

Hemovigilance Module: Customizing Forms

1

A user with Administrator Rights to the Biovigilance (BV) Component selects **Facility** then **Customize Forms**.

2

On the **Custom Options** screen, read the **Instructions**. Note: **Custom Forms** are not available in the BV Component. However, custom fields can be added to the forms.

3

Complete all mandatory fields.

Form Type – Select the form that will be customized. In the BV Component, only the **Incident, Adverse Reaction, and Monthly Reporting Denominators** forms can be customized.

Form – This field is auto-filled.

Description – This field is auto-filled.

Status – This field should be set as **'Active.'** Setting a customized form to **'Inactive'** will not allow data to be entered in **any custom field** on the form.

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Logged into NHSN Test KWC Memorial (ID 24976) as KWC.
Facility NHSN Test KWC Memorial (ID 24976) is following the BV component.

Custom Options

Instructions

- To **Add** a record, fill in the form with the required fields and any desired optional values. Then click on the **Add** button.
- To **Find** a record, click on the **Find** button. One of more fields can be filled in to restrict the search to those values.
- To **Edit** a record, perform a **Find** on the desired record. Click on the desired record to fill in its values into the form and edit the values. To save the changes, click on the **Save** button.
- To **Delete** one or more records, perform a **Find** on the desired record(s). Check the corresponding box(es), then click on the **Delete** button.
- Press the **Clear** button to start over with a new form.

Custom Form

- To create a custom form, select one of the Custom choices from the Form Type drop down list.
- Enter a code and description for the custom form type into the Form and Description fields, respectively.
- Enter labels for any custom fields you wish to have displayed on the screen.

Custom Field Labels

- To label custom fields for any existing form, select the Form Type and Form from the drop down lists.
- If one of the Summary Data forms is selected, it may be customized by location by selecting a value from the Your Location Code drop down list.
- Enter labels for any custom fields you wish to have displayed on the screen. To reorder labels on the screen, click on a row in the grid and drag it up or down.
- To add a field, tab out from the status field or select ADD ROW button.
- To delete a field, select the box on the field row and click on DELETE button.

Mandatory fields to "Add" or "Edit" a record marked with *

Form Type*: CDC-Defined - BV - Incident
Form *: Incident
Description: INCIDENT
Status *: Active

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4 Enter a **Label** for the custom field (variable) to be collected on the form.

5 Select the **Type** of each custom field created.

Custom fields may be **Alphanumeric**, **Numeric**, or **Date** fields.

Select the **Status** of each custom field created.

6 **Active** – The custom field will be available for use on the form.
Inactive – The custom field will be visible but not available for use on the form.

7 Click the **Save** button.

The screenshot displays two tables in the Hemovigilance Module interface. The top table, titled 'Define Custom Fields', has columns for 'Label', 'Type', and 'Status'. It contains three rows: 'SPECIMEN ID #' (Alphanumeric, Active), 'PATIENT ROOM #' (Numeric, Active), and 'ADMIT DATE' (Date, Active). The bottom table, titled 'Custom Options Table', has columns for 'Delete', 'Status', 'Form Type', 'Form', 'Description', and 'Location'. It contains three rows: 'INCIDENT' (Active, CDC-Defined - BV - Incident), 'REACTION' (Active, CDC-Defined - BV - Reaction), and 'MONTHLY REPORTING DENOMINATORS' (Active, CDC-Defined - BV - Summary Data). A 'Save' button is highlighted in the interface.

	Label	Type	Status
<input type="checkbox"/>	SPECIMEN ID #	Alphanumeric	Active
<input type="checkbox"/>	PATIENT ROOM #	Numeric	Active
<input type="checkbox"/>	ADMIT DATE	Date	Active

Delete	Status	Form Type	Form	Description	Location
<input type="checkbox"/>	Active	CDC-Defined - BV - Incident	INCIDENT	INCIDENT	
<input type="checkbox"/>	Active	CDC-Defined - BV - Reaction	REACTION	REACTION	
<input type="checkbox"/>	Active	CDC-Defined - BV - Summary Data	HEMO	MONTHLY REPORTING DENOMINATORS	

Important Tips:

- Up to 50 custom fields can be added to each customizable form.
- Custom fields can be deleted from the **Define Custom Fields** table by checking the box and clicking **Delete Row(s)**.
- Custom fields may only be deleted if data have never been entered. Otherwise, the field status can be set to **Inactive**.

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