Entering an ITOP Record (Induced Termination of Pregnancy)



Easy Reference Guide



Revision 1.00

Enter an ITOP Record

Directions:

Follow these directions to enter an **ITOP Record** using Georgia Vital Events Registration System (GAVERS).

Log in and open the "ITOP Module." Here's how

1. Type <u>https://gavers.dph.ga.gov/Welcome.htm</u> into your browser (to get to the internet).

 $\stackrel{(!)}{=}$ Notice the W in the word, **Welcome**, is capitalized.

What happens? The Welcome Page appears. (See image below.)



Notice the link for **Reporting GAVERS Issues** that you can use to report any type of problem you have with GAVERS.

2. Click **Log on to GA Vital Events Registration System** at the bottom of the screen. **Option**: You can also log on at the top of the screen where you see the **Login** button.



What happens? The **Login** screen appears.

3. Enter your **User Name**.

Notice the link for **Forgot Password** to the left of the Log In button. You can use this link to resolve the situation without having to contact the Vital Records office.

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- 4. Enter your **Password** (NOT your PIN).
- 5. Click the **Log In** button.

What happens? The **Select Location** screen appears.

Message:	4/23/2014 3:21:18 PM	
Welcome to GAVERS		Select Location: ATLANTA SURGICAL CENTER - (BIRTH) DEKALB COUNTY DEKALB MEDICAL AT NORTH DECATUR - (DEATH) DEKALB MEDICAL AT NORTH DECATUR - (BIRTH) GEORGIA STATE DEPT OF HEALTH JOHNSON FUNERAL HOME
Select Location:	×	

6. Click the dropdown arrow and select your Facility. Click **OK**.

What happens? The **Home Page** appears. (**NOTE:** The first time you login, you may be asked to change your password. Please choose a word with upper and lower case letters, 8 characters in length including a symbol. You may also be asked to disable any popup blockers.)



7. Click the **ITOP** tab at the top of the screen (shown with a red circle).

4/23/2014 3:21:18 PM

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Message:

Welcome to GAVERS

- 8. Click the dropdown arrow next to Function and click ITOP Registration.

What happens? The ITOP Home Screen appears (See below).

- Notice that the Home Screen is where you'll enter information about the Facility (red arrow), General Information (red arrow) and Patient Information (not shown).
- Notice the fields with red * next to them which are required fields.
- Notice the red bracket down the left side of the image below showing the names of the Tabs (or screens) where you will enter information from the ITOP Worksheet.

Help tips	olved Work Queue Filter: ect a value		Facility Regist	ration	Unresolved Wo Select a val	
	Unresolved		-	Facility Information		
	Patient	*Record Type: Select a value	*	Patient ID:		- 33.00
1000	Medical	Facility Name: Select a value	~	Type: Select a value	~	
	Information	Street Number:		Pre Direction:	~	15 A
	Patient's Demographics	Street Name:		-Select a value - Street Type:		and the second
	Attendant/Certifier	Post Direction:		Apt:		
	Comments		M.			A Maria
	Αςτινιτγ:	Zip:		State:	~	
	Field Name: Field Status: Action: Default Mode	County: -Select a value-	*	City/Town: -Select a value-	<u>×</u>	

Complete the Facility and Patient parts of the ITOP Record. Here's how...

1. Select the **New** D button (arrow below).

What happens? The form is ready for you to complete and the Patient Tab is revealed.

Notice that the **Record Type** field is automatically populated as **Hospital ITOP.**

The **Facility Name** and **Address** are also automatically populated. NOTE: Please check the Facility Name and Address carefully for accuracy.

Se	elect a value	Y Facility R	egistration	-Select a value-
Patient ID				
	Unresolved		FACILITY INFORMATION	
The second	Patient	Accord Type: Hospital ITOP Facility Name:	Patient ID: Type:	
	Medical Information	ATLANTA SURGICAL CENTER Street Number:	HOSPITAL Pre Direction: Select a value-	*
2	Patient's Demographics	Street Name: 1113 SPRING STREET	Street Type: —Select a value—	~
	Attendant/Certifier Comments	Post Direction: -Select a value-	Apt:	
	ACTIVITY: Patient ID:	Zip: 30309 County:	State: GEORGIA City/Town:	~
	Field Status: Unresolved Action: Updating Record	FULTON Zip Ext:	ATLANTA	*

2. In the Facility Information area of the screen, enter the **Patient ID** number.

Unresolved				
Childsonica	FACILITY INFORMATION			
Patient	*Record Type: Hospital ITOP	Patient ID:		
rudent	Facility Name:	Type:		
Medical	ATLANTA SURGICAL CENTER	HOSPITAL		
Information	Street Number:	Pre Direction:		
		Select a value		
Patient's	Street Name:	Street Type:		
Demographics	1113 SPRING STREET	Select a value 🍸		
Attendant/Certifier	Post Direction:	Apt:		
Comments	Select a value			
	Zip:	State:		
Аститу:	30309	GEORGIA		
atient ID: ield Status:	County:	City/Town:		
Inresolved	FULTON	ATLANTA		
Action: Jpdating Record	Zip Ext:			

- 3. Tab to the fields located in the General Information area of the screen and enter the following:
 - Patient's Date of Birth
 - Patient Married Status (Select "Yes," "No," or "Unknown" from the dropdown options.)
 - Date of Pregnancy Termination

	General In	IFORMATION	
*Patient's Date Of Birth:	Patient Married: Select a value	¥	*Date Of Pregnancy Termination:
	Patient's Resi	DENCE ADDRESS	
Street Number:]	Pre Direction: Select a value	~
Street Name:]	Street Type: Select a value	×
Post Direction: Select a value	·	Apt:	
Zip:		State/Country: Select a value	Y
County: Select a value		City/Town: Select a value	x
City(Other):]	Zip Ext:	
Inside City Limits: Select a value	<u>_</u>		
	Previous Sa	ve Next	

 Tab to the Patient's Residence Address area of the screen and complete the open fields. Helpful Tip: Enter the Zip Code and tab out of the field. Result: The City/Town, State/Country fields will automatically populate.

Note: Click on the globe image to select a country of residence other than the United States.

Click the Save button at the bottom of the screen.
 What happens? GAVERS will search for any duplicate records.

If	Then
A duplicate record is	You will see this message:
not found	"Record Created Successfully"
	Birth Registration ×
	Record Successfully Created
	ок
	Click OK.
A duplicate record is	You will see this message:
found	

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ITOP Registration
The information entered for the following items matches a record already in the system. The duplicate record matches on all of the following fields: Patient ID : 12345 Date of Termination : 01/01/2014 Date of Birth : 01/01/1980 Please review the above data for accuracy and investigate to ensure that the record is not already in the system.
If you are certain that the information is correct and that the record being entered is not already in the system, click OK to save this record. If you are uncertain that this record is a duplicate or not, click Cancel.
OK Cancel
Click OK if you are certain the information is not already in the system. If you search for the record and discover it is a duplicate you can abandon the unregistered record (See Helpful Tips at the end of this document for guidance in searching for a record and guidance in abandoning a record.) If you choose to check the record for accuracy, click Cancel which allows you to Cancel saving the record.

6. Click **Next** at the bottom of the screen.

What happens? The **Medical Information Tab** will appear.

Complete the fields on the Medical Information Tab. Here's how

- 1. Tab to each field and enter the requested Medical General Information:
 - a. Date Last Menses Began
 - b. Clinical Estimate of Gestation (weeks)
 - c. Is this the patient's first pregnancy? (If not, the remaining fields will be enabled and you will enter the requested information.)

Functions • Record •				
	Solved Work Queue Filter: elect a value	= → Facility Re	gistration Unresolved Work Qu -Select a value-	ieue:
Date last normal n	nenses began			
	Unresolved		Medical General Information	
	Patient	Date Last Menses Began:	Clinical Estimate of Gestation (weeks):	
	Medical	Is this the patient's first pregnancy? Select a value	Number of Live Births now Living:	
A Contraction of the second se	Information	Number of Live Births now Dead:	Number of Other Terminations Spontaneous:	
2	Patient's Demographics	Number of Other Terminations Induced:	Date of Last Live Birth:	A second
	Attendant/Certifier	Date of Last Fetal Death:		
	Comments		Type of termination procedure	
	ACTIVITY: Date last normal menses	Suction Curettage	Sharp Curettage	
	began: //	Dilation and Evacuation (D & E)	Hysterotomy	
	Field Status: Unresolved	Hysterectomy C	Intra-Uterine Prostaglandin Installation	
	Action: Updating Record	Intra-Uterine Saline Installation	Other (Specify)	
		Mifiprestone		
			CEDURES USED FOR THIS TERM, IF ANY(CHECK ALL THAT APPLY)	
		Suction Curettage	Sharp Curettage	

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- 2. Check the appropriate responses in the remaining areas on the Medical Information Tab regarding the:
 - a. Type of Termination Procedure used
 - b. Additional Procedures Used
 - c. Complications of Pregnancy Termination
 - d. Successful Induction

Түг	e of termination procedure
Suction Curettage	Sharp Curettage
 Dilation and Evacuation (D & E) 	Hysterotomy
Hysterectomy C	Intra-Uterine Prostaglandin Installation
Intra-Uterine Saline Installation	Other (Specify)
Mifiprestone	
Additional procedures	USED FOR THIS TERM, IF ANY (CHECK ALL THAT APPLY)
Suction Curettage	Sharp Curettage
Dilation and Evacuation (D & E)	Intra-Uterine Saline Installation
Intra-Uterine Prostaglandin Installation	Hysterectomy C
Hysterotomy	Mifiprestone
None	Unknown
Other (Specify)	
Complications of p	REGNANCY TERMINATION(CHECK ALL THAT APPLY)
Hemorrhage	Infection
Uterine Perforation	Retained Products
Cervical Lacerations	Anesthetic Problem
Death of Fetus in Utero	Other (Specify)
None	Unknown
	Successful induction
Procedure following Successful induction, if any	
ALC	DHOL OR DRUG ABUSE HISTORY
History of Alcohol or Drug Abuse	Select a value
Previo	us Save Next

- 3. Select the appropriate response from the dropdown menu regarding the patient's **History of Alcohol or Drug Abuse.**
- 4. Click Save.
- 5. Click Next.

What happens? The Patient's Demographics Tab appears.

Complete the fields on the Patient's Demographic Tab. Here's how...

1. Tab through and complete the fields on the Patient's Demographic Tab.

 $\overset{\textcircled{}_{\!\!\!\!\!\!}}{lash}$ Select only one checkbox in the *Hispanic Origin* section.

In the *Patient's Race* section, select as many choices as apply. Note that selecting more than two checkboxes will bring up a window asking you to verify that you meant to select more than two

Unresolved		Patient's Education	
Patient	Patient's Education	Select a value	
Medical	HISPANIC ORIGIN	Patient's race?	
Information	No, Not Spanish/Hispanic/Latino	White	
	Yes, Mexican/Mexican-American/Chicano	Black or African-American	
Patient's	Yes, Puerto Rican	American Indian or Alaska Native	
Demographics	🔲 Yes, Cuban	(Name of the enrolled or principal tribe)	
Attendant/Certifie	Yes, Other Spanish/Hispanic/Latino(Specify)		
		Asian Indian	
Comments	Unknown	Chinese	
Αςτινιτγ:	Refused	 Filipino 	
atient's Education: -Select a value	Not Obtainable	Japanese	
ield Status: Inresolved		Korean	
ction: Jpdating Record		Vietnamese	
,,		 Other Asian(Specify) 	
		Other Asian(Specify)	
		Native Hawaiian	
		Samoan	
		Other Pacific Islander(Specify)	

2. Click the Save button (at the lower part of the screen). (NOTE: Save does not show on this image.)

3. Click Next.

What happens? The **Attendant/Certifier Tab** appears.

Complete the fields on the **Attendant/Certifier Tab**. Here's how...

1. Search for the **Attending Physician** in the drop down menu.

GLOBAL ITOP Functions * Record * Reports * Attendant Name	■ → ▼ Facility	Registration	Unresolved Work Queue: —Select a value—
Unresolved Patient Patient Medical Information Patient's Demographics Attendant/Certifier Comments Attendant/Certifier Field Status: Unresolved Attion: Updating Record	ATTENDING PHYSICAN Attendant First Name Middle Name Last Name Date Report Received in State /	First Name: Middle Initial: Last Name: Date Report Completion Previous Save	PERSON COMPLETING REPORT

If	Then
If the name appears in the	Select the Name and Tab to the next field.
dropdown	What happens? The attendant's information will appear in the appropriate sections.
If the name does not appear in the dropdown list	Click on the green "Lens" P button and search for the name. If found, select the Name and Tab to the next field.
If the name is not found	Select the Add New option at the bottom of the dropdown list.
	What happens? The Add On Fly (AOF) window appears. (See details in the Helpful Tips.) (See next image.)
	Complete all fields with a red asterisk* and any other information you can. Be sure to add the Doctor's License number.
	Click OK .
	What happens? The new informaton will populate the record.

			Post-Direction	Select a value	*
First Name	• 7		Apt/Suite	•	
Middle Name			State/Country	*Select a value	*
Last Name	1.1		County	*Select a value	
Suffix	Select a value	~	City/Town	*Select a value	~
Title	*Select a value	*	Zip	*Select a value	~
Other Title			Ext		
Street Number	*		NPI		
Pre-Direction	Select a value	~	License		
Street Name			Role		*
Street Type	·Select a value	*	Display in list	 ALWAYS 	*

2. Review or complete the **Person Completing the Report**. Your name will appear in the appropriate fields.

Note: Clicking on the Comments Tab reveals the window shown below where you can add any additional comments.

	Comments	
Unresolved	Enter a comment below.	
Patient		
Medical		
Information		
Patient's	Add Comments View Co	omments
Demographics		
Attendant/Certifier	ar	
Comments		
Аститу:		
Attendant Name: SMITH JAMES		
Field Status: Resolved		
Action: Retrieving Record		
	Previous Next	

3. Click the **Unresolved** Unresolved button.

If	Then
If there are any unresolved fields shown in the list	Click on the field's link, go directly to the unresolved field and resolve the problem.
If there are no unresolved issues to solve	Click Save and the record will be saved.

4. Click Save.

Certification and Release

Complete the Certification and Release process. Here's how

- 1. Go to **Record** on the Menu bar.
- 2. Click **Certify** on the dropdown menu.

	ORGIA DEPAI	RTMENT OF PUBLI	IC HEALTH			
GLOB.	AL ITOP					
Functions * R	ecord • Repor	ts 🔻				
D #4 6	New		$\Leftrightarrow \Rightarrow$			
EITOPR:	Search	/ork Queue Filter:		Facility Regi	stration	
00000000002	Save	alue	*	racinty Kegi	station	
Record	Cancel					
	Abandon					
	Certify		· · ·			
		Unresolved			F	
A	Release	·	•		FACILITY INFORMATION	
(ESCA)			Record Type:		Patient ID:	
	De-Certify	atient	Hospital ITOP	~	XKJH123	
K K K K			Facility Name:		Type:	
	102	Medical	ATLANTA SURGICAL CENTER	*		*
		Information	Street Number:		Pre Direction:	
					Select a value	~
		Patient's	Street Name:		Street Type:	
		Demographics	1113 SPRING STREET		Select a value	~

What happens? The Certification screen appears.

Certification		
	PATIENT'S INFORMATION	
Patient ID:	xkjh123	
Date of Termination:	06/04/2014	
Facility Name:	ATLANTA SURGICAL CENTER	
	CERTIFIER INFORMATION	
First Name:	SUSAN	
Middle Name:		
Last Name:	GREATHEAD	
		Preview Cancel Certification

Clicking the Preview button allows you to see the entire completed ITOP Worksheet where you can easily check all entries for accuracy before certifying the record. Close the Preview window.

3. Once you are satisfied the ITOP Record is accurate and complete, click the **Certification** button.

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- 4. Place a **check** in the box next to the statement, "I certify that an induced termination of pregnancy occurred at the location and date indicated on this ITOP record."
- 5. Enter your **PIN** number in the box. (NOTE: This is not the same as your Password.)



6. Click **OK.**

What happens? The **message** shown below appears.

ITOP Registration	×
Are you sure you are ready to certify the record?	

7. Click Yes.

What happens? The following message appears.

ITOP Registration 🔀
Record Successfully Certified
ОК

- 8. Click **OK**.
- 9. Return to **Record** on the Menu bar and click **Release** on the dropdown list.

Divisio	n of Vital Recor	ient of Public Health ds		
GLOBAI	ITOP			
Functions • Reco	ord 🔻 Reports	•		
	New			
EITOPR:	Search	/ork Queue Filter:	Ex sility Douist	
00000000002	Save	lue	Facility Regist	ration
Record	Cancel			
	Abandon			
	Certify			
	Print 🕨	Unresolved		FACILITY INFORMATION
	Release	*Record Typ	e:	Patient ID:
	De-Certify	Hospital ITC	P Y	XKJH123

What happens? The message shown below appears.

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ITOPS Registration	x
Record Successfully Released	
OK	

10. Click **Ok.** The Record is released to the State Vital Records Office.

Helpful Tips

Add-On-Fly (AOF)

- This function is used when you cannot find the attendant (doctor) you want to populate in the boxes under attendant.
- Click on **Add New** in the drop down menu.
- Complete the fields so that you can add the Attendant's name for this Record.

			Post-Direction		Select a value	~
First Name			Apt/Suite			
Middle Name			State/Country		Select a value	~
Last Name	*		County	*	Select a value	~
Suffix	Select a value	~	City/Town	*	Select a value	~
Title	*Select a value	*	Zip	*	Select a value	~
Other Title			Ext			
Street Number	*		NPI			
Pre-Direction	Select a value	~	License			
Street Name			Role			~
Street Type	 -Select a value 	~	Display in list	٠		~
11-						

Search for a Registered Record

- 1. Click on the binoculars icon at the top of the page (Search).
- 2. You can search by several of the fields; however you need to enter a Date of Pregnancy Termination as a required search field.

_	D	ATTENT'S GENERA	L INFORMATION			Стоти	ICATION INFORMATION	
EITOPR Numbe					Attendan	t Last Name:		
Patient ID:		X	KJH123		Person La	ist Name:		
Facility Name:					Date Rep	ort Completed:		
Patient Date of	f Birth:		1.1					
Date of Pregna	ancy Termina	tion: *						
j	,	0	6/04/2014					
ITOPR Number	Patient ID	Facility Name	Patient Date of Birth	Date of Pregr	nancy Termination	Attendant Last Name	Person Last Name	Date Report Completed
0000000002	XKJH123	ATLANTA SU	JR 1982/09/04	2014/06/04		SMITH	GREATHEAD	2014/06/05

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Searching for a Record Not Completed

- 1. Go to the top of the page, and find Unresolved Work Queue Filter.
- 2. Use drop down arrow, and click on All Unresolved.

GEORGIA DEPARTMENT OF PUBLIC HEALTH Division of Vital Records		Welcome, SGREA Location: ATLANTA SURGI
GLOBAL ITOP Functions * Record * Reports *		
計量 > </th <th>Facility Registration</th> <th>Unresolved Work Queue:</th>	Facility Registration	Unresolved Work Queue:
Date of Pregna Late Records Pending Certification		

- 3. That will bring up all records that are not registered.
- 4. Go to the top right of the page, and find **Unresolved Work Queue**. Use the drop down arrow to find the record you want to complete.

Printing Forms

- You may print confirmations, blank worksheets, etc., by clicking on **Record** (at the top).
- Select the **Record/Print/Blank ITOP Worksheet**. The application will open the PDF version of the form.
- Click the "**Print**" icon in the PDF window to print the document.
- When the document is printed, close the PDF browser window using the **X** in the upper righthand corner of the screen to return to the GAVERS ITOP application.

Reports

- 1. The only report available to Facility users is the User Productivity Report (ITOP). To run the report for your facility, click on **Reports** at the top of the tool bar beside Record.
- 2. Select the User Productivity Report (ITOP) menu option.

The User Productivity Report Screen will appear.

- Select a specific location parameter. Also, enter at least a "year of termination" date range (e.g. xx/xx/2012 to xx/xx/2013). You can also specify a specific date range (e.g. 05/12/2012 to 01/01/2013).
- 4. Choose the desired report format by selecting "Excel" or "PDF". Complete the fields in the input screen and click **Generate.**

The report will load in an Excel or PDF format. The following data elements will appear on the report:

- User ID
- Number of Records Registered
- Avg # of Days from Date of Event to Date of Registration

- 5. Print the document from the PDF window or from Microsoft Excel.
- 6. When the document is printed, close the PDF browser window or Microsoft Excel using the **X** in the upper right-hand corner of the screen to return to the GAVERS application.

Making Corrections

• You are allowed to make corrections **before you certify** a record, but <u>not</u> after it is **released**.