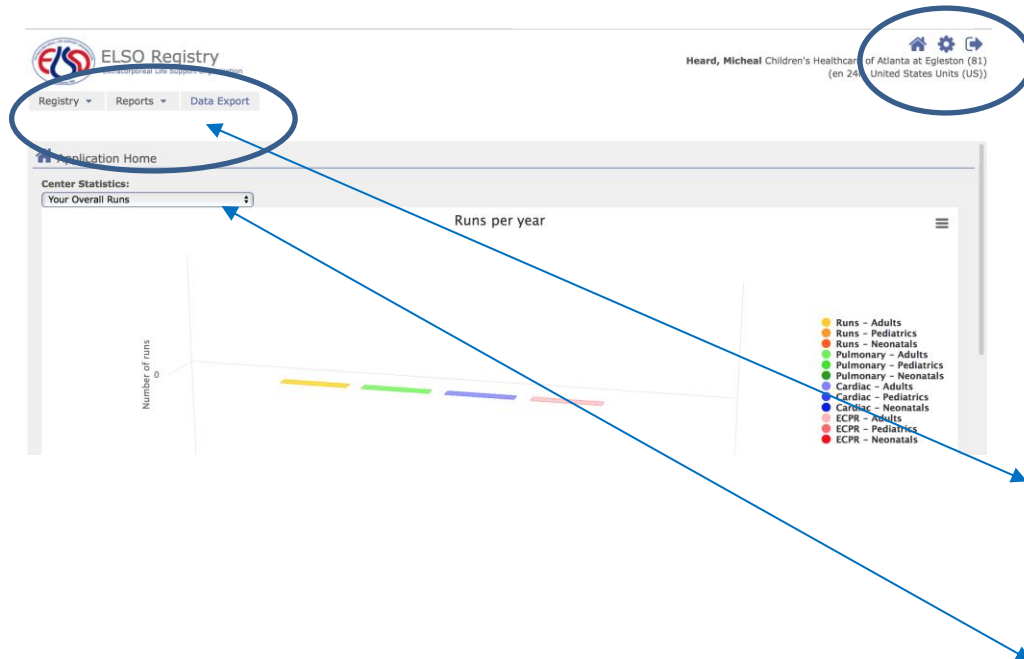# ELSO Registry Form Submission Instructions

Extracorporeal Life Support Organization (ELSO)

I. Starting a New Patient Form

To begin entering a new patient, open the website www.elso.org and sign in with your user name and password. This must be assigned to you by your ELSO Administrator.

Your Center home page will load.

Further down on the home page you will find a search box and a filter to sort through your incomplete registry records. These are all the records you have started, but have not yet submitted as final:

Click on 'application settings' in the upper right hand corner to set your preferences for date, time and unit preference.

At any time in the Registry form you may click 'home' to return to this home screen. All patient data will be saved.

You may also log out of the registry by clicking here.

Select any tab to find your entered registry patients, reports that are available, or export data.

Select this drop-down box to choose how your graph displays.

Click here to Quick Add a patient record.

Click on an icon to update the run or patient information.

Note: Please refer to the ELSO Registry Data Definitions for specific details for the data fields to be entered.

From the home page, after you have clicked "Quick Add" the following screen will load. This Panel must have all information fields filled out to Add a New Patient.

Once you complete this section, and click 'Save', it will save the identifier and may be returned to later on your home page as an incomplete record.

'Cancel' will return to the home page.

From the home page, once you click on the icon for patient information, the following screen appears:

You may click 'Edit' icon to update the patient information.

You may click 'Add New Run' to add an additional run for the same patient.

You may click the 'Patient Run' icon to edit the run details.

Multiple runs will list for the same patient. Select the appropriate run to edit.

For Neonatal patients, you will see additional fields available for data entry:

Click 'Edit' to enter information specific to neonates.

Click 'Edit' to enter information specific to CDH patients.

Click on Run Info icon to edit or enter new data.

Once you have clicked on the icon for Run Info, the following screen will appear:

You now will be able to select the tabs for each section of the Registry data collection.

You will also be able to edit or enter new data accordingly.

Selecting 'Edit' Run Info will bring the following screen:

Once all data is entered, you may click 'Save' for all changes. The system will prompt you that mandatory fields are complete. Click 'Next' to move to the next tab. 'Cancel' will exit and not save changes.

II. Pre -ECLS Assessment

This page will allow you to view the information you have previously entered as well as edit if unlocked.

Units will generate as per your settings preference.

The type of ventilator you select will populate the specific settings associated with it.

Click 'Save' then 'Next' for the next tab. 'Cancel' will not save any changes and will close the 'Edit' window.

Note: Hovering over the field label will display the ranges allowed in green.

III.   Pre -ECLS Support

Enter codes used for pre-ECLS Support as per the ELSO Data Sheet.

Click the drop-down list to see the list of codes – select all that apply.

IV. ECLS Assessment

Enter all data as requested.

Note: Errors in data entry will result in messages to explain. This is an example of entering a date too far in the future for the 24 hours on ECMO data.

Please correct any red messages, as they will not allow you to continue or save.

Date/Time:
Jul / 02 / 2018 01 : 02
This date should be AFTER the time on ECMO October 10, 2017 09:09 PM but not more than 48h.
This date can be AFTER the time on ECMO but no more than 30h after the time on ECMO October 10, 2017 09:09 PM
This date can not be in the future

Note: if you do not correct the data entry, the system prompts you with a different message at the bottom of the screen.

V. Mode and Equipment

Run Details for the Initial Mode of ECMO are loaded. Click on 'Edit' to update or enter data.

Once you select 'Edit', fields may be entered or updated.

Click 'Add New Cannula' to update or enter data regarding cannulas placed.

Pre-existing refers to cannulas left in-situ after CPB surgery, those present on transfer from another institution on ECLS, or left after other ECLS procedure or run.

Drop down menus will allow choice of manufacturer then type of cannula used.

Click 'Save' to continue to next data fields.

Starting Equipment is also available upon clicking 'Edit'.

Drop down menus will allow choice of manufacturer then type of device used in each category.

Note: the required fields are in red, and must be completed before you can move to another tab. Click 'Cancel' if you do not enter data at this time.

Click 'Add New Conversion' to enter a new mode of ECMO.

Note: a message will appear if you do not first enter a stop date/time for the first mode of ECMO. Click 'Close' and return to the top of the page to enter the date/time. Then click 'Add New Conversion' again.

The red titled field will load. Enter the start date/time for the new mode. Often this will be one minute later than the previously entered stop date/time. (i.e. Oct/27/2017 02:03)

Add the new cannulas for the new mode. Click 'Save' to move to the next tab.

VI. Diagnoses

Click 'Add New Diagnosis' to enter a new diagnosis for ECMO.

Note: Required data is in Red.

One diagnosis must be selected as the primary diagnosis. The Diagnosis Codes will be available by searching in the drop-down field. The most common ICD 10 Codes will populate as you begin to type the code.

You may enter as many diagnoses as you like.

Click 'Save' to move to the next tab. You may also 'Cancel' which will not save your work, and allow you to move to another tab.

VII. Procedures

Click 'Add New Procedure' to enter a new procedure performed on ECLS.

Enter the date and time the complication occurred, and select whether this estimated.

Note: Required data is in Red.

CPT Codes are available in the drop-down field and will begin to populate as you type. Select the correct code. You may enter as many complications, or repetitive complications as you like.

'Save' to move to the next tab. You may also 'Cancel' which will not save your work, and allow you to move to another tab.

VIII.   Infections

Infections

Run

Run No: 1	**Patient:** 0812016301	**Birthdate:** December 30, 2016 12:01 AM
Age: 1 day	**Support Type:** Pulmonary	**ECLS Start Time:** December 31, 2016 12:00 PM
ECLS Stop Time: June 16, 2017 12:00 AM	🔓 **Patient is Unlocked**	👤 Patient Information
💙 Run is: Incomplete		

Infections

➕Add New Infection

Back Next

Infections

Date/Time*:
Month / Day / Year Hour : Minute
Date/Time is required

Estimated*:
- Please Select -
Estimated is required

Culture Site*:
- Please Select -
Culture Site is required

Organism Type
- Please Select -

Organisms
- Please Select -

Click here for list of all Organisams
Press the Save button below to save this infection.

Back Next Cancel Save
Please complete at least the required fields or hit cancel to move to another tab

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Click 'Add New Infection' to enter any pre and on ECLS infections on ECLS.

Enter the date and time the culture was drawn, and select whether this estimated.

Organism types are available in the drop-down field and will populate the organisms associated with the type. Select the culture site.

Note: required data is in red. You may enter as many infections as you like.

'Save' to move to the next tab. You may also 'Cancel' which will not save your work, and allow you to move to another tab.

IX. Outcomes

Click 'Edit' to enter the outcome data for this patient.

Note: required data is in red.

'Save' to move to the next tab. You may also 'Cancel' which will not save your work, and allow you to move to another tab.

X. Addenda

Addenda sheets are available for you to enter additional data for your patient. Please select the correct addenda sheet.

Once you add it, or If you have already started a sheet, it will be listed under addendum type.

Select here to enter data on the ECPR sheet. You may also delete the sheet.

Select 'Edit' to enter the information requested.

XI. Submission

Click 'Edit' to complete the submission process for your patient record.

Enter the name who completed the form, the date will automatically add.

Click 'Validate Data'. The program will review all data entered to verify no errors. If errors occur, you will be directed to the errors that need correction.

Once data is validated, click 'submit and lock'. No further data entry will be allowed.

Contact ELSO for the run to be unlocked for further data entry.