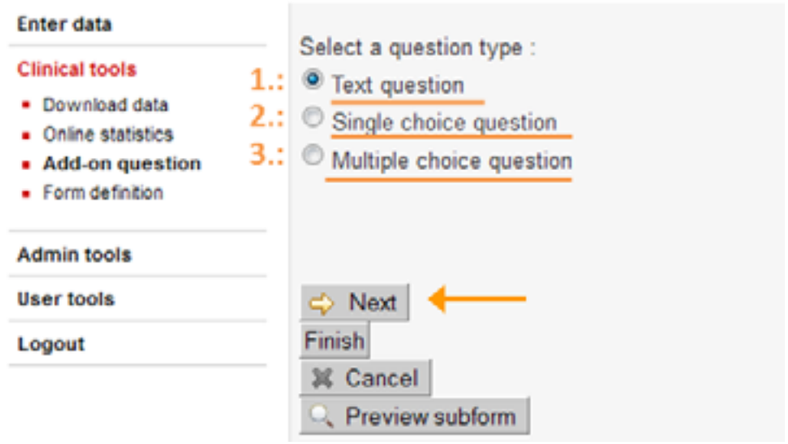
a. New subform

Enter a Subform title and a Version number and select:
→ Next



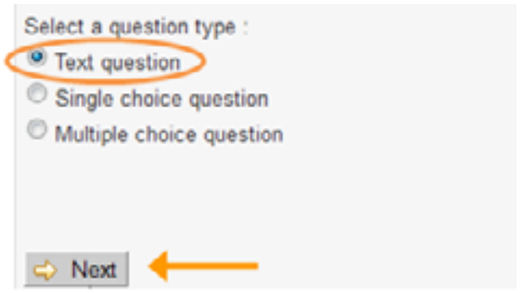
→ *Question-Generator - step1*

There are three different question types you can choose:
1.: text question: user enters a text answer.
2.: single choice question: user selects one of several possible answers.
3.: multiple choice question: user may mark one or more of several possible answers.



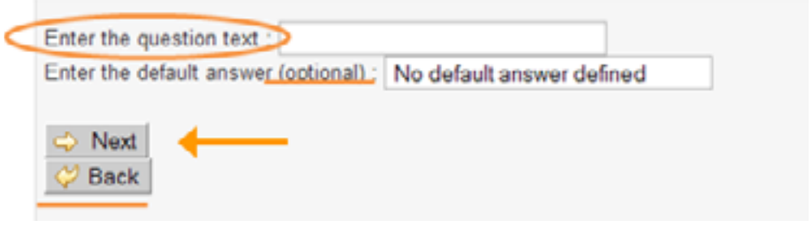
Choose the question type you want to create and select:
→ Next

1.:



→ *Question-Generator – step 2*

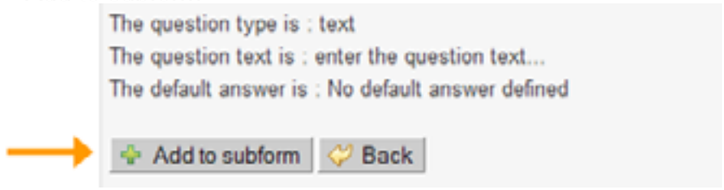
Enter your question text and optionally a default answer



To go on, select:
→ Next

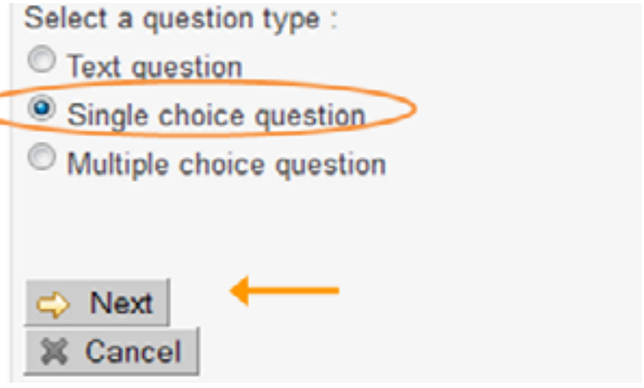
By selecting
→ Back you can always go a step back.

Control your entered question and select:
→ Add to subform

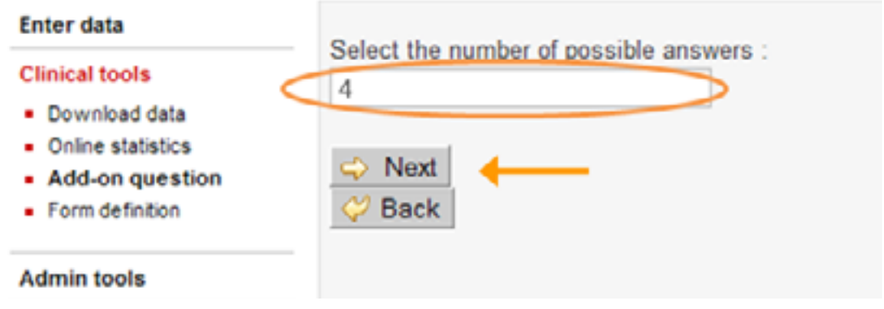


Then you repeat the “Question-Generator –step 1” to add further questions
Do this by selecting a question type and select:
→ Next

2.:

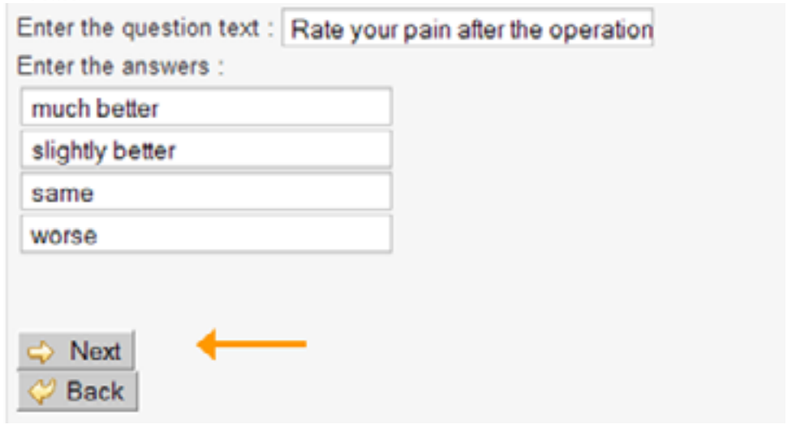


Select the number of the possible answers for your question. The number should be between 1 and 30.
Select: → Next

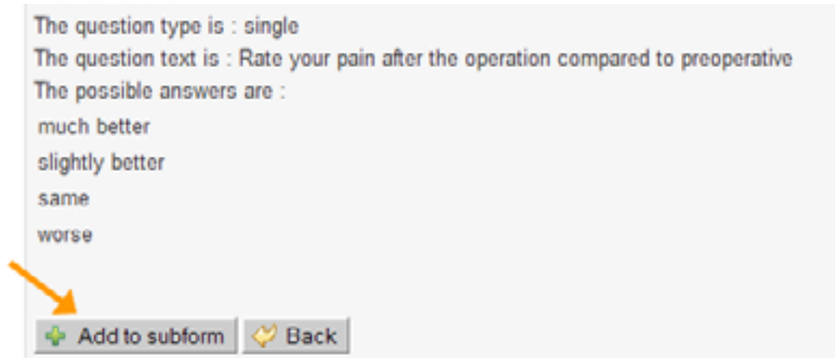


→ *Question-Generator – step 3*

Enter your question and answers and select:
→ Next

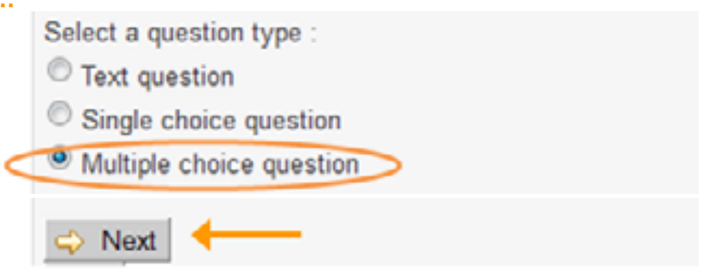


Control your entered question and the answers and select:
→ Add to subform

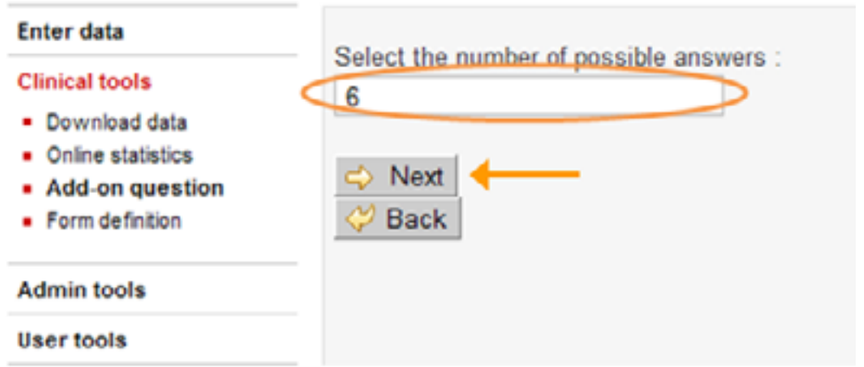


Then you end up again at the Question-Generator –step 1

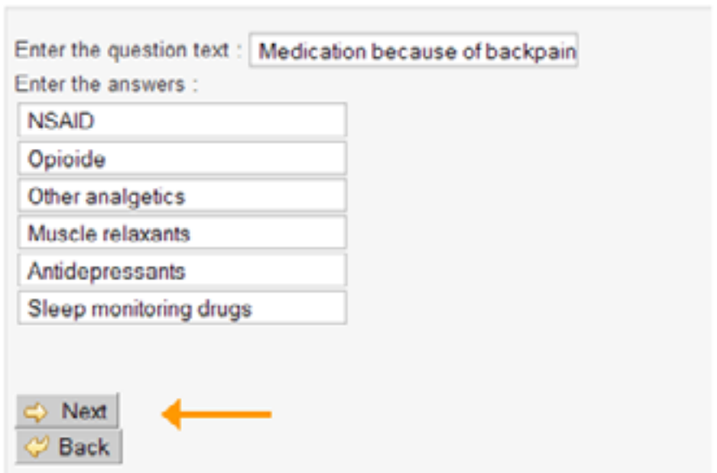
3.:



Select the numbers of possible answers for your question. The number should be between 1 and 30.



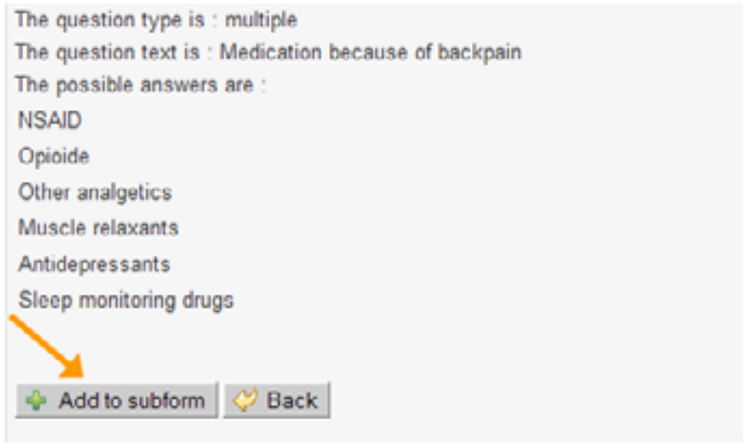
Enter your question and answer-possibilites and select:
→ Next



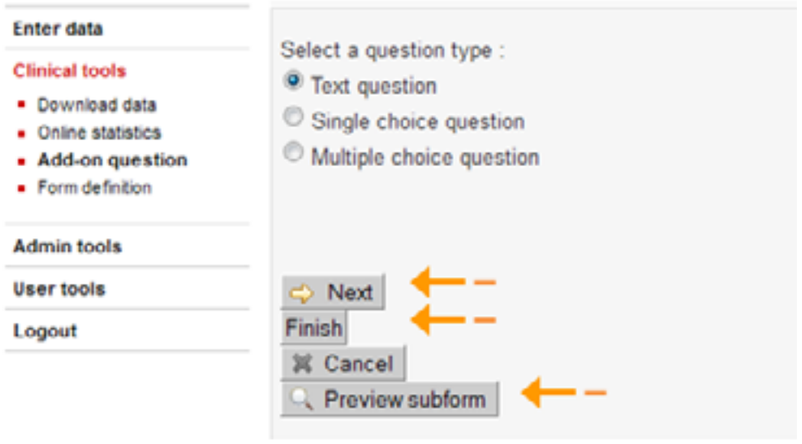
Control the entered question and answer-possibilities and select:
→ Add to subform

Introduction
Online Data and Entry Tools: Registration - Enter Data - Clinical Tools - User Tools
Current chapter: Clinical Tools

Memo doc Manual



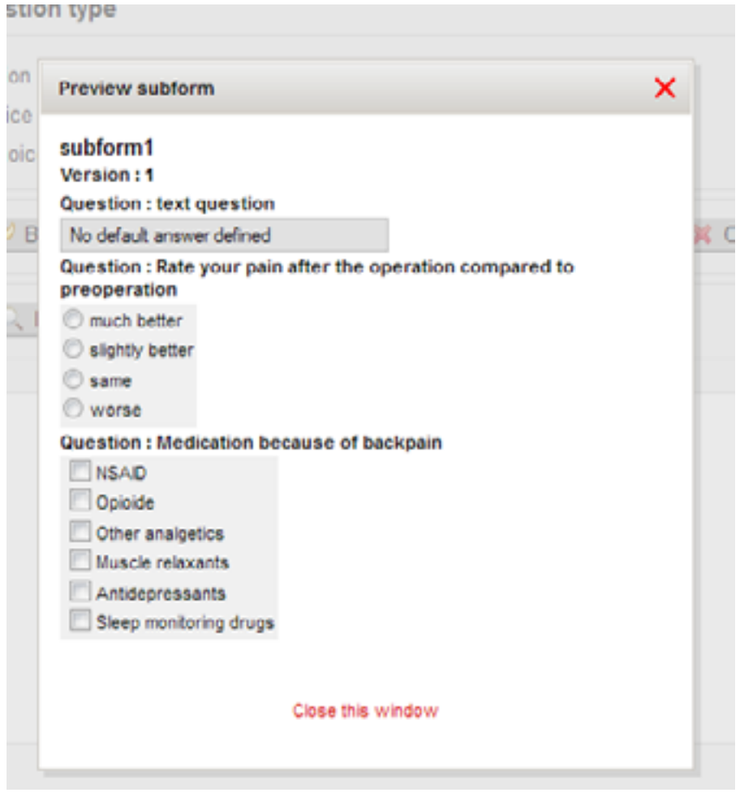
Then you end up again at the Question-Generator –step 1 with the following options:



Add further questions by selecting the question type and select:
→ Next

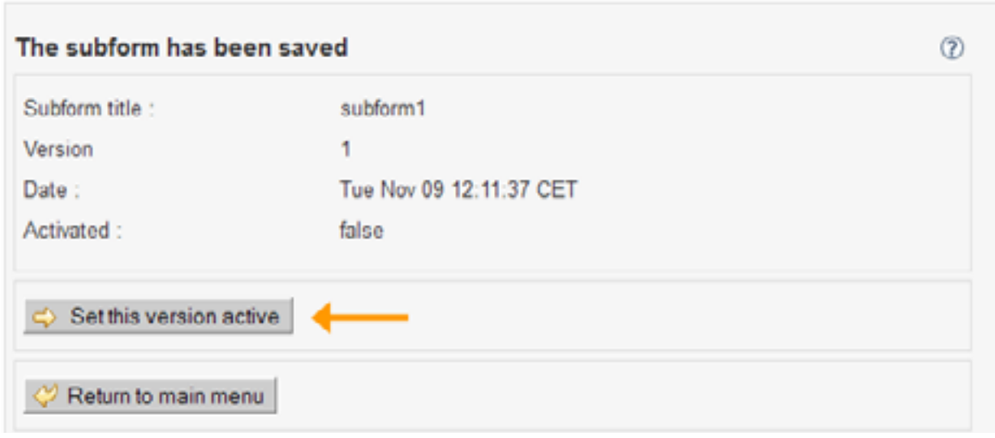
View the Subform (list of questions), select:
→ Preview subform

The list with all your created questions will open in an additional window:



End adding questions and save the subform, select:
→ Finish

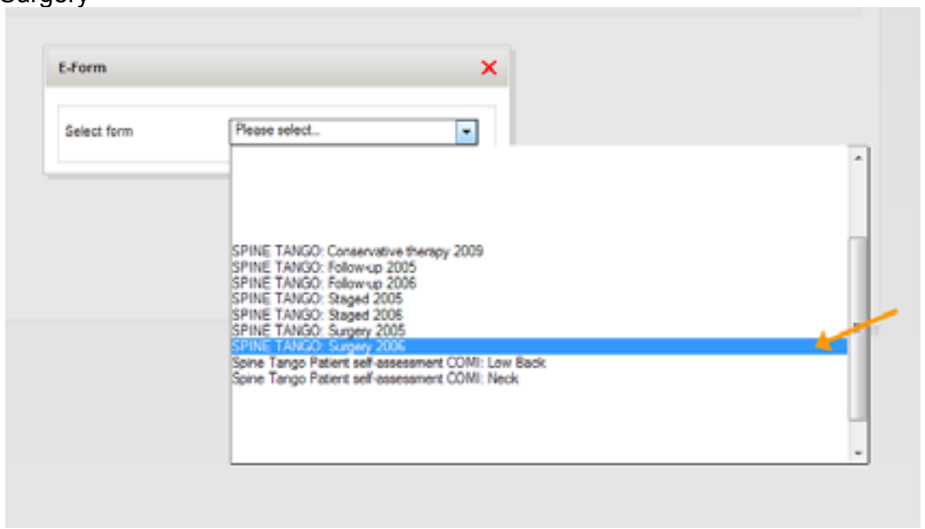
If you want your new subform to be active now, select:
→ Set this version active



Medmdoc Manual

To use your additional subform for entering data

Create an according e-Form for your patient. That means you have to choose the same study form for which you created the additional subform, in our example “SPINE TANGO Surgery”

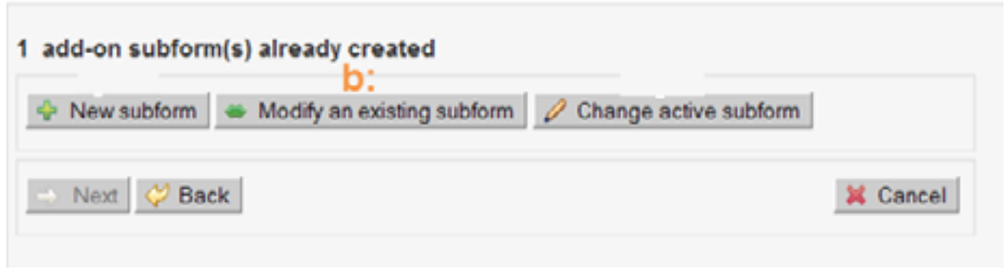


Spine Tango Form used for example

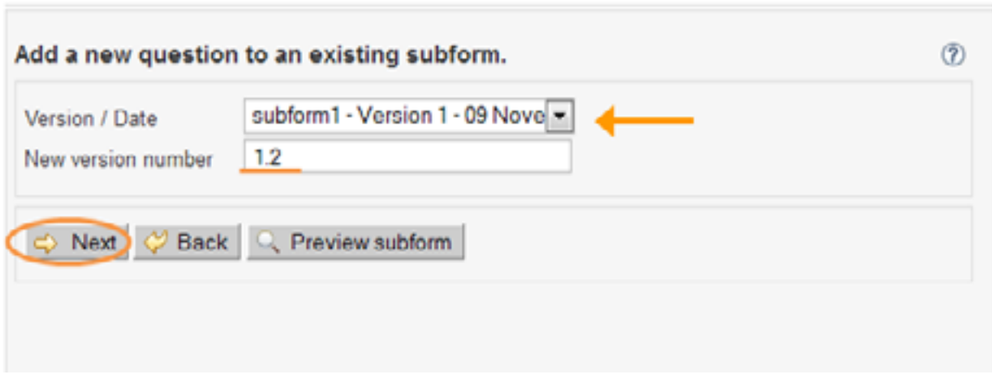
In “Additional Subforms” you find your activated subform.
Here e.g. subform1

Click: → Add
and your subform will be activated and inserted as separate tab.

b: Add new question(s) to an existing subform

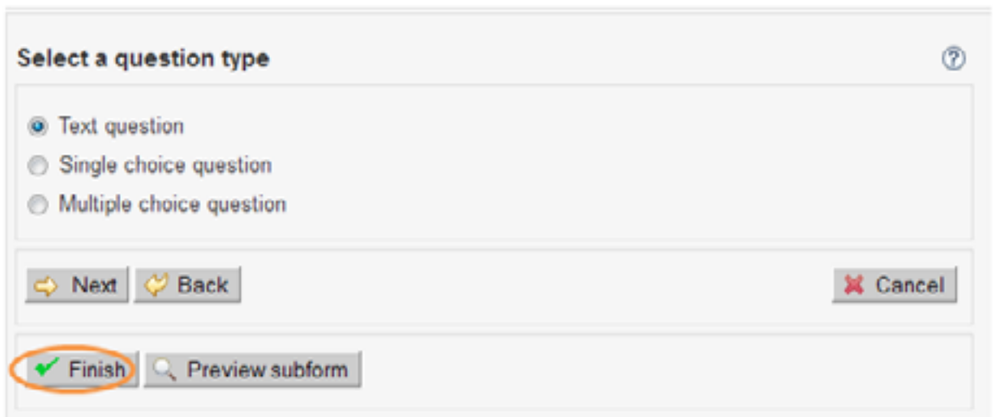


Select the version and date of the subform you want to add questions to.
You have to give this subform a new version number. Then select:
→ Next



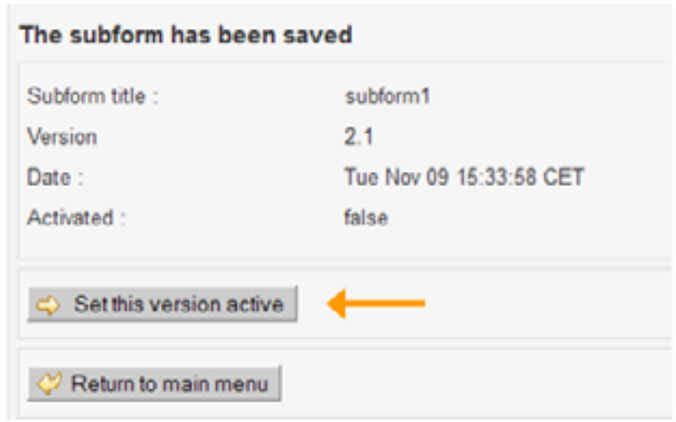
You get back to Question-Generator-step 1. Add questions as shown above.

To save the added questions to the new version you have to click on:
→ Finish



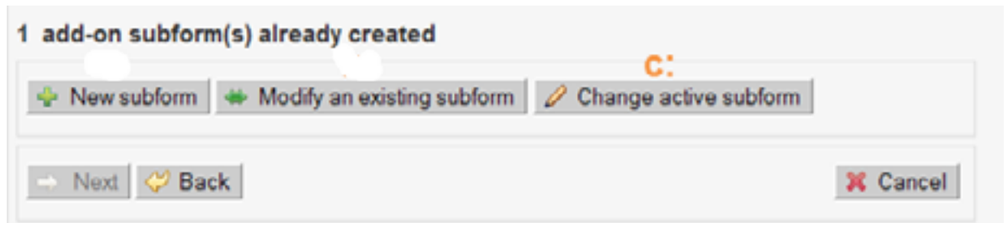
To

set the new subform active, click on:
→ Set this version active

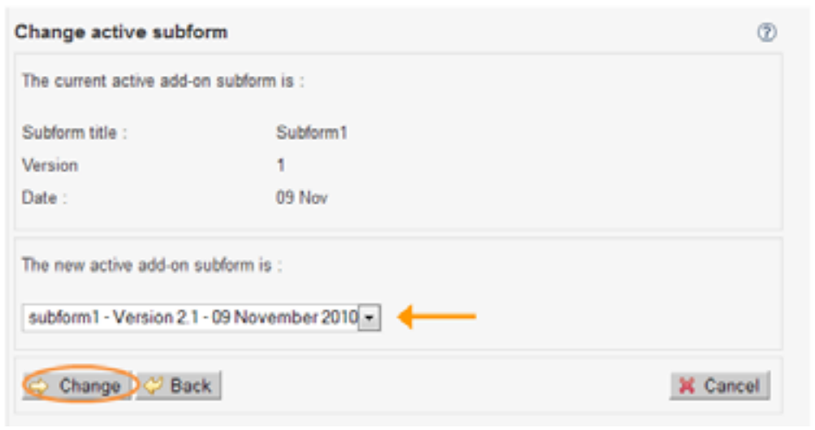


There is no possibility to delete questions or change questions in an existing subform. For this purpose you would need to create a new subform.

c: Change an activated subform



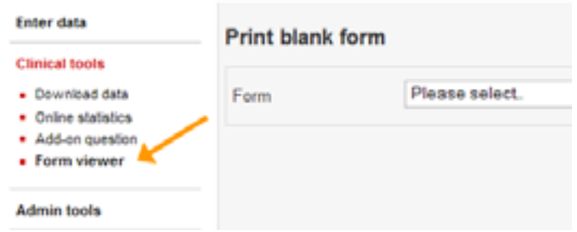
You see the currently activated subform. You can change this to another version, here e.g. Version 1, 9.11. To change, select:
→ Change



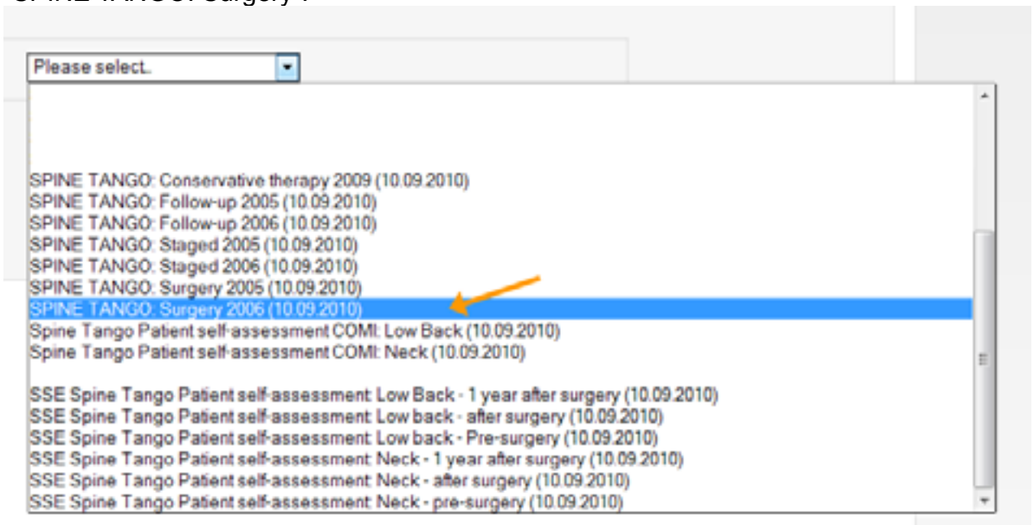
Form viewer

In “Form viewer”, you find all the forms in a PDF-document. These documents can NOT be scanned, they do NOT replace the manual paper forms. They may help you to get an overwiev of all questions and possible answers. You can fill them in online and then save or print them out, to discuss, display etc.

→ choose “Form viewer”



With the pull-down menu, choose the form you want to read. In our example, we chose “SPINE TANGO: Surgery”.



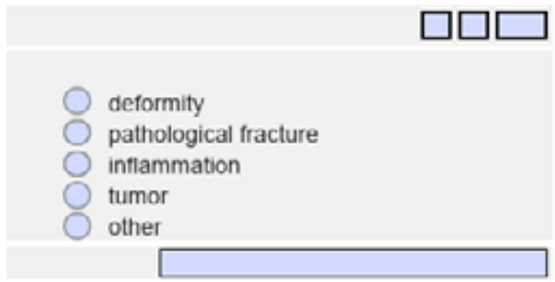
Spine Tango Form used for example

An Adobe Acrobat Reader file will open in a new window.
If you want to save the document, select:
→ Save

If you want to print the document, select:

→ Print

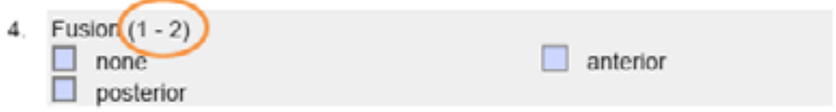
All fields, that CAN be filled in, are highlited blue:



Questions, where only one answer is allowed (single choice questions), have circles to tick:

Questions, where several answers are allowed (multiple choice questoins), have squares to tick:

After a multiple choice question, you see in brackets, how many answers are allowed:



If a question is optional, it is written behind the question itself. If there is nothing written, a question is always mandatory.

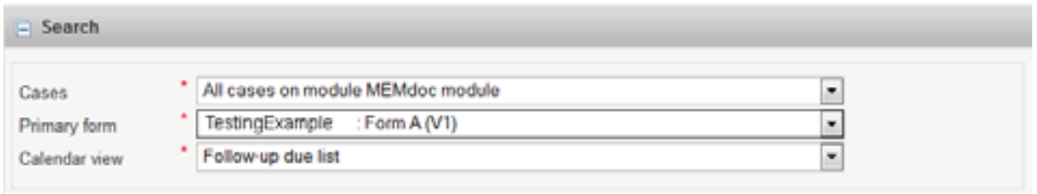
Follow-up Calendar

In " Available Downloads" you find already created Excel-files, which can be opened and used. The name is created as follows: Study: Form - Interval, Chosen cases - creation date & creation time.

Spine Tango Form used for example

Below "Search" you can create new follow-up calendars. These can be used by doctors to keep track of their follow-ups for each patient or as well by a module administrator for example, to check if all doctors perform and register their follow-up examinations.

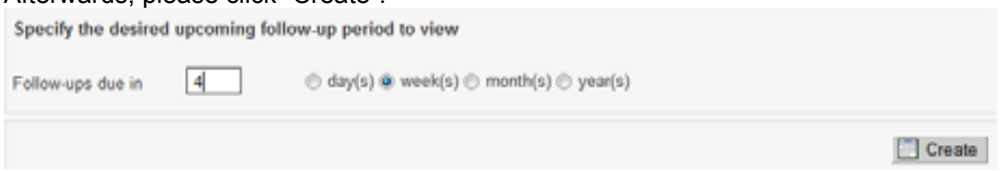
- Please choose the cases you want to include. Your options depend on your profile, as an Admin you can choose between all of your cases or all cases in the clinic/department etc.
- Next, choose the primary form you want to conduct follow-ups on. Only primary forms with defined rules will be shown (rules being defined by your module administrator).
- In "Calendar view", please choose if you want to conduct a "due list" which shows every follow-up from now on or if you wish an "interval view" where you define a time period.



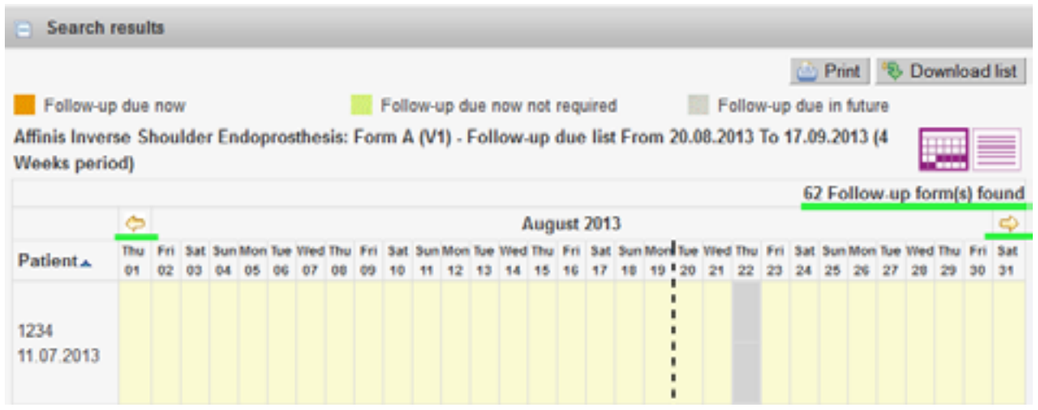
Follow-up due list

To get a due list, you have to define a time period in the future.

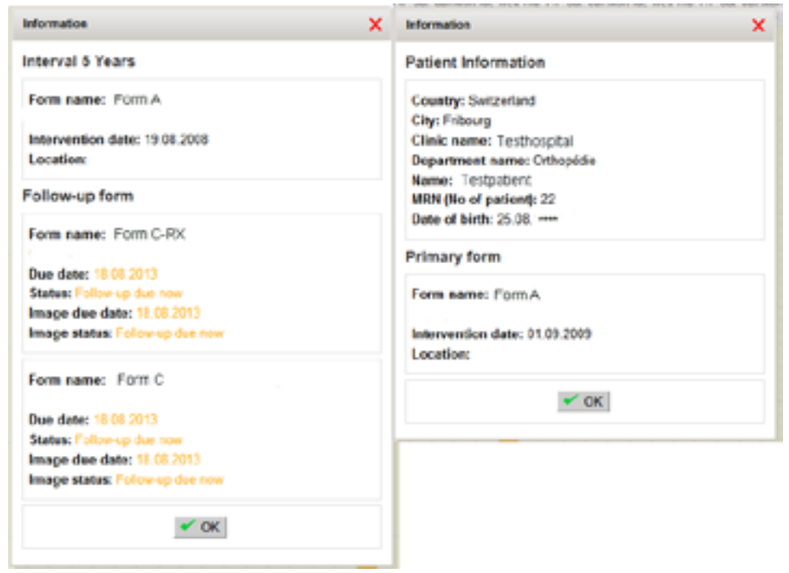
Afterwards, please click “Create”.



Search results:
Per line, you see one patient and his follow-ups in the future. The calendar will begin in the first month containing a follow-up and end in the last month containing one. On top you will see the color code: orange blocks mean FU due now, grey means FU due in future. You also see the amount of forms found.
The display shows one month. Using the arrows, you can move forwards/backwards in monthly jumps.



By clicking on the patient or the shown FU-blocks, you’ll see further information about the patient respectively the follow-up form (dates, interval, primary form etc). If there are two blocks together, it means that a forms and an image are required.

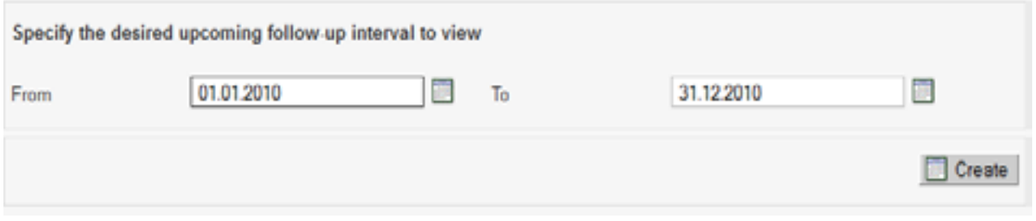


You can change between a “Grid-View” (default) or a “List-view”. In Grid-View you can sort by patient (ascending or descending), in List-View by patient and Due date.

You can print your data or add it to your download list, where an Excel-Form will be created.

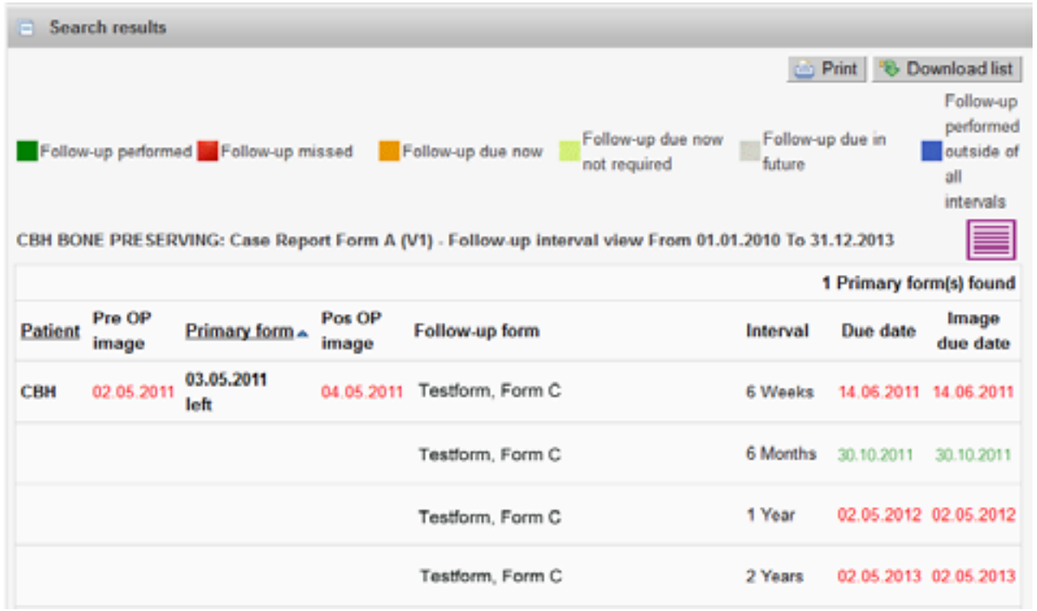
Follow up Interval view

Please define a time episode for which you want to display the follow-ups.
In case you don’t apply a date in “from” or “to”, everything from the past respectively from the future will be displayed.



The data appears listed. Please take a look at the color code.
You’ll see all the patients with all their primary forms and corresponding follow ups.

Memdoc Manual



You can download/print the Interval view as well. When downloading, please wait a short amount of time until the file appears in “Available Downloads”.

Opening the Excelfile

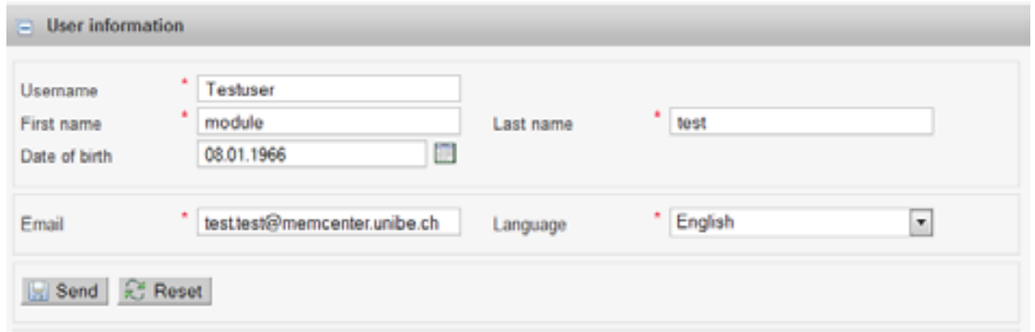
You will see all the patients listed, followed by the information from the primary form. This is highlighted in yellow. Afterwards, all required and possible follow-ups are listed, either performed, missed, due or due in future.
At the end, you’ll find follow-ups which don’t match the timing (Outliers).

User Tools

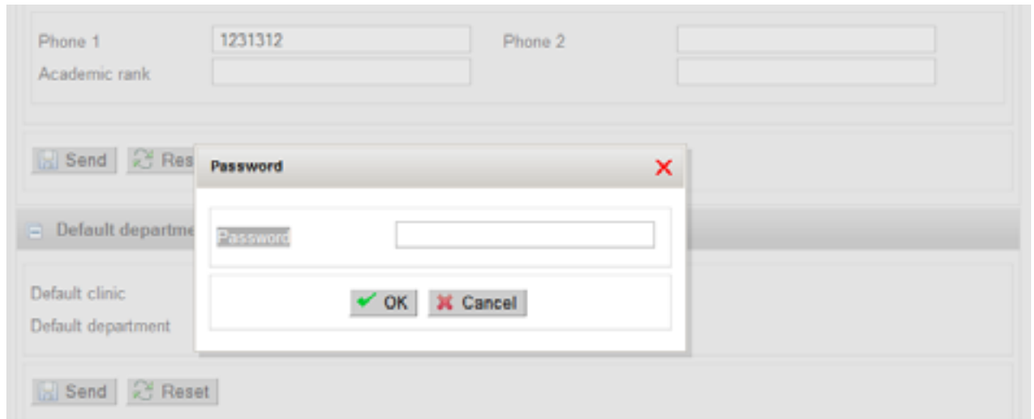
Modify user information

To change anything in your user information, for example your Email, just type in what you want to be changed and then select:
→ Send

To set back your changes (before saving!), click:
→ Reset



You will have to type your password to confirm your changes. Then select:
→ OK



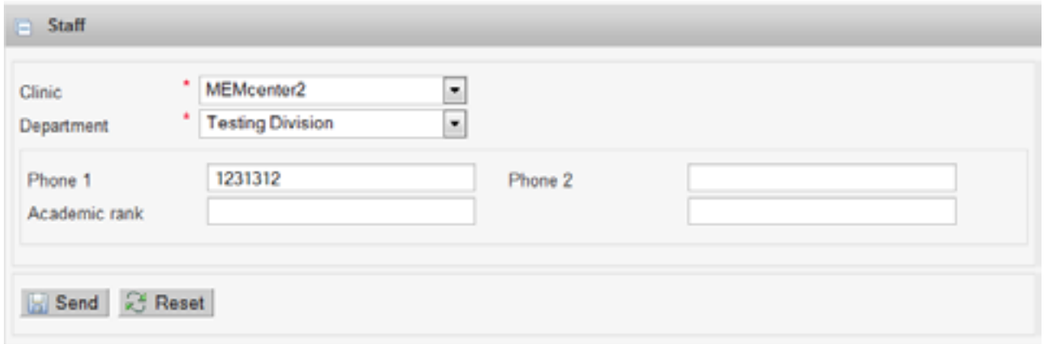
Change password

To change your password, select
→ Change password

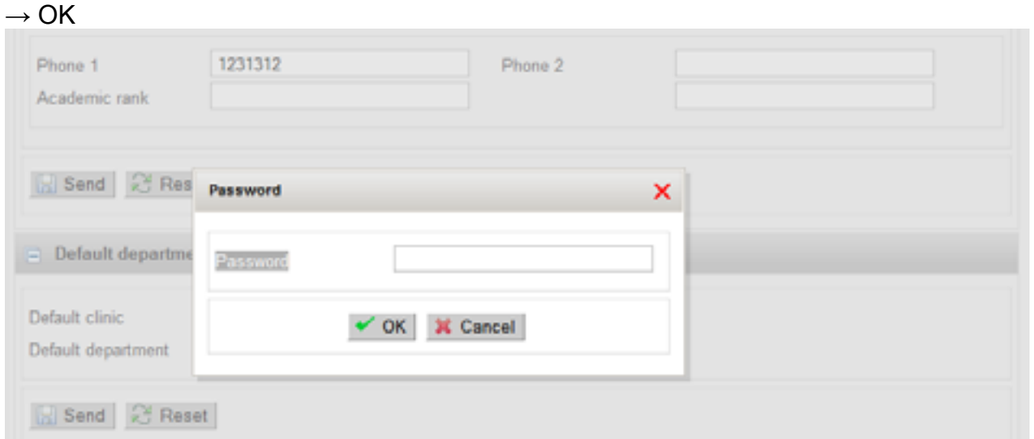
Enter and re-enter your new password, it must be at least 8 characters with upper and lower case letters and at least 1 number.
Click Send to save.

Change details

You can add or change the details and further information of your departments beneath “Staff”. In the pull-down menus you see all your clinics and all your departments from all your profiles. Choose the one you wish to change and make your changes:
→ Send

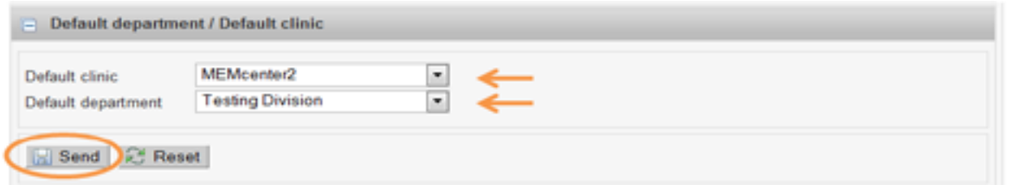


You will have to type your password to confirm your changes. Then select:
→ OK

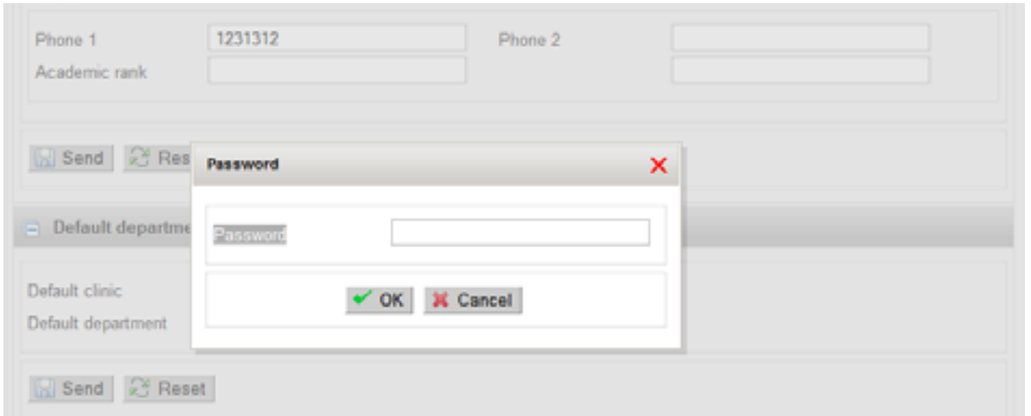


After login into the system you are always in a department. You have the possibility to define your default department here. This may be comfortable when you are registered in various departments and you use one of them more than the others.
It’s important to make sure you are in the right department as you will only see the patients registered within.
You will still be able to change between the departments in the header.

Choose your default clinic and its default department, then choose:
→ Send

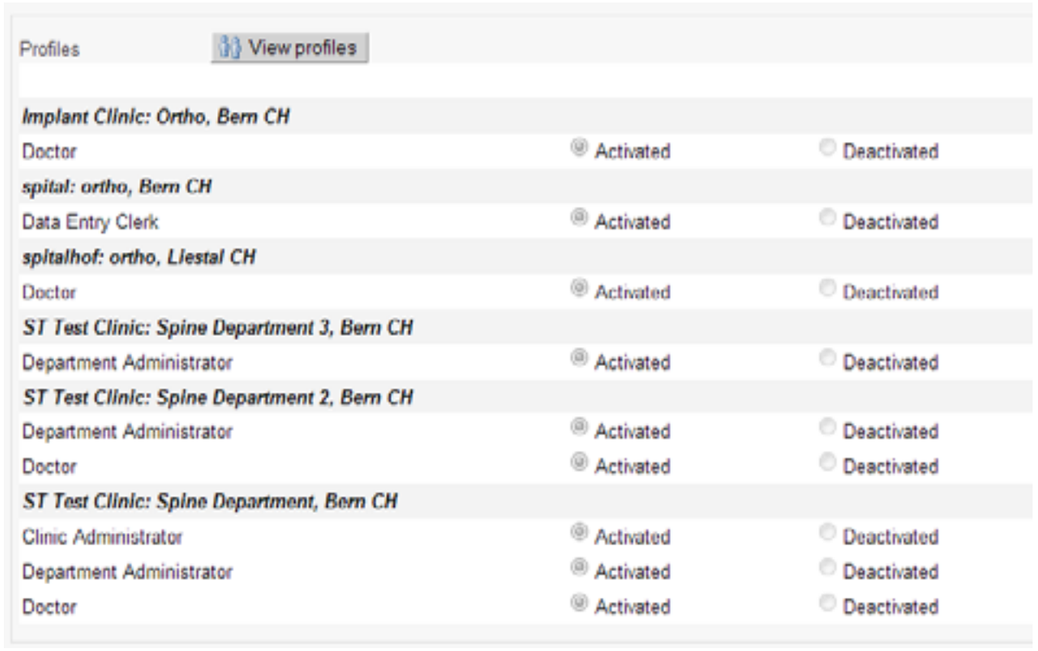


You will have to type your password to confirm your changes. Then select:
→ OK

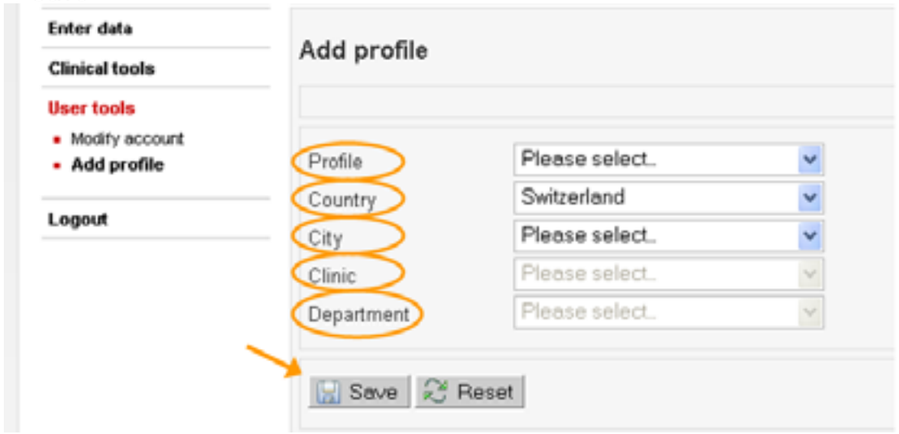


Add Profile

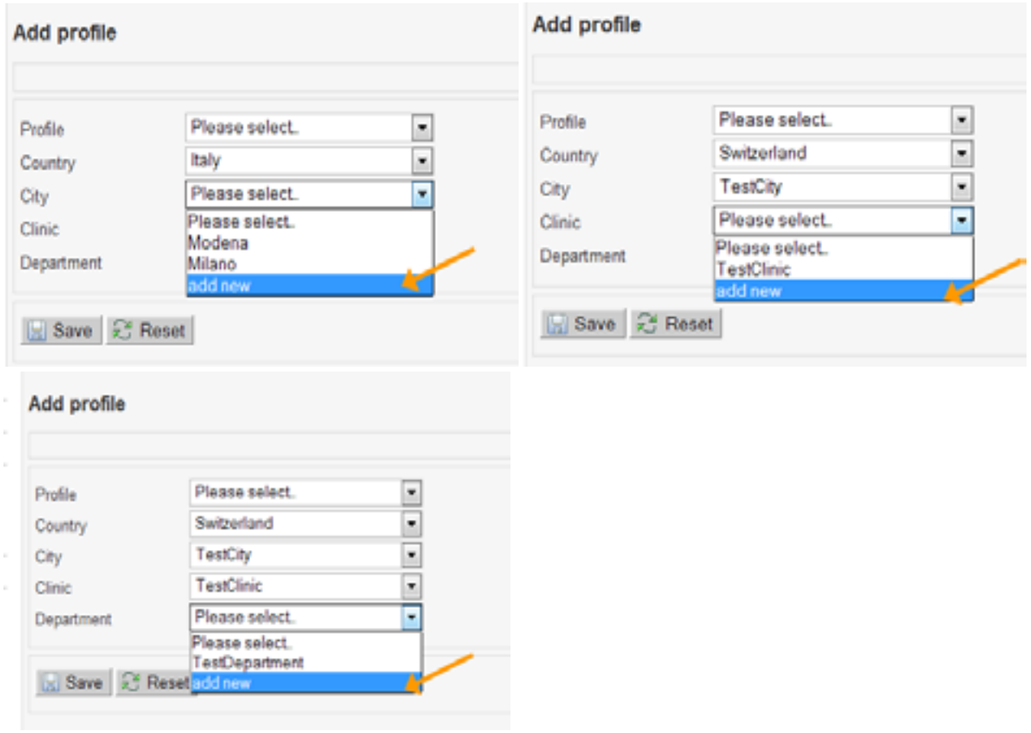
View Profiles:
This gives you an overview of all your profiles in all your clinics and departments. A ratio button shows wether the profile is active or not. You can not change anything, but get a list of all your profiles.



If you want to add a profile to your account, e.g when you are clinical administrator but you are a surgeon as well, please fill out the marked fields and select:
→Save

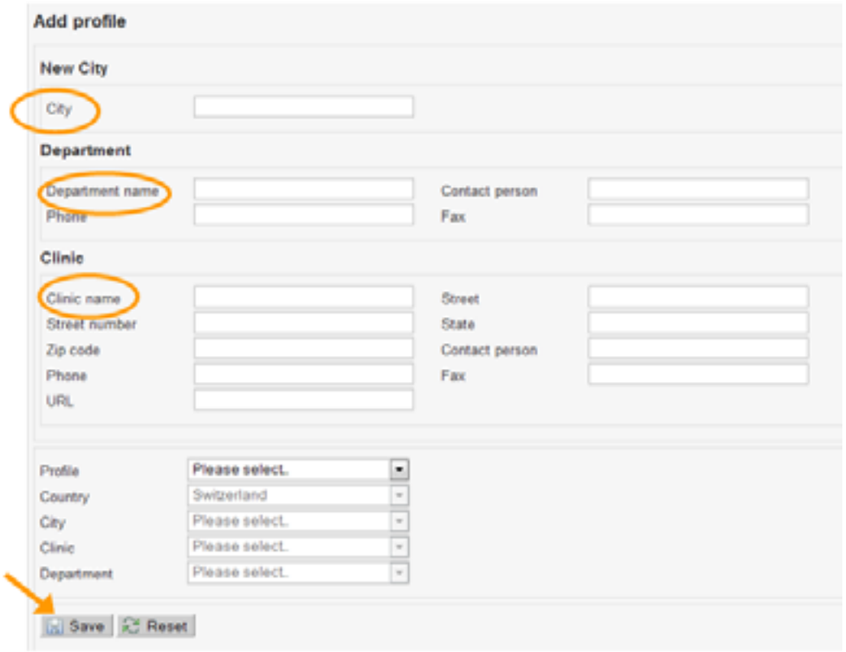


If you want to add a City/ Clinic/ Department, select:
→Add

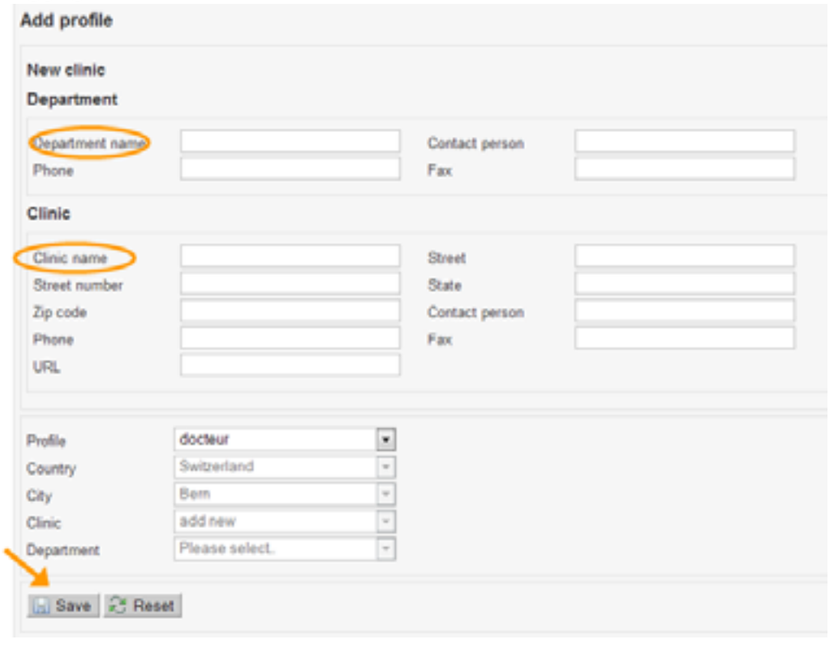


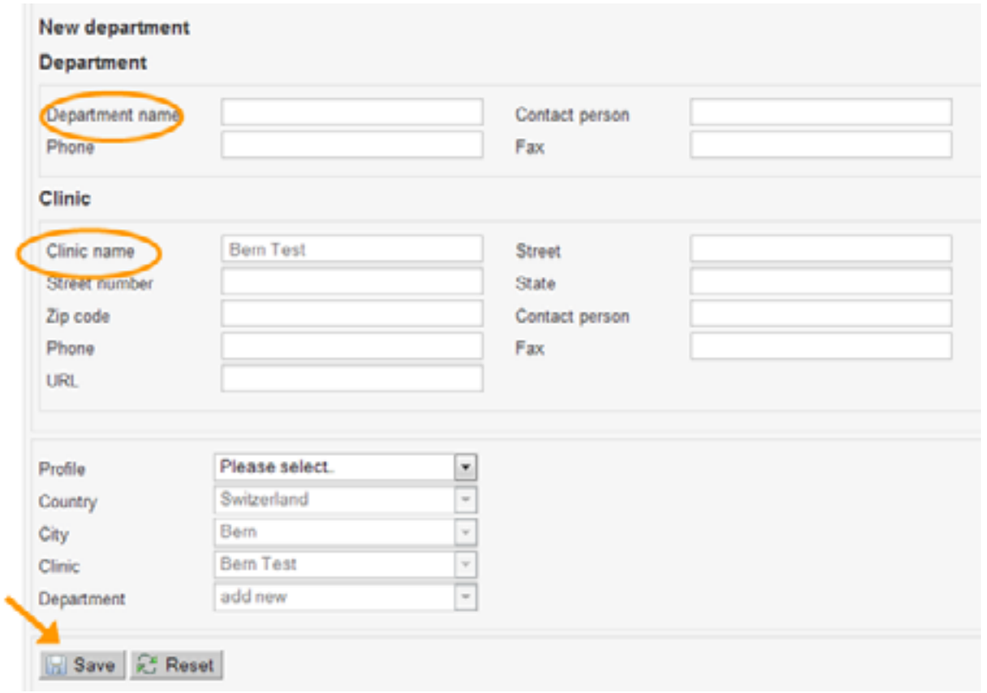
If you add a new City / Clinic, fill out the marked fields (all the other fields are optional!) and select:
→ Save

Memdoc Manual

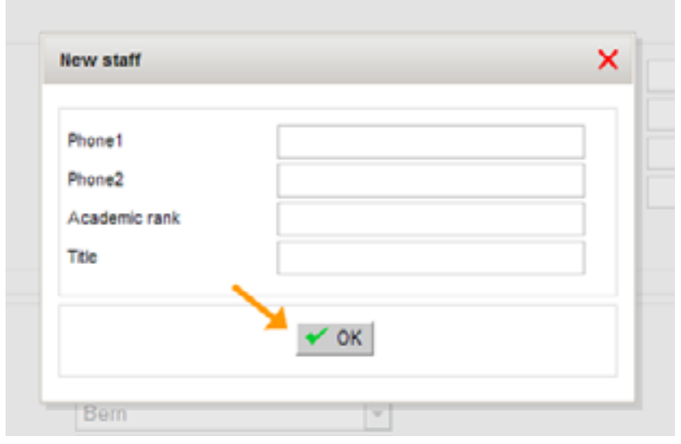


If you add a new Department, fill out the marked fields and select:
→ Save



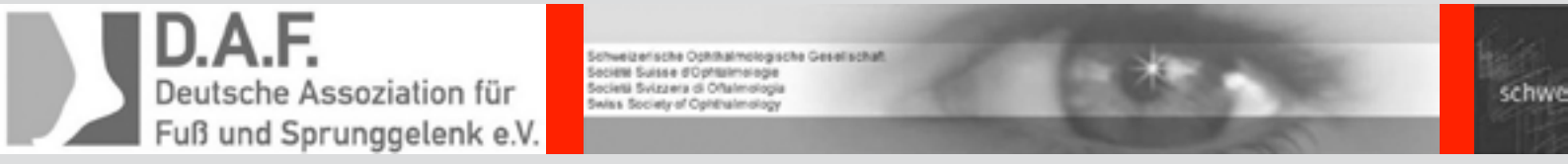


Always when you added something, this window will appear:



Filling out the fields is optional, you may also leave everything empty and select:
→ OK

emdoc Manual

CLIF Registry
Connecticut Lumbar Interbody Fusion Registry
SO.F.C.O.T.
Société Française
de Chirurgie Orthopédique
et Traumatologique

D.A.F.
Deutsche Assoziation für
Fuß und Sprunggelenk e.V.
Schweizerische Ophthalmologische Gesellschaft
Société Suisse d'Ophtalmologie
Società Svizzera di Oftalmologia
Swiss Society of Ophthalmology