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.

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.

Source: Healthcare Pricing Office, Instructions to create an MTA report

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Step 2 – 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 button and enter in the date range for the discharge of the patient.

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

Step 3 – Choose the MTA case selection criteria
This screen is the selection criteria screen. Use the Add Selection button E to add a new selection.

Source: Healthcare Pricing Office,
Instructions to create an MTA report
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. Choose “1 MTA Case” 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**

### Step 4 – 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. Once selected the columns of the report will appear. If additional columns are needed, click on Format Columns.
Step 5 – Change the report options to show Code Descriptions

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

![Image](image1.png)

**Fig 10 Reporter – Move to HIPE Reporter Options**

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

![Image](image2.png)

**Fig 11 Reporter – HIPE Reporter Options**
Step 6 – Create the report

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

The created report will now appear (see fig13).