ABDR
Australian Bleeding Disorders Registry
Quick Reference Guide

Patient

Registering a new patient
1. Click on the Patients icon in the Menu Bar
2. Click on new patient icon [New Patient] and follow the wizard prompts

Updating a patient's details
1. Click on the Patients icon in the Menu Bar
2. Search for the patient [Search]
3. Select the patient in the results grid
   (notice the Patient Summary on the left shows details of the selected patient)
4. Click on Patient Details tab
5. Click on edit icon [Edit]
6. After completing the required changes click the save button

Searching for a patient

Click on the 'Patient Search' tab then a sub-tab:
- Local – all patients registered at or shared with your HTC
- National – all patients
- My Patients – all patients tagged for quick searching

Clinical

Adding, Editing and Deleting Clinical Records
1. Search for and select a Patient
2. Click on the Clinical Tab [Clinical]
3. Click one of the Clinical sub-tab

   [Diagnosis] [Inhibitor Testing] [Treatment Plan] [Weight] [ITT] [Viruses] [Mortality] [Patient Cards]

- Click on the create new icon to add a clinical record
- The edit and delete icons appear in the grid
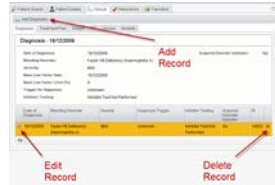
Interactions

Adding an Interaction
1. Search for and select a patient, then click on an Interactions tab
2. Click on Create Interaction icon

   [Create Interaction ▼]
   Interaction
   - Interaction + Patient Product Order
   - Interaction + Treatment
   - Interaction + Haemophilia Clinic Review
   - Interaction + Phone/Mail Consultation
   - Interaction + Pathology
   - Interaction + DDAVP Challenge
   - Interaction + Pharmacokinetic Study
   - Interaction + Target Joint
   - Interaction + Radiology
   - Interaction + Physiotherapy Session
   - Interaction + Surgery/Procedure
   - Interaction + Hospitalisation
   - Interaction + Social Worker Session
   - Interaction + Genetic Testing

3. Select the Interaction and details type you would like to add. If you would only like to record an interaction with no details please choose the "Interaction" from the top of the drop down list.
4. Follow the wizard prompts. This will be customised for the interaction type you chose.

Filtering interactions

Interactions recorded for a patient can be filtered by interaction type and date range.
1. Click on the filter icon [Filter Linked Interactions]
2. Select/deselect interactions required
3. Click OK
➔ Clicking on the 'Clear All' button will reset the checkboxes.

Product ordering for Patient

1. Click on the Patients icon in the Menu Bar
2. Search for and select a Patient
3. Click on the Interactions Tab
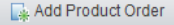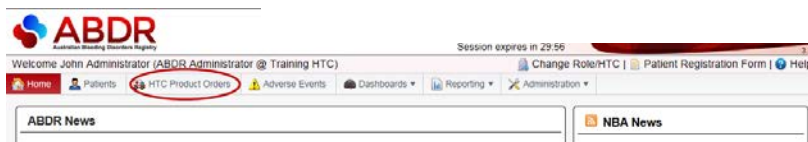4. Click on "Interaction + Patient Product Order" from the Create Interaction list:
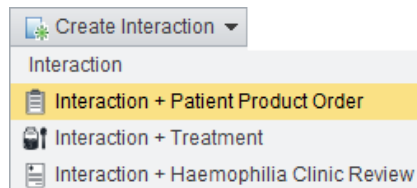
5. Follow the wizard prompts

Product ordering for HTC Stock

1. Click on HTC Products Orders from the Menu Bar:

2. Click the Add Product Order ![Add Product Order] and follow the wizard prompts. Alternatively it is possible to edit an existing product order and Copy Forward

Transition Patient – Permanent

Enables patient records to be moved to another HTC when they change from Paediatric to Adult centres or change address to a new city or state.

1. Click on the Patients icon in the Menu Bar
2. Search for and select a Patient
3. Click on the Transition tab
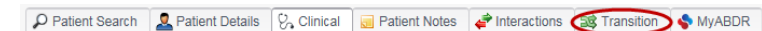
4. Click on the "New Transition" icon
5. Select "Permanent" as Transition Type
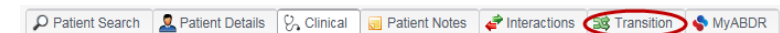6. Choose the HTC the Patient will Transition to and click Save.

Note: Only the HTC where the patient is registered can move the patient to another HTC.

Transition Patient – Shared

Enables another HTC to share patient records where treatment is provided at more than one centre.

1. Click on the Patients icon in the Menu Bar
2. Search for and select a Patient
3. Click on the Transition tab

4. Click on the "New Transition" icon
5. Select "Shared" as Transition Type
6. Choose the HTC the Patient will Transition to and click Save.

Note: Only the primary HTC can Share a patient with another HTC but either can remove the share arrangement at any point in time.

ABDR Access

To request access for a new user, or modify the access profile of an existing user please see https://portal.blood.gov.au.

Important Notes

Online Help – click on the ![Help] link to access online help, user manual and Training Manuals which describes a step by step guide to all ABDR functions.

Security – do not disclose your username and password to anyone. All access and transactions are logged by username and any misuse will be attributed to the person the username is allocated to.

Privacy – no one other than HTC Staff can access a patient's personal information, unless that person has been properly authorised by the ABDR Steering Committee. It is your responsibility to ensure patient privacy and confidentiality is maintained. Any patients requesting access to their personal information should be provided with hard copy versions of their data only rather than with access to the ABDR system.