



International Cartilage Repair Society

HOW TO GET STARTED

Help documents for the International Cartilage
Repair Society

If you need help, advice or guidance, please contact customer.support@amplitude-clinical.com or 0333 014 6363

www.cartilage.org

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1. Your first login

Welcome to the NLR.

To login you will face a standard login page.

On your first login you will need to enter the user name and the password that has been sent to the email account you provided when requesting to be set up.

Welcome to the ICRS Patient Registry
If you require a site login please contact: customer.support@amplitude-clinical.com



The screenshot shows a 'Log in' form with two input fields: 'Username' and 'Password'. Purple arrows point to each field. Below the fields are links for 'Forgot your password?' and a 'Log in' button.

After the first screen the system will ask you to set a personal password.

Please make sure that all letters are in the correct case, as the password window is case sensitive.

Welcome to the ICRS Patient Registry
If you require a site login please contact: customer.support@amplitude-clinical.com



The screenshot shows a 'Password Change Required' form with two input fields: 'New Password' and 'Confirm New Password'. Purple arrows point to each field. A 'Change Password' button is located at the bottom right.

You will then be taken on to configure your security question.
Please make sure that you select a question for which you are sure to remember the answer as it will be required each time you login.

Welcome to the ICRS Patient Registry
If you require a site login please contact: customer.support@amplitude-clinical.com

The image shows a 'Configure Secret Question' form. It has a title 'Configure Secret Question' at the top. Below the title, there are two main sections. The first section is labeled 'Question' and contains a dropdown menu with the text 'Nothing selected'. A purple arrow points to this dropdown. The second section is labeled 'Response' and contains a text input field. A purple arrow points to this input field. At the bottom right of the form, there is a green 'Save' button.

After setting your security question you will be presented with the usage policy, to which you need to agree to be taken forward onto the actual registry site.

2. User dashboard

The first screen you will see when you login is the **User Dashboard**:

My Dashboard

WORKLIST ◀ 13 JAN 2017 - 13 JAN 2017 ▶

OFFICE OR CLINIC LIST (1)

Patient	Pathway	Time	C	P
BVALEX, Test	Knee ICRS Pathway (Left) - AB	13 Jan 2017 09:30	2	4

ADD PATIENT FIND PATIENT

WORKLIST - a list of the patients admitted, or in clinic or theatre that day. The screenshot above shows that if a worklist has been created for that day it will be shown here.

You can also return to the worklist any time by clicking the list icon at the top right.

TASKS – outstanding patient or clinical tasks.

ADD PATIENT – click here to add a patient record or click the addition button at the top right.

FIND PATIENT - click here to search for a patient record or click the magnifying glass at the top right to access the function at any time.

This search yields the best results when searching for a name rather than NHS- or hospital number.

You can return to the User Dashboard at any time by clicking the **Home button**

International Cartilage Repair Society

CONRAD, CORRI

My Dashboard

3. Adding a patient

You can create a new patient by pressing the **ADD PATIENT** link button on the **Dashboard**.

My Dashboard

WORKLIST
2 ITEMS FOR 29 NOV 2016 - 29 NOV 2016

TASKS
NO OUTSTANDING ITEMS

ADD PATIENT FIND PATIENT

Hospital Number National Identifier

Title Forename Middle Name Surname

Alex test

THERE ARE NO EXISTING PATIENTS THAT MATCH THE DETAILS ABOVE

Add Patient Cancel

Fill in the basic relevant details and then select **Add Patient**

To reduce potential duplicate records the system will search to see if a patient with identical criteria already exists when the details are added, if so you will be notified and will be able to add another pathway for this patient.

My Dashboard

WORKLIST
2 ITEMS FOR 29 NOV 2016 - 29 NOV 2016

TASKS
8 PATIENT

ADD PATIENT FIND PATIENT

ADD PATIENT

Hospital Number National Identifier

Title Forename Middle Name Surname

test patient

THERE ARE EXISTING PATIENTS THAT MATCH THE DETAILS YOU HAVE ENTERED.
PLEASE CHECK TO SEE IF YOUR PATIENT IS IN THIS LIST BEFORE YOU CREATE A NEW PATIENT.

Name	National Id	Hospital No	Gender	Date of Birth
PATIENT, Test			Male	23 Nov 1990

Create a New Patient Cancel

As hospital number and national identifier are not always available on a patient's details it is advisable to start a search by name.

N.B. Please note we cannot automate the collection of outcome data without an email address.

3.1. Adding a patient to a pathway and worklist

When the patient record is saved you will see a screen prompting you to add the patient onto a pathway.

Select the appropriate pathway and add the patient onto a worklist, you will then be able to see the patient on the **User Dashboard**.

The screenshot shows the 'My Dashboard' interface. On the left, there are three main sections: 'WORKLIST' (NO ITEMS FOR 13 JAN 2017 - 13 JAN 2017), 'TASKS' (NO OUTSTANDING ITEMS), and 'ADD PATIENT' (with a green plus icon) and 'FIND PATIENT' (with a magnifying glass icon). The main content area displays patient information: 'SUBJECT , test (M, 16y) NHS: 111 111 1111 HOSP: Unknown'. Below this, there are two dropdown menus: 'Pathway' (set to 'Knee ICERS Pathway') and 'Side' (set to 'Nothing selected'). There is also a 'Start Date' field set to '13 Jan 2017' and an 'Add to Worklist' dropdown menu set to 'Do not create a worklist entry'. At the bottom right, there are three buttons: 'Add Pathway' (green), 'Add & Open Pathway' (teal), and 'Cancel' (grey).

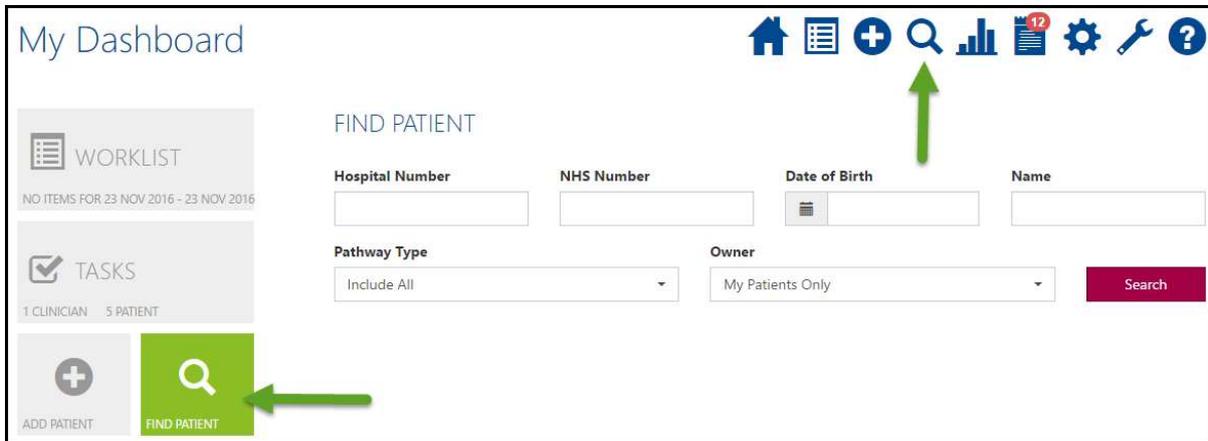
Select **Add Pathway** to add the pathway or **Add & Open Pathway** to open the **Pathway Dashboard**.

Please note that if a patient is not added on to a pathway he or she will not be allocated to a consultant but to the person who created them.

If you wish a patient to be added to a consultant's worklist and are delegating for the consultant you will have to be logged in on the consultant's behalf to add the patient and set him or her on a pathway.

3.2.How to find a patient

You can find a patient by pressing the **FIND PATIENT** link button on the **Dashboard** or the magnifying glass icon at the top right:



Fill in the basic details and then select **Search**.

Again this search tends to work best going only by name rather than hospital number or national identifier.

Duplicate patients: should you have added a duplicate patient please contact the Amplitude customer support desk, as the patient will otherwise be unable to access his or her patient portal to complete the outcome scores: customer.support@amplitude-clinical.com

3.3. Editing patient details

To edit a patient's details you can either go through the **Edit Patient** function that pops up when you click on the "i" next to the patient's name after he or she has been brought up by the search function or click on the pathway and then on the patient details.

My Dashboard

The screenshot shows the 'My Dashboard' with a navigation bar at the top containing icons for home, list, add, search, charts, calendar, settings, and help. On the left, there are three main sections: 'WORKLIST' (NO ITEMS FOR 13 JAN 2017 - 13 JAN 2017), 'TASKS' (NO OUTSTANDING ITEMS), and 'ADD PATIENT' and 'FIND PATIENT' buttons. The main area is titled 'FIND PATIENT' and contains search filters for Hospital Number, NHS Number, Date of Birth, and Name (with 'test' entered). Below these are dropdowns for 'Pathway Type' (set to 'Inc') and 'Owner' (set to 'My Patients Only'). A 'Search' button is on the right. Below the search filters, a table lists search results. The first result is highlighted, and a popup window is open over it. The popup contains patient details: 'SUBJECT, Test (M, 16y)', 'NHS: 111 111 1111', 'HOSP: Unknown', 'BORN: 01 Jan 2001', '23220', 'EMAIL: Not recorded', 'TEL: 8043591922', 'MOB: 8043630427', and an 'Edit Patient' button. A purple arrow points to the 'i' icon in the popup header.

SUBJECT, Test (M, 16y) NHS: 111 111 1111 HOSP: Unknown

The screenshot shows the 'PATIENT DETAILS' page for 'SUBJECT, Test (M, 16y)'. The patient's NHS number is 111 111 1111 and hospital is Unknown. There are status indicators: 'No Email Address', 'Consent Given', and 'No Other Pathways'. The page has a navigation bar with the same icons as the dashboard. On the left, there are four main sections: 'CLINICAL RECORD' (6 ITEMS (6 OUTSTANDING)), 'CLINICAL SCORES' (OUTSTANDING SCORES DISPLAY), 'PATIENT DETAIL' (highlighted with a purple arrow), and 'PATHWAY DETAIL'. Below these are 'WORKLIST HIST' and 'PATIENT PORTAL'. The main area contains form fields for: 'National Identifier' (NHS dropdown, 1111111111), 'Hospital Number', 'VIP Flag' (NO), 'Title', 'Forename' (test), 'Middle Name', 'Surname' (subject), 'Date of Birth' (01 Jan 2001), 'Gender' (Male), 'Data Collection Consent' (Consent Given), 'Contact Consent' (ON), 'Email Address', and 'Alternate Email Address'. A note states: 'Please note we cannot automate the collection of outcome data without an email address'.

To edit any information click into the box, make the alteration and then **Save**.

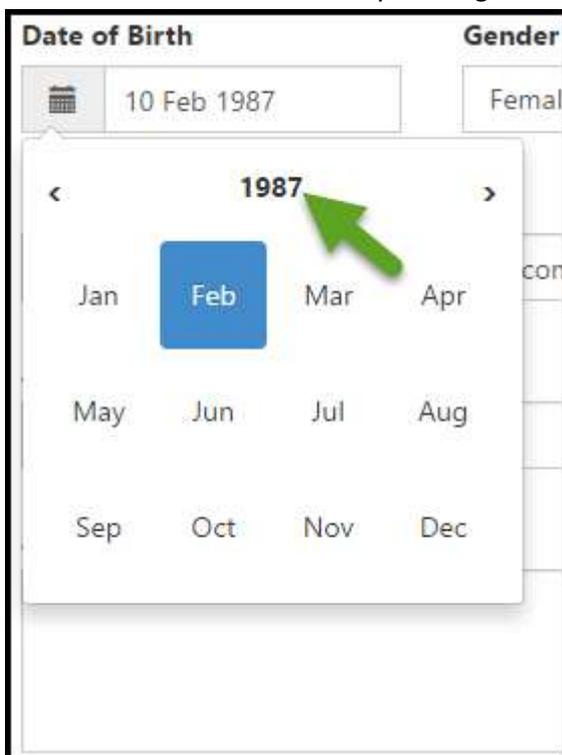
Should you need to edit the date of birth you can type it in manually or use the calendar function.

You can also edit the date of birth by selecting the calendar icon and clicking through the months with the arrows on the left and right of the month and year at the top.

Click on the month and year to be presented with a popup that enables you to select a month at a glance.



If you need to change the year click on to the year at the top as indicates by the arrow and you will be presented with a popup showing you an entire decade. Click through the decades by using the small arrows either side of the year range.



If you need to change the year click on to the year at the top as indicated by the arrow and you will be presented with a popup showing you an entire decade. Click through the decades by using the small arrows either side of the year range.

Date of Birth **Gender**

10 Feb 1987 Female

< **1980-1989** >

1979	1980	1981	1982
1983	1984	1985	1986
1987	1988	1989	1990

3.4. Editing a patient's pathway

3.4.1 To edit a patient's pathway click in to the **Pathway Details**.

BYALEX, Test (F, 26y) NHS: Unknown HOSP: Unknown
No Email Address Consent Not Recorded No Other Pathways

CLINICAL RECORD
12 ITEMS (6 OUTSTANDING)

CLINICAL SCORES
OUTSTANDING SCORES DUE

PATIENT DETAIL PATHWAY DETAIL
WORKLIST HIST PATIENT PORTAL

PATHWAY DETAILS

Pathway Type ←
Knee ICERS Pathway Side: Left

Start Date ← 01 Nov 2016 **Status** Pathway Active **Security** Sealed

Record can be viewed (read only) if a user provides a reason why they need to see the record

Notes ←

Owner ← BLOWERS, Alex

3.4.2. The start date

This indicates the day the patient was created on the system and should generally not need to be changed.

3.4.3. Notes

Here you can add any patient or procedure relevant notes you consider important.

3.4.4. Changing the pathway owner

Changing the owner of a pathway needs to be done either by the current owner or by customer support.

This is achieved by clicking into the drop down menu and typing in the name of the desired owner.

3.4.5. Access for other users

If a particular patient requires two consultants to have full access this can be achieved by setting the second consultant up to have full access to the patient by including the consultant in the **Users To Have Full Access** field.

Please note: click save after every change.

4. Recording procedures and clinical data

After the patient's operation is complete the operative data needs to be input into the system. Select the patient from your worklist and this will open their **Clinical Record**.

Select the procedure as shown on the screenshot below and you will be able to enter operative data:

CLINICAL RECORD
12 ITEMS (6 OUTSTANDING)

CLINICAL SCORES
OUTSTANDING SCORES DUE

PATIENT DETAIL **PATHWAY DETAIL**

WORKLIST HIST **PATIENT PORTAL**

KNEE ICRS PATHWAY [LEFT]

PATHWAY ACTIVE

- Pre-Op/Procedure Assessment
- Procedure/Treatment
- Outcome Scores
- Complications
- Notes
- Future Task

- 25 Oct 2016 **Self Assessment**
Injury: I suffered no injury
- 25 Oct 2016 **BMI**
Height: 1.67m Weight: 73kg BMI: 26.2
- 10 Nov 2016 **Initial/Clinical Assessment**
- 01 Nov 2016 **Procedure/Treatment Data**
Arthroscopic, No Direct Surgery to Defect
- 01 Nov 2016 **VAS (Knee)**

OUTCOME SCORES (3 items)

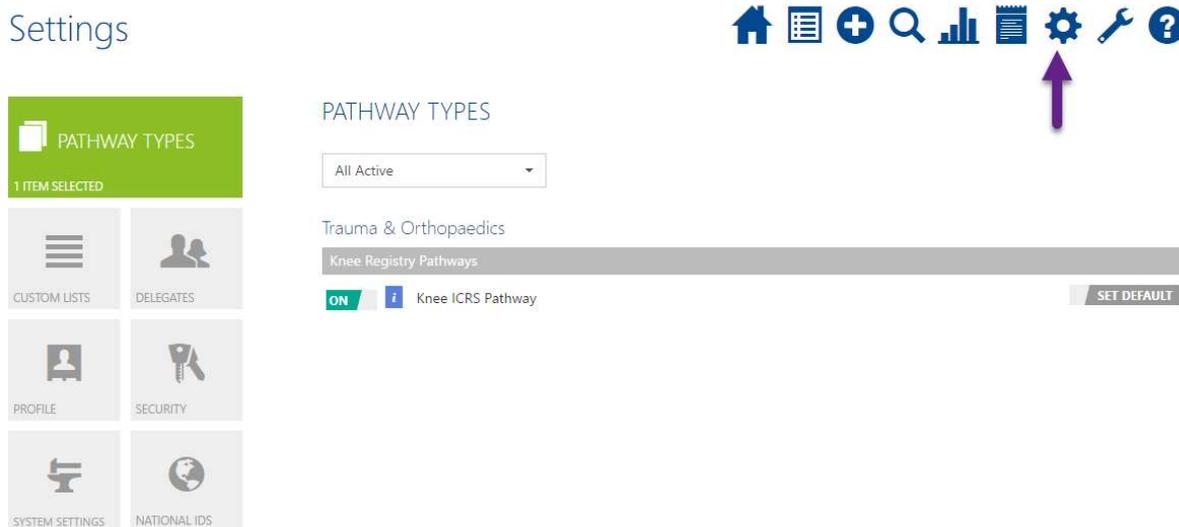
FUTURE TASKS (4 items)

Once the procedure form has been added and completed, the system will then load post-op scores to be sent at different time intervals.

For the scores to show at the correct time intervals the procedure date must be entered correctly as all follow up scores are based on this date.

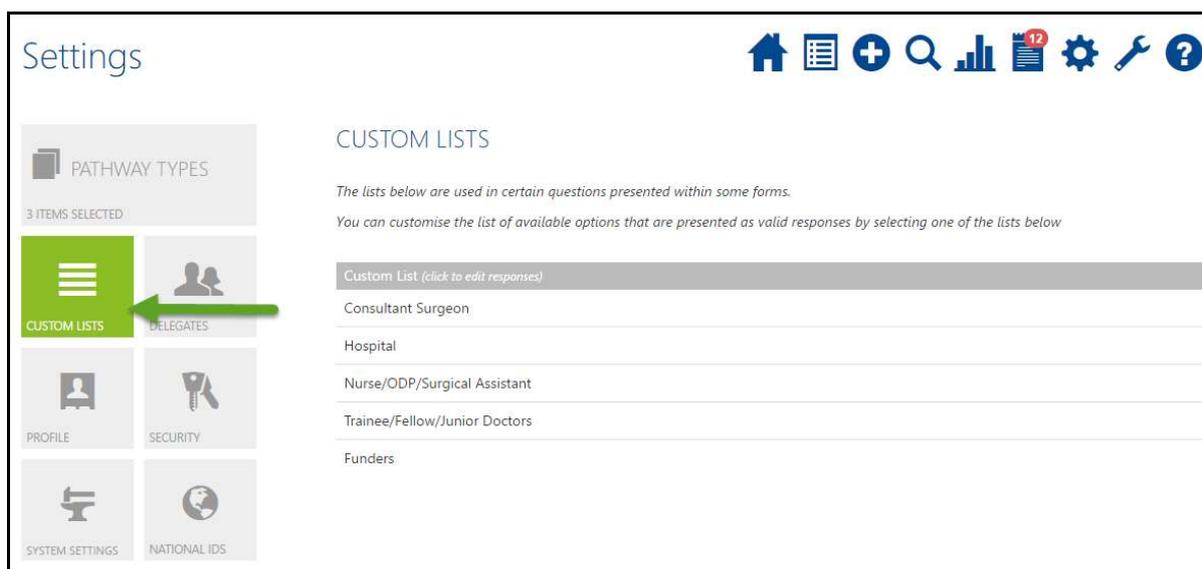
5. Personalizing your account

To start personalizing your account and set up your custom lists go to your settings by selecting the gearwheel in the top right corner of the screen.



5.1. Setting up custom lists

To set up your custom lists, select the **Custom Lists** icon on the left of your **Dashboard**. From here you can go on to select the surgeons who need to be included in your operation procedures, the hospitals you operate in and any other setup you require.



Surgeons that are already on your list will show in red. When you start typing a surgeon's name in the search bar you will be presented with different options containing the letters you have already typed.



The same method works for the hospitals.

Should a surgeon or hospital you require not be available for selection please contact Amplitude support desk and we will arrange for the surgeon or hospital to be included in the background list.

5.2. Other sections

Delegates: in this section you can see who has delegate access to your account.

Profile: here you can edit your personal details, including your email address.

Security: enter this section to change or update your password and security question.

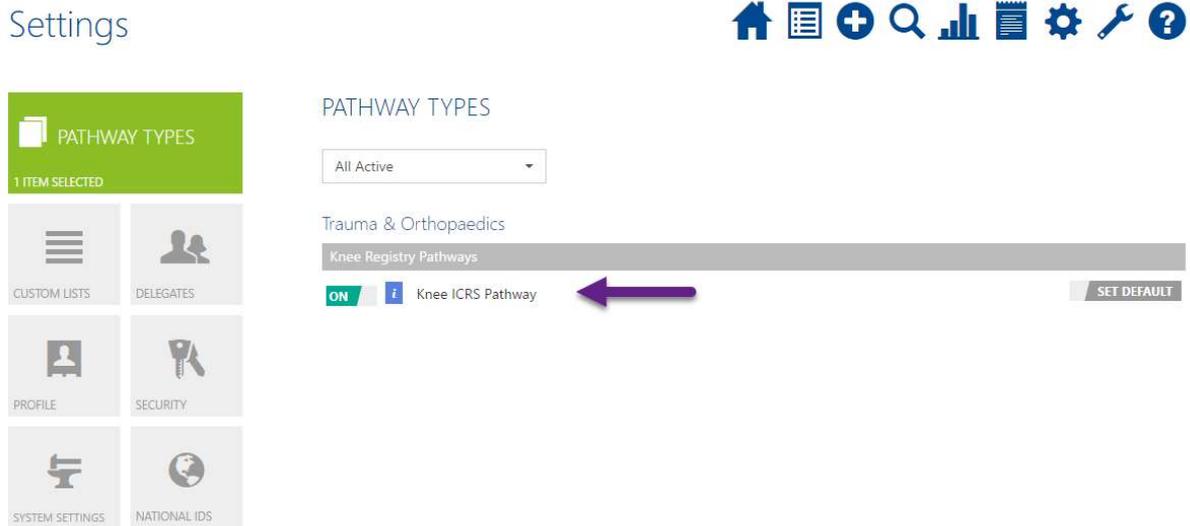
System Settings: here you can find a link to the patient portal should you want to send it to a patient manually and the practice management system, which will already be set to the one used if you have chosen to set this up.

National IDS: This can be set to include or exclude numbers that are associated with either the Scottish or the English NHS system

5.3. How to setup an operation note default

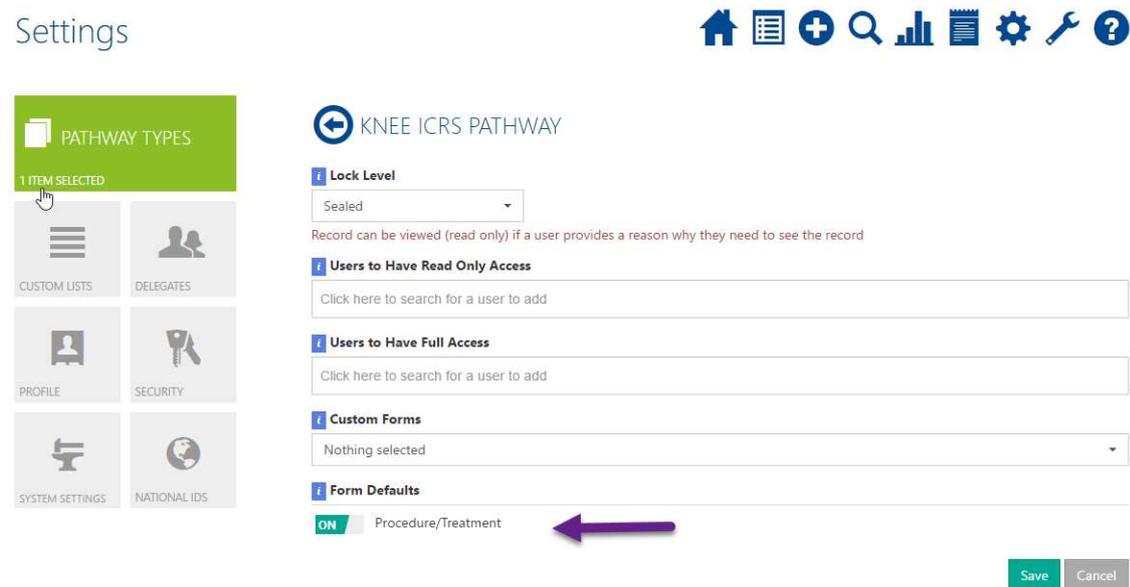
You can setup defaults that enable you to pre answer options that are your set defaults for the procedure i.e. performing surgeon & assistance (if it is always you and another colleague etc.).

Here you can set and activate the pathways you work with.



To adjust an operative data set to a default select the pathway you want to set it for, as shown above.

You will be taken to the pathway settings. To set up your default form select the operative data set at the bottom.



Select **Add a New Default:**

Settings



PATHWAY TYPES
1 ITEM SELECTED

CUSTOM LISTS

DELEGATES

PROFILE

SECURITY

SYSTEM SETTINGS

NATIONAL IDS

KNEE ICRS PATHWAY
PROCEDURE/TREATMENT

No existing default packs

Add a New Default

Name the default:

Settings



NEW FORM DEFAULT

Name

Left Injection

Proceed

Cancel

Then select **Proceed**. This will take you to the form you have selected.

Run through the form and pre-answer the question in the form with the answers you are most likely to give regularly.

Settings



LEFT INJECTION KNEE ICRS PATHWAY - PROCEDURE/TREATMENT

Left Right

How would you describe the Opposite Knee (Right Knee)?

* Opposite Knee

Normal Nearly Normal Abnormal Severely Abnormal

Anaesthetic Details

* Anaesthetic

No Anaesthetic Local Sedation Continuous Epidural Infusion Epidural Spinal

GA Other

Approach

* Approach

Injection Arthroscopic Open Combined Open/Arthroscopy

Cancel Save

When you have finished going through the form, select **Save**.

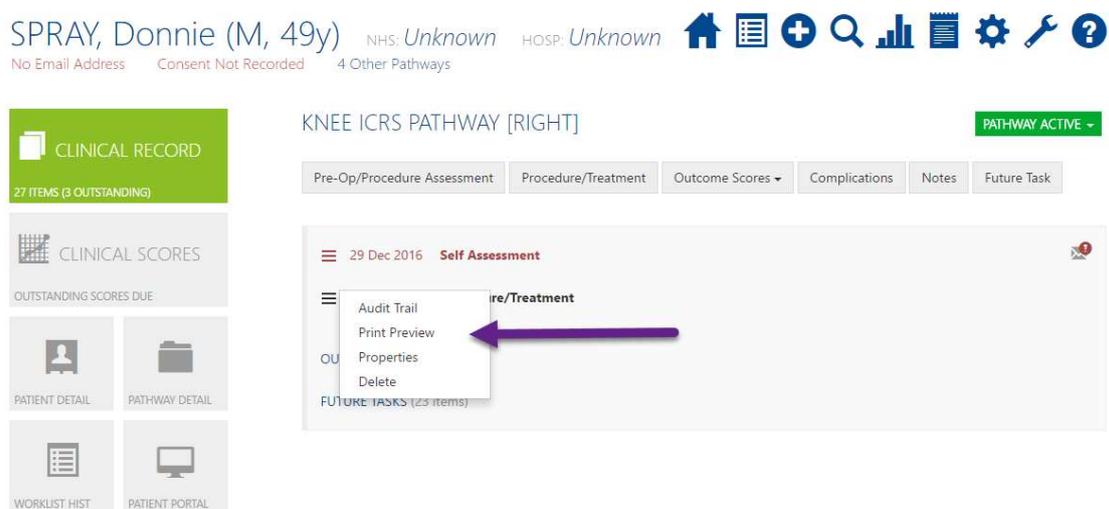
These settings will then appear when the form comes up during adding an operation form on a patient and are adaptable as needed for individual patients.



You can set up a default form for every pathway and also multiple defaults per pathway and keep track by naming them individually.

Pre completed default forms can also be altered individually when selected to use with each individual patient (i. e. all information in the default might be correct except for the colleague assisting the operation).

To print the operation note when completed (you will notice this is now black and not red), click on the three horizontal lines next to the completed task and select **Print Preview**:



5.4. Access to entire pathways for other surgeons

To set up another consultant to have full access to patients of an entire pathway click back in to your **Pathway Types** and select the pathway you want to set up from your list.

Type in who you want to have access to the pathway and select the name as soon as it is presented to you.

The screenshot shows the 'Settings' page for the 'KNEE ICRS PATHWAY'. On the left is a navigation menu with 'PATHWAY TYPES' selected, showing '3 ITEMS SELECTED'. Other menu items include 'CUSTOM LISTS', 'DELEGATES', 'PROFILE', 'SECURITY', 'SYSTEM SETTINGS', and 'NATIONAL IDS'. The main content area is titled 'KNEE ICRS PATHWAY' and contains several sections: 'Lock Level' (set to 'Sealed'), 'Users to Have Read Only Access' (with a search input field), 'Users to Have Full Access' (with a purple arrow pointing to a list containing 'WARD, Tom' and 'SELVEY, David'), and 'Custom Forms' (set to 'Nothing selected').

When you have finished click **Save**.

6. Collecting outcome scores

The system will automatically trigger the collection of specific outcome scores at pre-defined time periods after the operative data has been entered into the system.

The patient will receive their scores via email and be able to complete them on iPads and PCs in clinic. If a patient does not respond to a score, the system will send reminder emails for each patient three times.

You can view any patients who do not fill in their outcomes scores on your task list. From here you can send manual email reminders or schedule calls to patients according to your own process. The tasks will also show outstanding tasks for the clinician.

My Dashboard



WORKLIST
1 ITEMS FOR 13 JAN 2017 - 13 JAN 2017

TASKS
1 CLINICIAN 5 PATIENT

ADD PATIENT **FIND PATIENT**

MY TASKS **PATIENT TASKS**

Patient	Pathway
SUBJECT, Test	Knee ICRS Pathway (Right) 5

7. Notifications

When you click on the Notifications icon in the top right of the screen you will be faced with messages and notices relevant to your use of the system.



The screenshot displays the 'Notifications' interface. On the left, there are two sections: 'NEW NOTICES' with a green header and '12 NOTICES' count, and 'PREVIOUS NOTICES' with a grey header and 'NO NOTICES' count. The main area is titled 'NEW NOTICES' and contains a table of notices. A green arrow points to the Notifications icon (a document with a red '12' badge) in the top right navigation bar.

Date	Title	
13 Jan 2016	Change Confirmation	✕
11 Jan 2016	Important notice – Planned system migration and downtime	✕
21 Dec 2015	Important message – Planned downtime of Amplitude systems	✕
15 Dec 2015	Important message – Planned downtime of Amplitude systems	✕
26 May 2015	New Patient Portal: Brief System Downtime during the evening of the 9th of June	✕

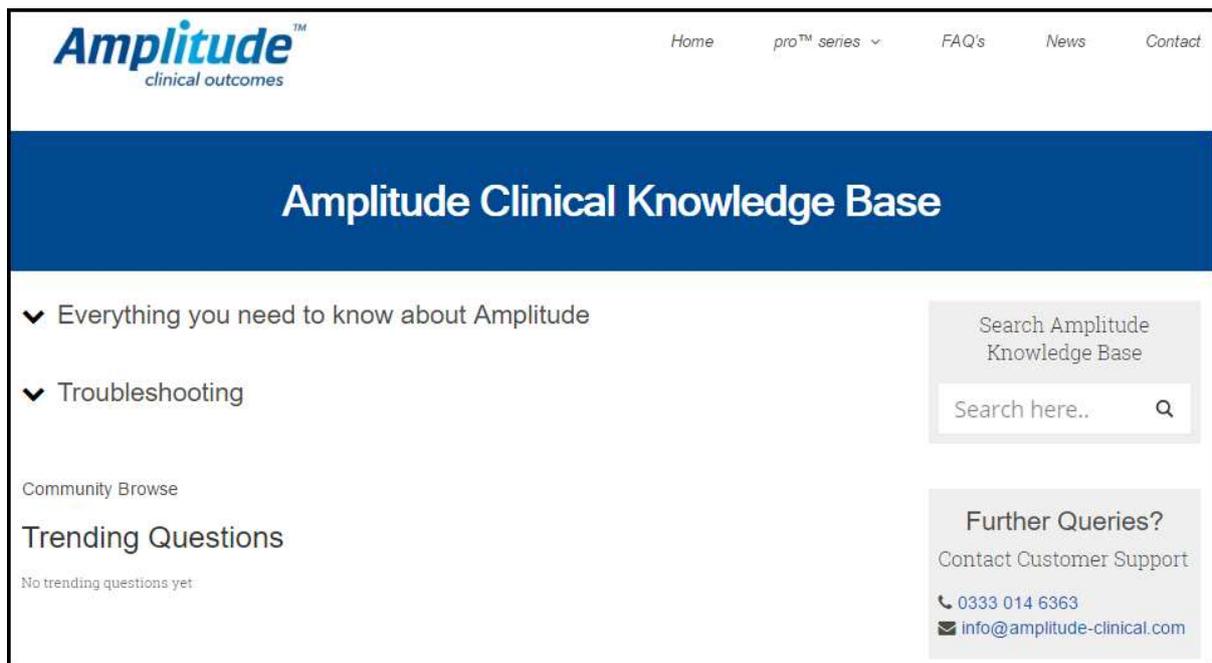
8. For further assistance

Should you wish to inform yourself on other subjects or read up on any topic more in depth you can access the **Amplitude Knowledge Base** by clicking the question mark in the top right hand corner of your dashboard.



The screenshot shows a dashboard titled "My Dashboard". At the top right, there is a navigation bar with icons for home, list, add, search, bar chart, notifications (12), settings, and help (question mark). The main content area features a "WORKLIST" section for the date range "24 NOV 2016 - 24 NOV 2016", which displays "NO ITEMS FOR 24 NOV 2016 - 24 NOV 2016". Below this is a "TASKS" section showing "1 CLINICIAN" and "10 PATIENT". At the bottom, there are two buttons: "ADD PATIENT" and "FIND PATIENT".

On the knowledge base you will find more in depth articles on a range of topics relevant to the use of the registry.



The screenshot shows the "Amplitude Clinical Knowledge Base" website. The header includes the Amplitude logo with the tagline "clinical outcomes" and navigation links for Home, pro™ series, FAQ's, News, and Contact. The main heading is "Amplitude Clinical Knowledge Base". Below this, there are two expandable sections: "Everything you need to know about Amplitude" and "Troubleshooting". A "Community Browse" section is also visible. On the right side, there is a search box labeled "Search Amplitude Knowledge Base" with a search input field and a magnifying glass icon. Below the search box, there is a "Further Queries?" section with the text "Contact Customer Support" and contact information: "0333 014 6363" and "info@amplitude-clinical.com".

Should your questions not be answered and you wish to talk about a process in more detail, please contact customer.support@amplitude-clinical.com.