

Instructions to Create a MTA report

This document outlines the steps needed to create a Major Trauma Audit (MTA) patient report for the purposes of the trauma audits in the hospital.

The main steps are as follows

- 1) Start the reporter
- 2) Choose the discharge date range
- 3) Choose the “MTA case” selection criteria
- 4) Choose the patient report
- 5) Add in the patient report columns needed for the audit.
- 6) Change the report options to show Code Descriptions
- 7) Create the report

Step1 – Start the HIPE Portal reporter.

The first step is to login to the HIPE portal and start the HIPE portal reporter.

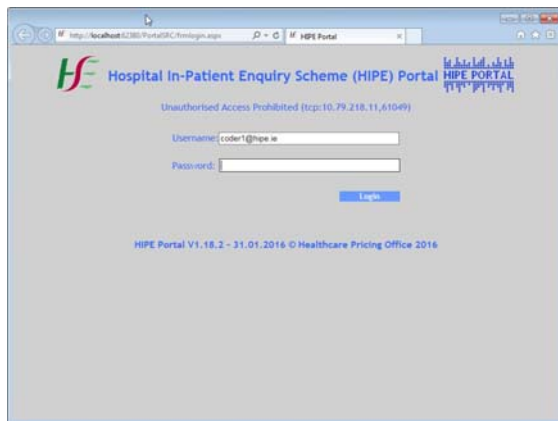


Fig 1 Login Screen

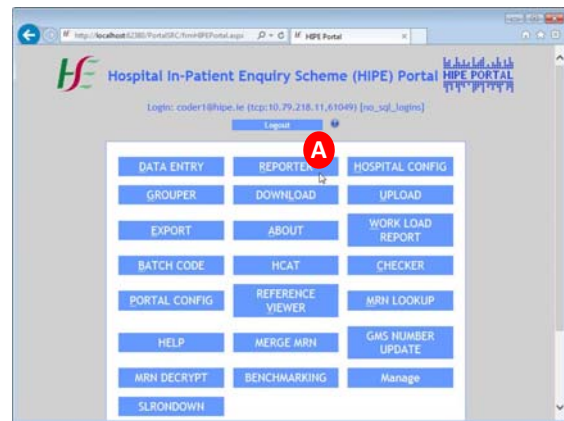


Fig 2 Start Reporter

Click on the *Reporter* button marked **A** to start the reporter. Once started, the following screen will appear and you need to click on *Next* **B**.

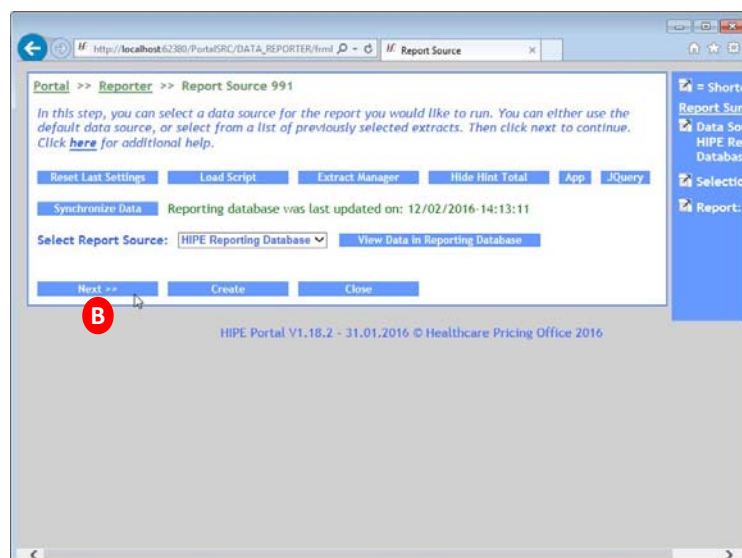


Fig 3 Reporter – Choose Report Source

Step2 –Choose the Discharge Date Range

This screen is used to choose the discharge date. The discharge date range will be specified by the Trauma Auditors when they request the report. Click on *Select Discharge Date Range* **C** button and enter in the date range for the discharge of the patient.

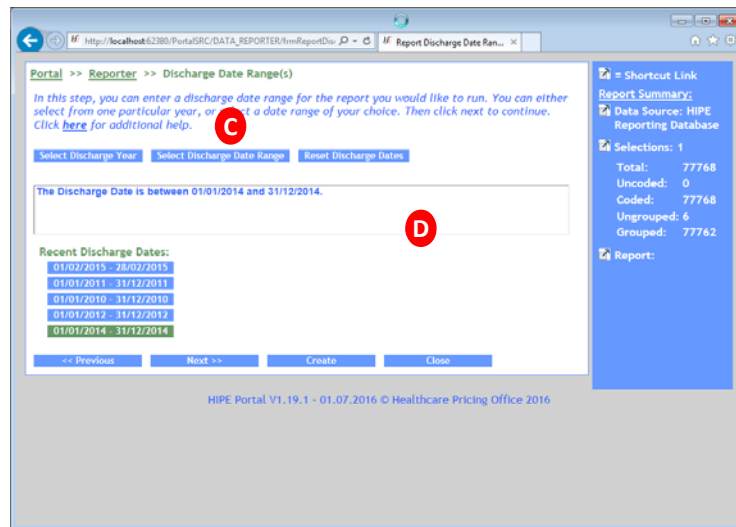


Fig 4 Reporter – Choose Discharge Date Range

Once entered, the discharge date will be listed in the box at **D**. Click on *Next* to continue.

Step3 – Choose the MTA case selection criteria

This screen is the selection criteria screen. Use the *Add Selection* button **E** to add a new selection.



Fig 5 Reporter – Selection Criteria



Fig 6 Reporter – Add Selection

On the Add selection screen choose the *MTA Case* selection criteria by clicking on *Misc.* and then on *Major Trauma Audit* and finally on *MTA Case* **F**. Choose “1 MTA Case” **G** and then click on *Ok*.

Following this, click on *Next* on the Selection Criteria Screen.

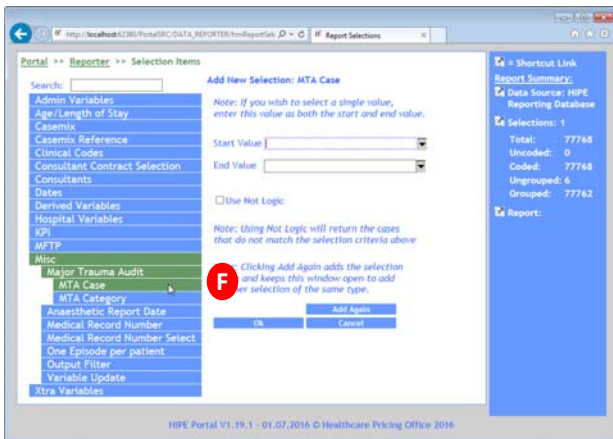


Fig 7 Reporter – Choose Selection Criteria

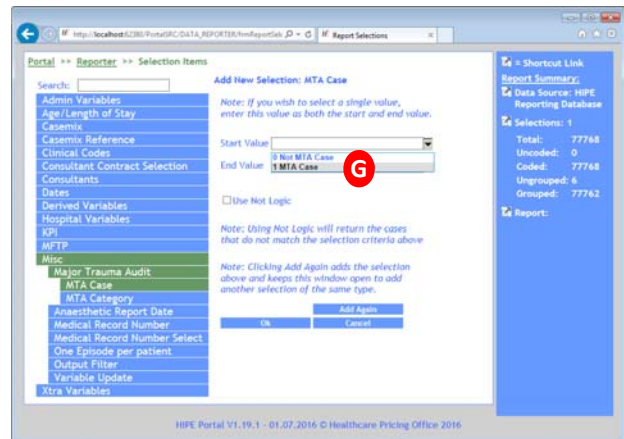


Fig 8 Reporter – Choose MTA Case

Step4 – Choose the Patient report - MTA

This Screen is the report choice screen.

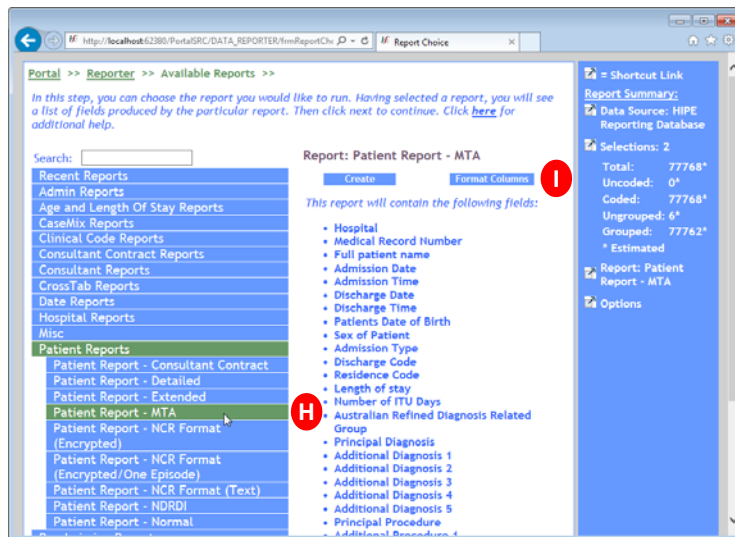


Fig 9 Reporter – Choose Report

Select the *Patient report – MTA* report by clicking on *Patient Reports* and choosing the report **H**. Once selected the columns of the report will appear. If additional columns are needed, click on *Format Columns* **I**.

Step5 – Change the report options to show Code Descriptions

The screen will return to the report choice screen. Click on Next **J** at the bottom of the screen to view the report options.

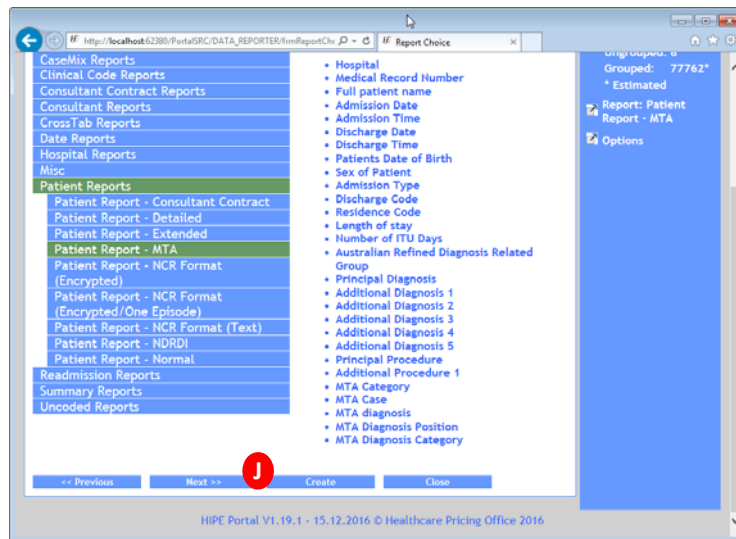


Fig 10 Reporter – Move to HIPE Reporter Options

The reporting options screen is shown. Ensure that “Show Diag/Proc Description in patient reports” **K** is ticked.

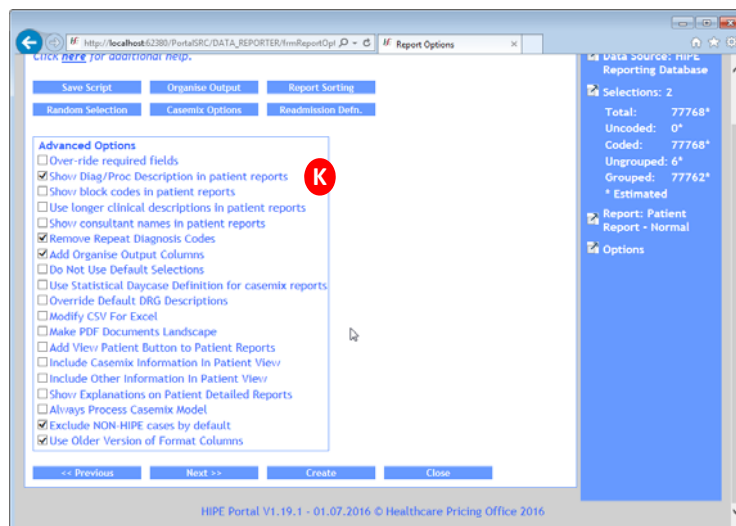


Fig 11 Reporter – HIPE Reporter Options

Step6 – Create the report

Click on Create **L** at the bottom of the screen to create the report.

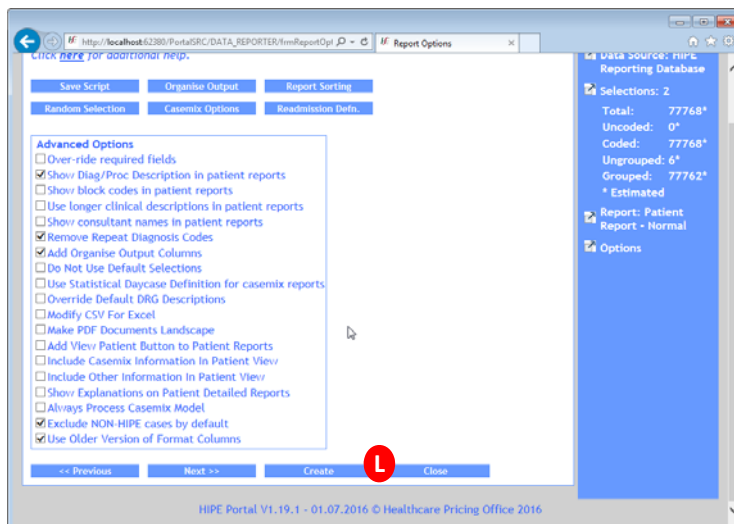


Fig 12 Reporter – Choose Report

The created report will now appear (see fig13).

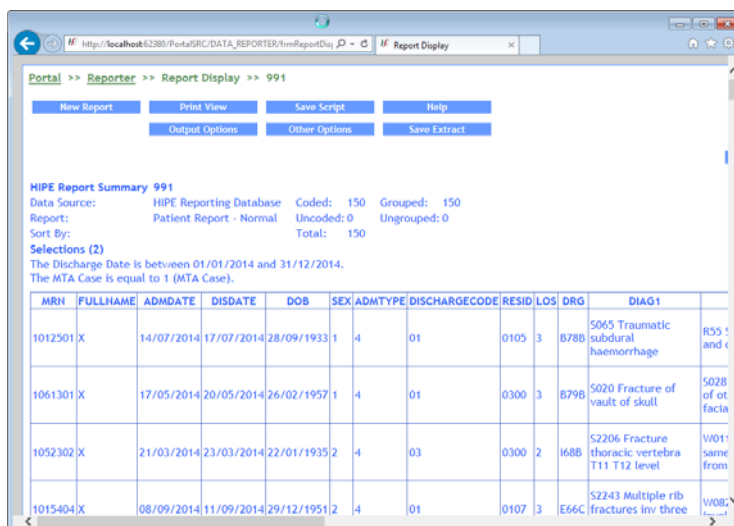


Fig 13 Reporter – Report Output