Entering an ITOP Record

(Induced Termination of Pregnancy)

Easy Reference Guide

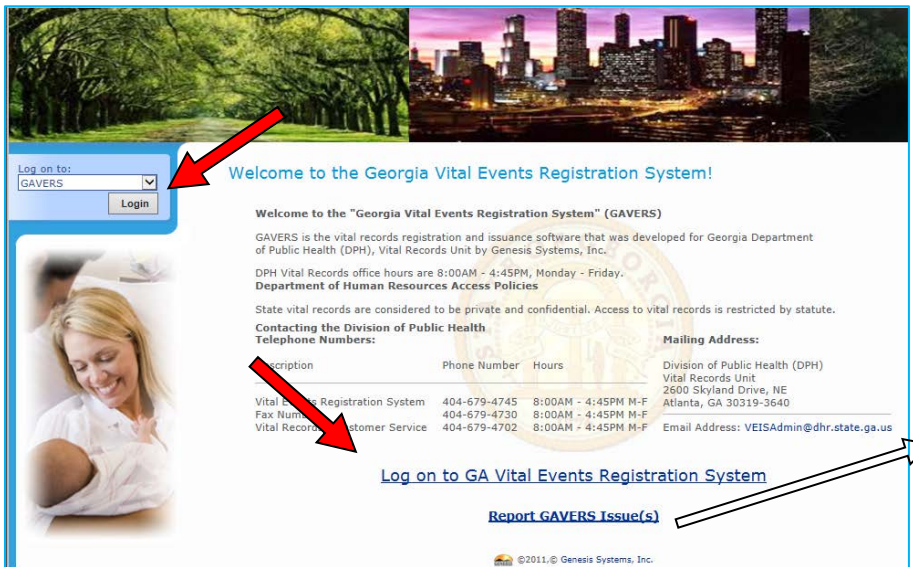# Enter an ITOP Record

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…

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

   👆 Notice the W in the word, **Welcome**, is capitalized.
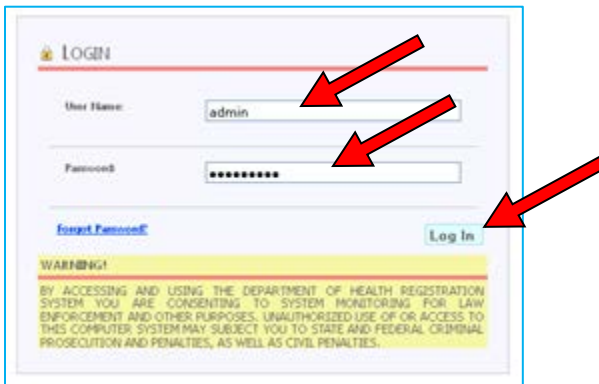
   What happens? The Welcome Page appears. (See image below.)

👆 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.

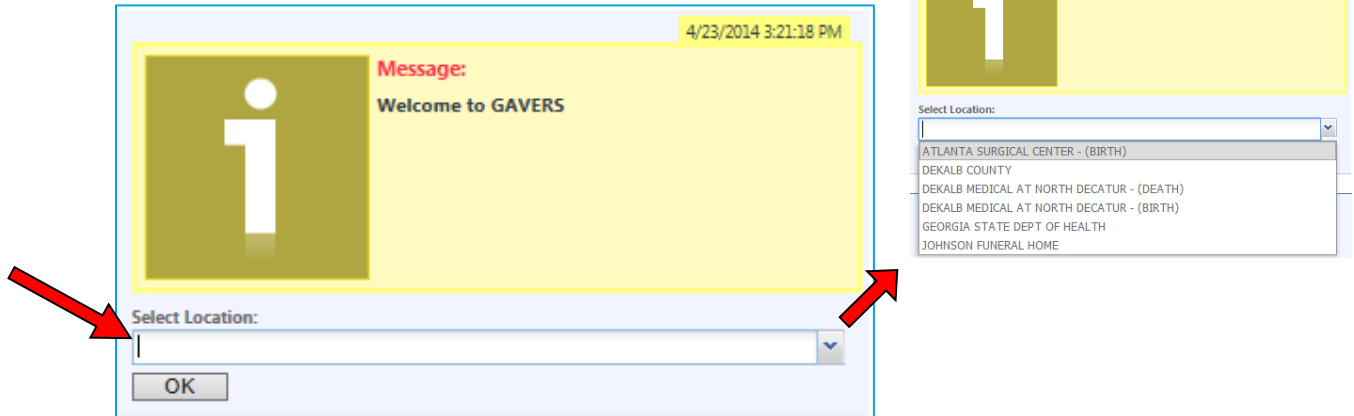   What happens? The **Login** screen appears.

👆 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.

3. Enter your **User Name**.

4. Enter your **Password** (NOT your PIN).

5. Click the **Log In** button.

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

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.)
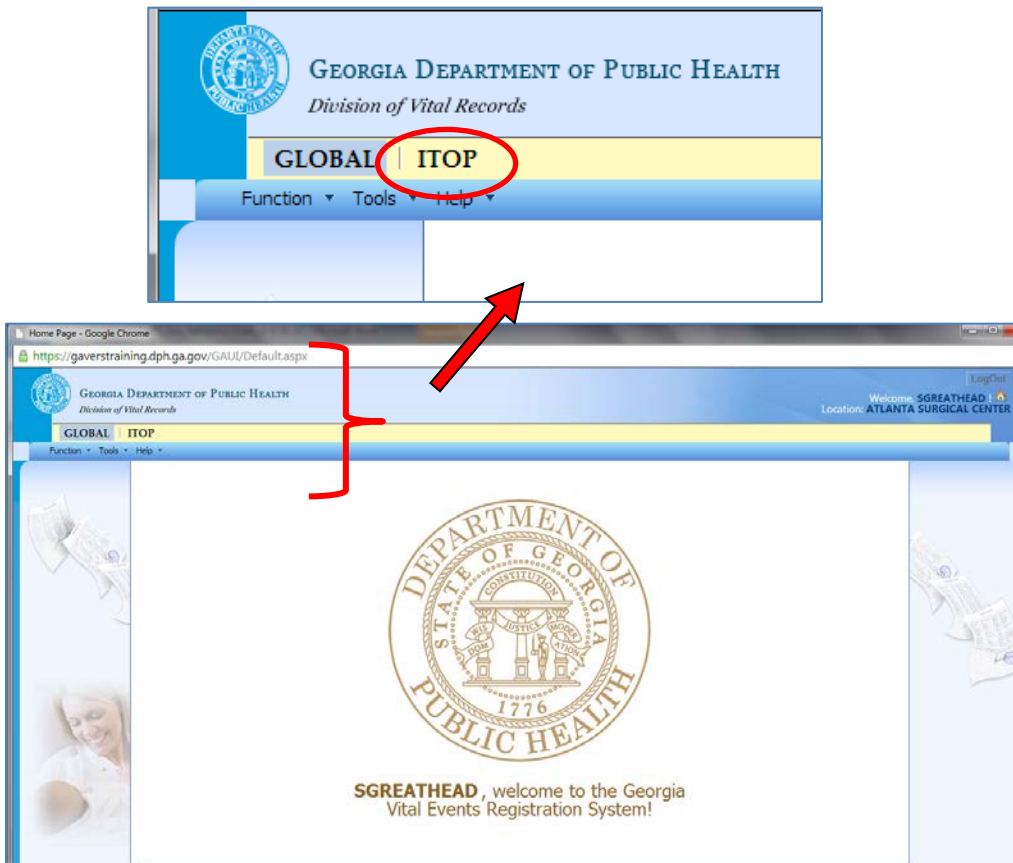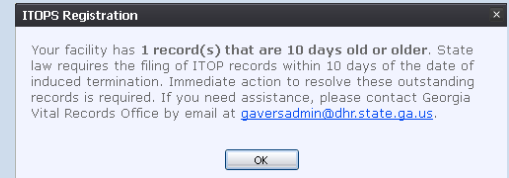

7. Click the **ITOP** tab at the top of the screen (shown with a red circle).

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

If there are any records in the Late Record work queue, you will see a message alerting you of these late records.

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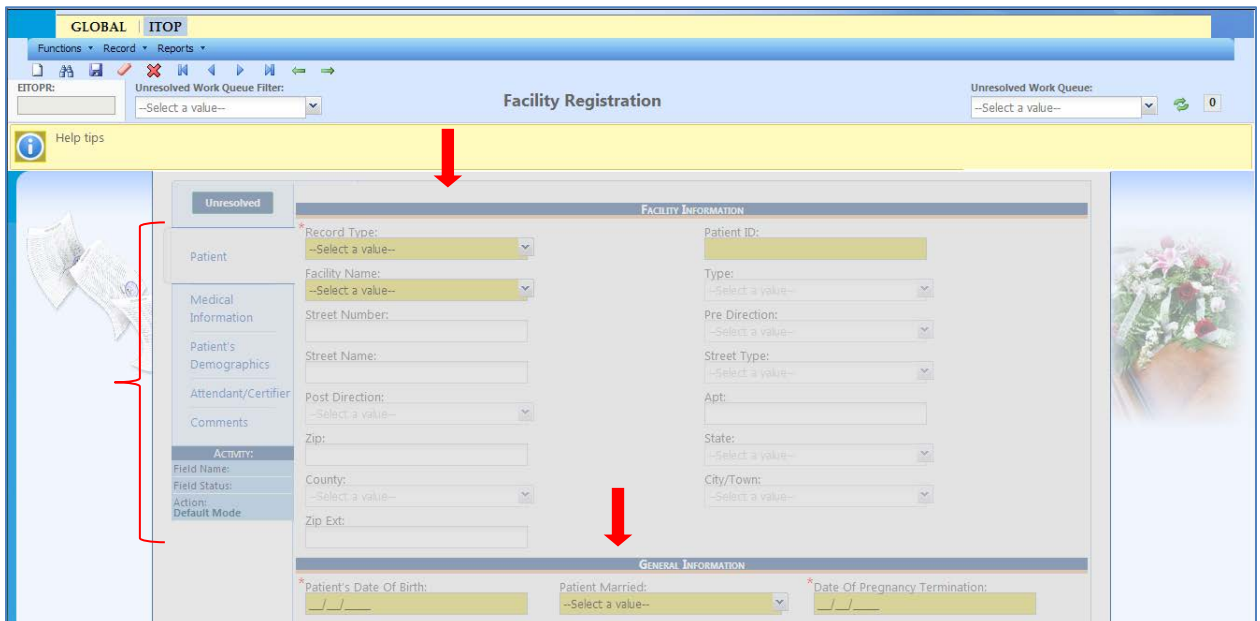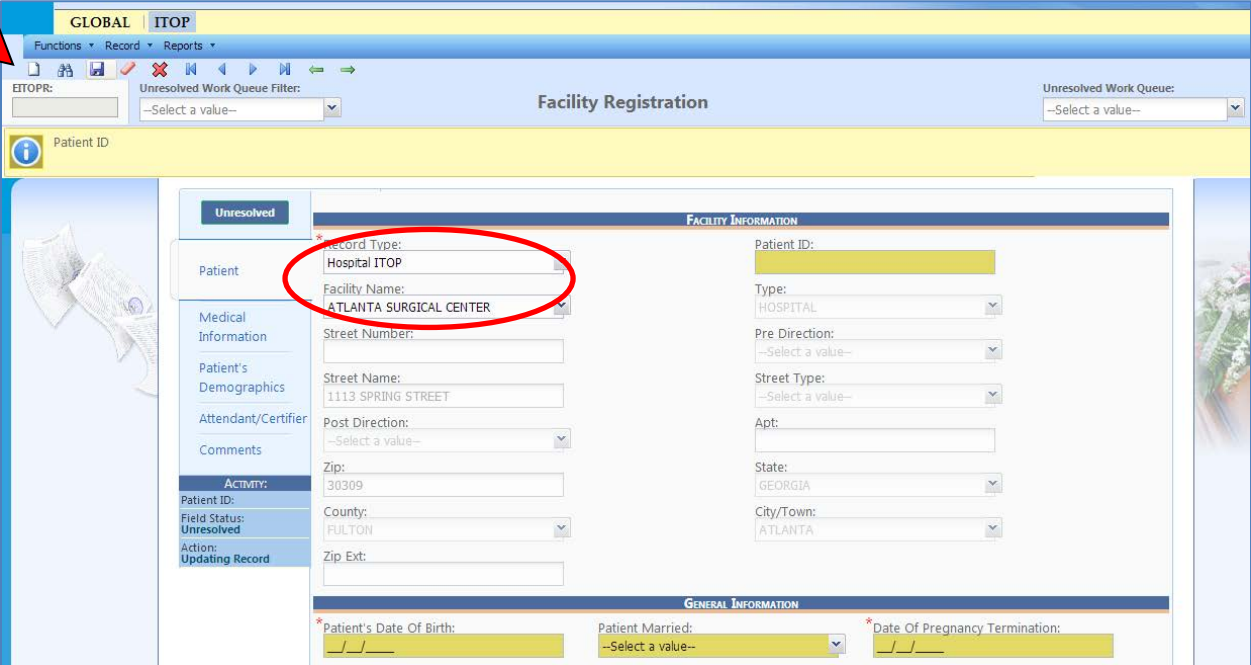
Complete the **Facility and Patient** parts of the ITOP Record. Here's how…

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

   What happens? The form is ready for you to complete and the Patient Tab is revealed.
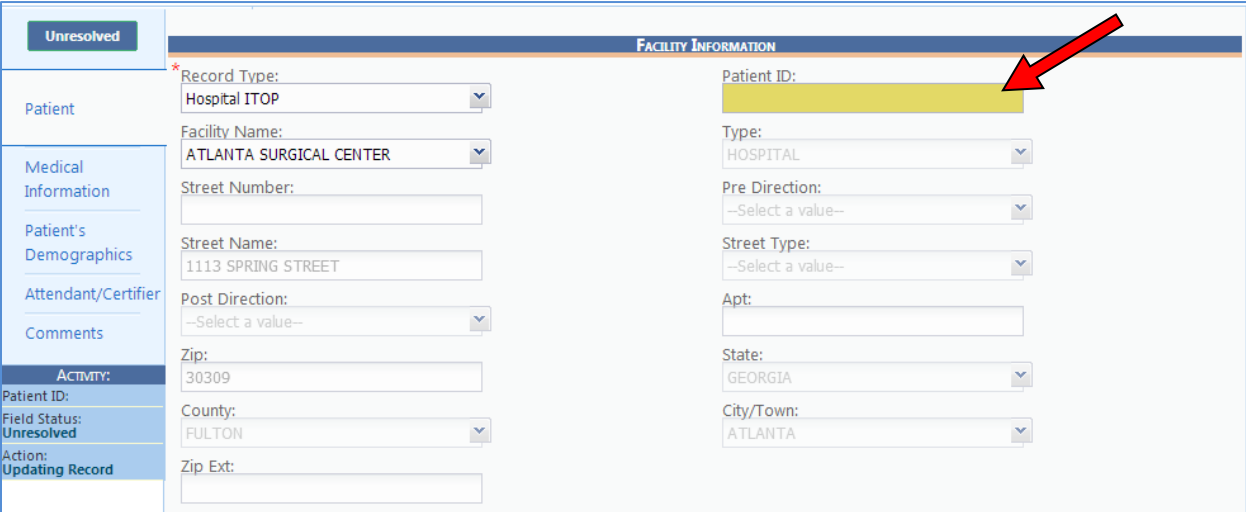
   Notice that the **Record Type** field is automatically populated as **Hospital ITOP.**

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

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

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

4. 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.

5. 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 not** found	You will see this message: *"Record Created Successfully"* Click **OK.**
A duplicate record **is** found	You will see this message:

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.)

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

TYPE 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 PREGNANCY 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

ALCOHOL OR DRUG ABUSE HISTORY
History of Alcohol or Drug Abuse   --Select a value--

Previous   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**.
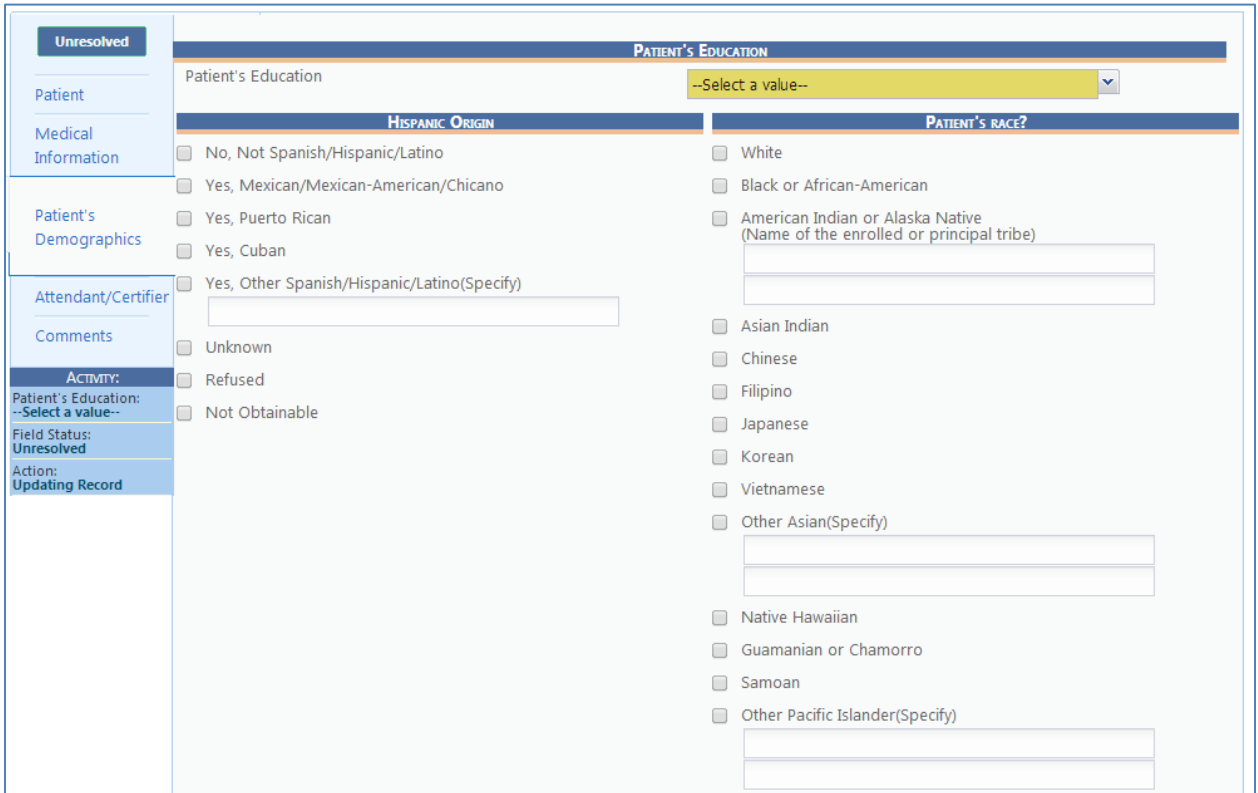
    What happens? The **Patient's Demographics Tab** appears.

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**.

☝ 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

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.

If…	Then…
If the name appears in the dropdown…	Select the **Name** and **Tab** to the next field. 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" 🔍 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.

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.

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.

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

☞ 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.

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.

7. Click **Yes.**

   What happens? The following message appears.

8. Click **OK**.

9. Return to **Record** on the Menu bar and click **Release** on the dropdown list.

   What happens? The message shown below appears.

ITOPS Registration ✕

Record Successfully Released

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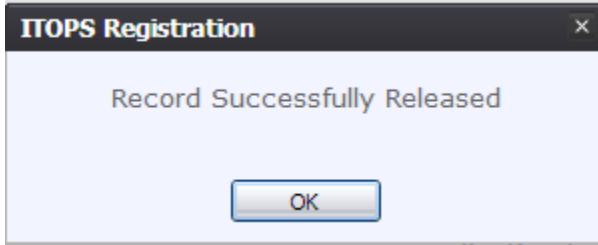
10. Click **Ok.** The Record is released to the State Vital Records Office.

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.

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.

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**.
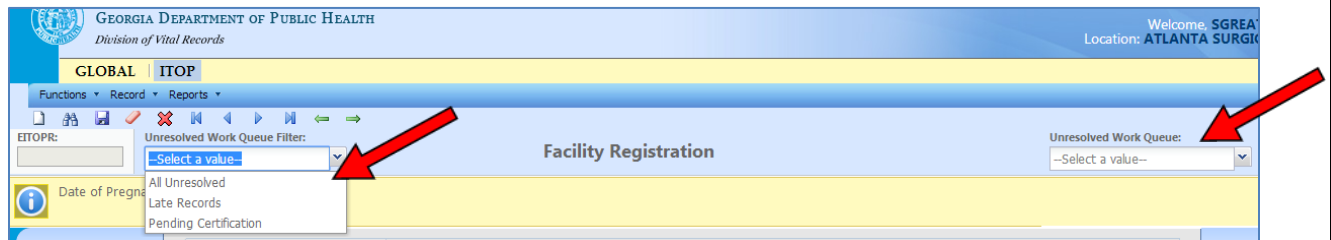
3. That will bring up all records that are not registered.

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 right-hand 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.

3. 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**.