

# **5 Ways to Use Registry Insights You May Not Know About**

# Agenda

- 12:00 pm **Introductions** – Maria Gomes
- 12:05 pm **5 Ways to Use RegistryInsights** – Maria Gomes
- 12:30 pm **Open Questions and Answers**-Jerry Manning
- 12:45 pm **Webinar adjourns**

# Learn What's New About:

- Data Submission Role
- Initial data processing
- Data validation processing
- Fixing and uploading rejected files
- Reporting options

# Data Submission Role

- Data submission user has access to submit data via Registry Insights and SFTP service. This role will work with the Registry technology team to validate and correct data submitted to the Registry.
- **Typical Institution roles that would be assigned:** Manger, Extractor, Entry Uploader

# Initial Data Processing

## Initial Processing

INSTITUTION	FILE TYPE	TOTAL	SUCCESS	REJECTED	FIXED	FLAGGED FOR REVIEW	REVIEW COMPLETE	COMMENTS	DETAILS
AJRR Test Hospital 4	New Procedure	13	9	4	0	0	0		<a href="#">View</a>
AJRR Test Hospital 1	New Procedure	2	1	1	0	0	0		<a href="#">View</a>
AJRR Test Hospital 2	New Procedure	3	3	0	0	0	0		

- In this process we check to ensure the structure of the file is in tact and meets the Registry data specifications. Successful items processed here will then be put through validation processing.
- Examples: account id, data of birth, key field to identify a person or procedure

# Validation Processing

## Validation Processing

INSTITUTION	FILE TYPE	TOTAL	SUCCESS	REJECTED	FIXED	FLAGGED FOR REVIEW	REVIEW COMPLETE	COMMENTS	DETAILS
AJRR Test Hospital 4	New Procedure	9	0	2	0	7	0		<a href="#">View</a>
AJRR Test Hospital 1	New Procedure	1	0	0	0	1	0		<a href="#">View</a>
AJRR Test Hospital 2	New Procedure	3	1	0	0	2	1		<a href="#">View</a>

- The data validation process represents the phase in which files uploaded are checked for data integrity and accuracy. If these succeed they will successfully be implemented into the Registry data repository.
- Example: key field being check more in depth

# Fixing and Uploading Rejected Files

HOME

## Stats

Registry Total Procedures

1.6 M

Your Breakdown

Your Total Procedures

0

Actual Cases

Earliest Procedure

NA

Latest Procedure

NA

## Latest File Upload *Last 6 months*

MORE

UPLOADED ON	SUBMITTED BY	FILENAME	TOTAL CASES	TOTAL REJECTED	
4/12/2018	AJRR Test Healthcare System	1040823_AJRR_TEST_HOSPITAL10.xlsx ⓘ	39	0	<a href="#">View</a>
2/26/2018	AJRR Test Healthcare System	1040823_AJRR_TEST_HOSPITAL9.xlsx ⓘ	2	0	<a href="#">View</a>
2/26/2018	AJRR Test Healthcare System	1040823_AJRR_TEST_HOSPITAL8.xlsx ⓘ	1	0	<a href="#">View</a>

# Total Rejected Files

HOME TOOLS & RESOURCES DATA MANAGEMENT

HOME / FILE HISTORY / FILE DETAILS / PROCESSING DETAILS

Please click the "Export Excel" button to receive a flattened excel file that contains only the records that need modification. Fix the issues and then upload the flattened file back to the solution to resolve the errors.

*\*Note: please do not modify the name or column headers in the provided excel file.*

EXPORT EXCEL

## Processing Details

Entries

Results 1-3 of 3

REJECTION KEY	↑ MESSAGE	⇅ FAILED FIELD NAME	⇅ STATUS	⇅ FIXED	⇅ INTERNAL REVIEW	SUBMITTED RECORD	⇅
211238	Required Field Missing	Surgeon NPI	Rejected	No	No	<a href="#">View</a>	
211239	Required Field Missing	Surgeon NPI	Rejected	No	No	<a href="#">View</a>	



# Correct Rejected Data

ProcRejections05092019T1753 - Excel

File Home Insert Draw Page Layout Formulas Data Review View ACROBAT Tell me what you want to do

Clipboard Font Alignment Number Styles

	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK
1	PatientCity	PatientState	PatientZipCode	PatientCountry	PatientEmail	SurgeonFirstName	SurgeonLastName	SurgeonNPI	PatientHeightMetric	PatientWeightMetric	PatientHeightStandard
2	Not Reported	Not Reported	60606		support@ajrr.net	Luke	Skywalker				
3	Not Reported	Not Reported	60606		support@ajrr.net	Luke	Skywalker				
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											

# Please do not modify the name or column headers in the provided excel file as you Save As

The screenshot shows the Microsoft Excel interface with the 'Info' ribbon selected. The ribbon is divided into several sections: 'Protect Workbook', 'Inspect Workbook', 'Manage Workbook', and 'Browser View Options'. The 'Protect Workbook' section includes a 'Protect Workbook' button and a description: 'Control what types of changes people can make to this workbook.' The 'Inspect Workbook' section includes a 'Check for Issues' button and a description: 'Before publishing this file, be aware that it contains: Absolute path'. The 'Manage Workbook' section includes a 'Manage Workbook' button and a description: 'There are no unsaved changes.' The 'Browser View Options' section includes a 'Browser View Options' button and a description: 'Pick what users can see when this workbook is viewed on the Web.' On the right side of the ribbon, there are sections for 'Properties', 'Related Dates', 'Related People', and 'Related Documents'. The 'Properties' section includes fields for Size (12.3KB), Title (Add a title), Tags (Add a tag), and Categories (Add a category). The 'Related Dates' section includes fields for Last Modified (Today, 12:53 PM), Created (Today, 12:53 PM), and Last Printed. The 'Related People' section includes fields for Author (Add an author) and Last Modified By (Not saved yet). The 'Related Documents' section includes a button for 'Open File Location' and a link for 'Show All Properties'. The left sidebar of the ribbon contains buttons for 'Info', 'New', 'Open', 'Save', 'Save As', 'Save as Adobe PDF', 'Print', 'Share', 'Export', 'Publish', 'Close', 'Account', 'Feedback', and 'Options'. The top right corner of the ribbon displays the file name 'ProcRejections05092019T1753 - Excel'.

# Upload excel file back to Registry Insights

HOME TOOLS & RESOURCES DATA MANAGEMENT

HOME / UPLOAD CASES

## Upload File

Please provide a valid excel file.

Institution\*

Select one



**Drag Files Here**

Excel File (.xlsx or .xls)

SELECT FILE

UPLOAD FILE

# How you will know rejection is fixed

EXPORT EXCEL

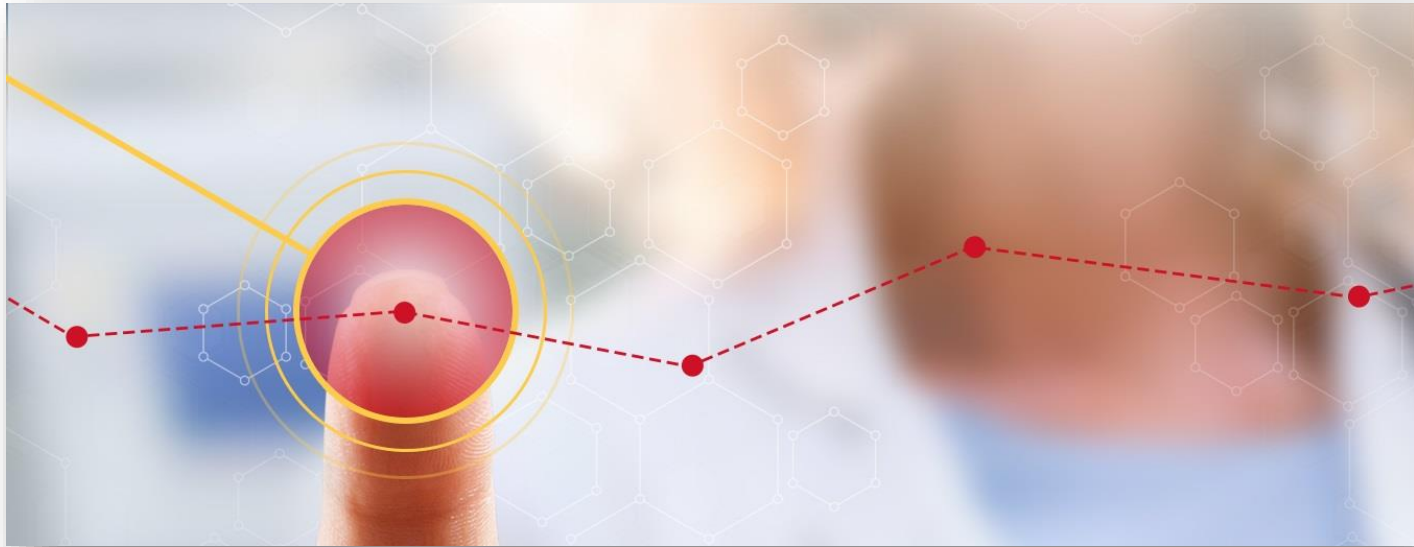
## Processing Details

Entries 10 ▾

Results 1-3 of 3

REJECTION KEY	↑ MESSAGE	⌄ FAILED FIELD NAME	⌄ STATUS	⌄ FIXED	⌄ INTERNAL REVIEW	SUBMITTED RECORD
211238	Required Field Missing	Surgeon NPI	Rejected	No	No	<a href="#">View</a>
211239	Required Field Missing	Surgeon NPI	Rejected	No	No	<a href="#">View</a>
211240	Required Field Missing	Patient ZipCode	Rejected	Yes	No	<a href="#">View</a>

Previous 1 Next



# THANK YOU

[www.aaos.org/registries](http://www.aaos.org/registries) | [RegistrySupport@aaos.org](mailto:RegistrySupport@aaos.org)