NEBRASKA
DEPT. OF HEALTH AND HUMAN SERVICES

BIRTH DEFECT REGISTRY CHEAT SHEET FOR FACILITIES
UPDATED 29JUL2024

REPORTING PROCESSES

The following three processes are the most frequently used functions of the birth defect registry; by following the appropriate processes and steps for your facility, you will be able to properly report birth defects as applicable for your facility.

Process 1: Locating Existing Birth Defect Cases, Creating New Birth Defect Items

A birth defect case is essentially a file containing records of all the individual birth defects (known as birth defect items) associated with a birth/child. Before a birth defect can be reported, the correct birth defect case must be located (or created, if one does not yet exist).

1. Log into the NX system using your provided credentials.
2. From the home page, click the **Search** tab at the top left of the page; a drop-down menu will appear below the tab. Select **Birth Defect Case** from the drop-down list.
3. Input the identifying information in the appropriate fields for the child you are attempting to locate.
   a. If using date of birth, be sure to format the date as **"MM/DD/YYYY"**.
   b. If using the child's first and/or last name and you are uncertain of spelling, you can use the **%** symbol as a "wildcard" (i.e. if you only type "Jon%" in the first name field, all associated records whose first name begins with "Jon-" will populate; everything from Jonah to Jonathan to Jonny). This tool is especially useful when a name contains special characters that you are having trouble entering.
4. Click the **Search** button in the upper righthand of the page.
5. A table of all birth defect cases matching the search criteria you entered will appear. Locate the correct case from the table and click the row, then click **Display** at the top right of the page.
6. The birth defect case page will open in a new tab. Click the **Link to Defect Item** button in blue.
7. The **Linking: Defect Item** page will open in a new tab (the table will look very similar to the table that was used to locate the correct birth defect case). All birth defects reported by your facility for this birth defect case will appear in rows of the table here.
   a. If the birth defect you are attempting to report is visible on this table (i.e the ICD-10 and defect description in one of the rows matches what you intended to enter), *the birth defect does not need to be entered again and you can stop at this point*.

8. To create a new defect item for the defect case you located, return to the **Birth Defect Case** page. Click the **File** tab at the top left of the screen, hover over **New** on the drop-down menu that appears, then select **Defect Item** from the secondary menu that appears. A window will appear for you to confirm you would like to leave the page; click the **Leave** button in blue.
    a. You can use the keyboard shortcut "CTRL + F" from the **Birth Defect Case** page to create a new defect item, instead.
9. The majority of the information will automatically populate, carried over from the Birth Defect Case page; the only fields that will need to be completed are the **Source of Report** and the **ICD-10-CM Code** (both located in the Defect Description section).
10. In the **Source of Report** field, enter either **REFERRING FACILITY** (if the birth occurred at a facility other than yours) or **FACILITY OF BIRTH** (if the birth occurred at your facility).
11. In the **ICD-10-CM Code** field, begin typing the code associated with the birth defect you are reporting. A drop-down menu should appear below the field; select the appropriate code from the list. **The Defect Description ICD 10 CM** field will then populate with the description of the ICD 10 Code selected.
12. If there is any additional information to be provided regarding the defect, this can be added in the large **Notes** field at the bottom of the page.
13. When all information has been entered accurately and completely, click the **Save** button in the upper righthand of the page. When a window appears asking if you would like to close the current window, click the **Yes** button in green then the **Leave** button in blue.

If you have multiple defects to report, return to the appropriate birth defect case page and repeat this process until all defect items have been reported appropriately.

Process 2: Locating Birth Records (Birth Defect Case Not Found), Creating New Birth Defect Case and Defect Items

If a birth defect case does not exist for the birth you are attempting to report a defect for, a case will need to be created before any items can be reported. Birthing hospitals have access to all birth records reported by their facility, and as such will need to locate the appropriate birth record and create a new case from there (*if your facility is not a birthing facility, proceed to **Step 3**, as your facility does not have access to birth records*).

1. From the NX home page, click the Search tab at the top left of the page; a drop-down menu will appear below the tab. Select **Birth** from the drop-down list.
2. Input the identifying information in the appropriate fields for the child you are attempting to locate (see **Process 1, Step 3** for further tips on this process).
3. Click the **Search** button in the upper righthand of the page.
4. A table of all births matching the search criteria you entered will appear. Locate the correct birth from the table and click the row, then click **Display** at the top right of the page.
    a. *If you are unable to locate the necessary birth record after exhausting all search options, skip to Step 3 to create a birth defect case from scratch.*
5. The **Birth** page will open in a new tab. Beneath the birth file number in the upper lefthand of the page, click the **Mother** tab to display the mother's information. Confirm the mother's residence is located in Nebraska, as *only defects of children born to mother's residing in Nebraska should be reported.* If the mother **is not** a Nebraska resident, *the birth defect does not need to be entered again and you can stop at this point*. If the mother **is** a Nebraska resident, click the **Child** tab beneath the birth file number in the upper lefthand of the page.
6. To double-check there is not a birth defect case associated with this birth yet, click the **Linking** tab at the top of the page and select **Defect Case** from the drop-down menu that appears. You will land on the **Linking: Defect Case** page; *if a birth defect case is already visible in the table, you*

should use that case to report the defect items and a new case does not need to be created. Otherwise, if the table is empty, return to the **Birth** page and continue on.

7. To create a new defect case for the birth record you located, from the **Birth** page: click the **File** tab at the top left of the screen, hover over **New** on the drop-down menu that appears, then select **Birth Defect Case** from the secondary menu that appears.
   a. You can use the keyboard shortcut "CTRL + G" from the **Birth** page to create a new birth defect case, instead.
8. All information for the new birth defect case will auto-populate, carried over from the **Birth** page. Click the **Save** button in the upper righthand corner of the screen. The birth defect case has been created. To continue on and create birth defect items within the birth defect case that was just created, when the window appears asking you to confirm whether you want to close the page you just saved, click the **No** button in blue and continue this process. Otherwise, if you do not have any defect items to add at this time, click the **Yes** button in green then the **Leave** button in blue.

(The following guidance on creating new birth defect items has been copied from **Steps 8-13 of Process 1** above)

9. To create a new defect item, return to the **Birth Defect Case** page. Click the **File** tab at the top left of the screen, hover over **New** on the drop-down menu that appears, then select **Defect Item** from the secondary menu that appears. A window will appear for you to confirm you would like to leave the page; click the **Leave** button in blue.
   a. You can use the keyboard shortcut "CTRL + F" from the **Birth Defect Case** page to create a new defect item, instead.
10. The majority of the information will automatically populate, carried over from the Birth Defect Case page; the only fields that will need to be completed are the **Source of Report** and the **ICD-10-CM Code** (both located in the Defect Description section).
11. In the **Source of Report** field, enter either **REFERRING FACILITY** (if the birth occurred at a facility other than yours) or **FACILITY OF BIRTH** (if the birth occurred at your facility).
12. In the **ICD-10-CM Code** field, begin typing the code associated with the birth defect you are reporting. A drop-down menu should appear below the field; select the appropriate code from the list. **The Defect Description ICD 10 CM** field will then populate with the description of the ICD 10 Code selected.
13. If there is any additional information to be provided regarding the defect, this can be added in the large **Notes** field at the bottom of the page.
14. When all information has been entered accurately and completely, click the **Save** button in the upper righthand of the page. When a window appears asking if you would like to close the current window, click the **Yes** button in green then the **Leave** button in blue.

Process 3: Creating New Birth Defect Case and Items From Scratch (Birth Record Not Found/Available)

If you are unable to locate either an existing birth defect case or a birth record for a child who you intend to report a defect for, you will need to create a birth defect case from nothing then create the necessary defect items from there. **Please do your best to confirm the birth occurred to a mother who is a Nebraska resident before beginning this process, to avoid unnecessary entries into the birth defect registry**.

1. From the NX home page, click the **File** tab at the top left of the page; a drop-down menu will appear below the tab. Hover over **New** from the drop-down list, then select **Birth Defect Case** from the secondary menu that appears.

a. You can use the keyboard shortcut "CTRL + G" from the NX home page to create a new birth defect case, instead.

2. Manually enter the information of the child, mother, and father associated with the birth defect you are reporting. **Please ensure all fields are completed (as applicable), that all information is accurate, and that there are no spelling errors (including use of special characters).**

3. When all information has been entered accurately and completely, click the **Save** button in the upper righthand of the page. The birth defect case has been created. To continue on and create birth defect items within the birth defect case that was just created, when the window appears asking you to confirm whether you want to close the page you just saved, click the **No** button in blue and continue this process. Otherwise, if you do not have any defect items to add at this time, click the **Yes** button in green then the **Leave** button in blue.

(The following guidance on creating new birth defect items has been copied from **Steps 8-13 of Process 1** above)

4. To create a new defect item, return to the **Birth Defect Case** page. Click the **File** tab at the top left of the screen, hover over **New** on the drop-down menu that appears, then select **Defect Item** from the secondary menu that appears. A window will appear for you to confirm you would like to leave the page; click the **Leave** button in blue.
a. You can use the keyboard shortcut "CTRL + F" from the **Birth Defect Case** page to create a new defect item, instead.

5. The majority of the information will automatically populate, carried over from the Birth Defect Case page; the only fields that will need to be completed are the **Source of Report** and the **ICD-10-CM Code** (both located in the <u>Defect Description</u> section).

6. In the **Source of Report** field, enter either **REFERRING FACILITY** (if the birth occurred at a facility other than yours) or **FACILITY OF BIRTH** (if the birth occurred at your facility).

7. In the **ICD-10-CM Code** field, begin typing the code associated with the birth defect you are reporting. A drop-down menu should appear below the field; select the appropriate code from the list. **The Defect Description ICD 10 CM** field will then populate with the description of the ICD 10 Code selected.

8. If there is any additional information to be provided regarding the defect, this can be added in the large **Notes** field at the bottom of the page.

9. When all information has been entered accurately and completely, click the **Save** button in the upper righthand of the page. When a window appears asking if you would like to close the current window, click the **Yes** button in green then the **Leave** button in blue.

WORK QUEUES

Two work queues are visible at all times on the NX home page (upper righthand of the screen). These queues indicate items that may require your attention within the NX system. It is best practice to review these queues briefly prior to exiting the NX system.

<u>Queue 1: Defect Item Can Update</u>

This queue contains a table of all the defect items entered by your facility that have not yet been reviewed by the birth defect data coordinator. Until the items have been reviewed, you are able to access these items and make updates as necessary (i.e. if you entered the wrong ICD-10 code, accidentally listed your

facility as the Facility of Birth when you were actually a Referring Facility, etc.) A brief review of the table to ensure all necessary information has been entered is generally sufficient.

Queue 2: My Unread Messages

The NX system has a messaging function that allows those entering birth defect data to communicate with the birth defect data coordinator at any time. This queue exists to provide easy access to messages which have not yet been viewed and acknowledged. Clicking into the queue will display a table of all unread messages, including when they were sent, who sent them, the subject matter, etc. Messages can be opened by selecting the appropriate row of the table and clicking the Display button in blue on the page.

Opening a message will allow you to read the contents of the message and the previous related message (if applicable), link to the birth defect case or defect item being discussed (if applicable), as well as the options to **Mark As Read** (removing it from the queue) or **Reply** to the message. When creating a new message or replying to a message, you will have to enter a subject and message as well as designate who the message is being sent to.

New messages can be created in two ways:

- On the page of the birth defect case or defect item you wish to message the birth defect data coordinator about, click the **Message Birth Defect Admin** button in blue. **This method is generally preferred**, as the message created in this manner will automatically link to the birth defect case or defect item you are messaging about.
- From the NX home page, click the **File** tab at the top lefthand corner of the page, then hover over **New** on the drop-down list, and finally select **Message System** from the secondary menu that appears. This message will not be linked to a specific case or item, so this method is best used for more generic messages to the birth defect data coordinator.

Key Tips and Tricks

A. Avoiding Reporting of Duplicate Defect Items

Please take care to track which birth defects your facility has already reported and DO NOT report the same defect more than once; even if you are unable to locate a birth defect item that was reported previously but is now not appearing in searches, only report new birth defects. This is because multiple facilities may report the same birth defect, so to avoid data being impacted by the double-up in reporting, one of the duplicate defect items in question may be deactivated by the birth defect data coordinator. Repeatedly reporting the same birth defect item unnecessarily will lead to a good deal of extra work for both the reporting facility and the data coordinator.

B. Errors Due to Duplicate Defect Cases and Items

When attempting to enter a new birth defect case or defect item, if an exact copy of the case or item already exists, an error will occur upon attempting to save the page. The page will not be saved, and you will need to search for and locate the original entry rather than creating a new one.

C. RE: Wildcards

Correct use of the **%** "wildcard" symbol when searching for pages can be vital to ensuring pages are locating in a timely manner. As previously stated in **Process 1**, adding the **%** symbol to the end of a field while performing a search will yield all results beginning with the characters entered prior to the wildcard. For example, if you are struggling to locate the birth record for "John Doé" because of the special character in the last name, entering "John" in the first name field of the search and "D%" in the last name field will allow you to find this birth without specifically entering the special character. However, the search will also yield other applicable records, such as for "John Doe" or "John Deedledeedooman", so you may have to peruse the table to locate the correct record.

While the wildcard symbol itself cannot be used regarding dates of birth, it is possible to search within a range of dates when attempting to locate a record (such as when the exact date of birth is unknown). To search within a range of dates, enter the two dates in the date of birth field bracketed by parentheses and separated by a plus sign.
> Example: (01/01/2023+01/01/2024)

The same can be done when searching within a range of years of birth, by entering the range of years in the year field bracketed by parentheses and separated by a plus sign.
> Example: (2023+2024)

D. Leaving Pages (Confirmation Pop-up)

When attempting to exit from a page, you may first be accosted by a pop-up message asking you to confirm you want to leave the page with the message: "**Leave Site?** Changes you made may not be saved." You can then either confirm and exit the page by clicking the **Leave** button in blue, or you can choose to stay on the current page by clicking the **Cancel** button in white.

This pop-up is merely a reminder to save any edits you've made to a page before you leave it, and will occur regardless of whether you've already saved the page (or even if you made any edits) as it does not have any way of *checking* whether or not you saved the page. As long as you confirmed you have saved your edits when necessary using the green **Save** button in the upper righthand corner of a given page, leaving the page will not undo that process (note that, when saving, you should be prompted by a window confirming the record was saved successfully, at which point you will also be able to close the window by clicking the **Yes** button in green – even then, a final confirmation pop-up will appear to ensure you want to leave the page).

E. Contacting the Birth Defect Data Coordinator

Please do not hesitate to reach out with any questions or concerns regarding the birth defect registry. There are innumerable fringe cases and issues that cannot be covered in a brief cheat sheet such as this. The contact information for the current birth defect data coordinator is provided below; again, do not hesitate to reach out for any reason. For the sake of avoiding out of date contact information and a bloated list of birth defect registry users, **please also reach out if any users need to be deactivated from your facility (such as in the case of a retirement) or a new user needs to be added (such as in the case of a new hire).**

Data Coordinator Email: Derek.Ross@nebraska.gov
Data Coordinator Work Cell Phone Number: (531) 530-7456

Birth Defects Email: DHHS.BirthDefects@nebraska.gov
Office Phone Number: (402) 471-0354